



HISTORIC LYRIC THEATER EVENTS APPLICATION

Thank you for your interest in The Black Archives Historic Lyric Theater Cultural Arts Complex. Below you will find the Lyric Theater event application and rental rate sheet for your review. Please complete and submit the application forms to:

The Black Archives Historic Lyric Theater Cultural Arts Complex, 819 NW Second Avenue, Miami FL 33136, sixty-(60) business days prior to your event. A \$_____ non-refundable application fee is required by cash, check, or money order upon submission of the application. The check or money order should be made payable to The Black Archives History and Research Foundation of South Florida, Inc.

Once an inquiry request has been submitted, your event date request will be tentatively held for seven (7) business days until the following criteria has been received: the completed event application, completed use agreement, application fee, and a non-refundable rental deposit of \$ _____. The non-refundable deposit is due and payable to Black Archives Foundation upon execution of the agreement in order to reserve use of the Facility. Such deposit shall be credited to the aggregate rental fee amount listed in this Agreement. This deposit is non-refundable without regard to whether Renter makes use of the Facility for all, none, or part of the event. The non-refundable deposit should be made payable to The Black Archives History and Research Foundation of South Florida, Inc., in the form of a certified check, cashier's check or money order. **NO PERSONAL CHECKS SHALL BE ACCEPTED**

If the necessary documents are not received within the seven (7) business days, the Black Archives reserve the right to cancel and will not be responsible for notifying users of the event cancellation. The Black Archives Historic Lyric Theater policy requires that event documentation, cost of all city services, and fees associated with the event are received and paid at least fifteen (15) business days in advance or the event will be cancelled. This includes the following documentation:

- ✓ Final Payment
- ✓ Insurance Certificate
- ✓ Use Agreement
- ✓ Liquor License (If Applicable)
- ✓ Copy of 501 C 3 (If Applicable)

Thank you again for choosing the Black Archives Historic Lyric Theater Cultural Arts Complex and we look forward to working with you on a successful event.

INSURANCE REQUIREMENTS

The Lyric Theater requires that special event organizer(s) provide a current Certificate of Insurance naming the Black Archives Historic Lyric Theater as an additional insured. The theater also requires that event organizers comply with specified insurance coverage and limits as prescribed by the city ten (10) business days prior to the conduct of any event. The insurance company must be rated “A” to be accepted.

****IMPORTANT INFORMATION****

The following information is required on the Insurance Certificate as **ADDITIONAL INSURED**:

Certificate Holder: The Black Archives History & Research Foundation of South FL, Inc., 819 NW 2nd Avenue, Miami, FL 33136

Certificate Holder: Historic Lyric Theater, 819 NW 2nd Avenue, Miami, FL 33136

Certificate Holder: Miami Dade County, 111 NW 1st Street, Miami, FL 33128

Certificate Holder: City of Miami Southeast Overtown Park West Community Redevelopment Agency, 819 NW 2nd Avenue, Miami, FL 33136

Certificate Holder: City of Miami, 444 SW 2nd Avenue, Miami FL 33130

****Please note:** The policy expiration date must end the following day **AFTER** the event.

The following language should be added under the Description of Operations field in the binder:

The Lyric Theater Cultural Arts Complex, 819 NW Second Avenue Miami, FL 33136 is included as additional insured for General Liability Coverage for operations of the insured at the references premises, per policy terms and conditions.

****Please Note:** If hosting (giving away) alcohol at your event, please contact the **Black Archives** directly at **786-708-4610**.

****Please Note:** Black Archives Historic Lyric Theater reserves the right to offer a cash bar based on the programming. To ensure cash bar services for your event, please contact the **Black Archives** directly at **786-708-4610**.

CITY & STATE REQUIREMENTS

Required permits and services may include: Police Special Events Permit; Fire Assembly & Fireworks Permit; Public Works Street Use and Banner Permit fees; Solid Waste Cleanup and Equipment fees; Traffic Control and Security; Fire Inspectors and Rescue Units; Park Facility Rental and Concession Fees; Building and Zoning Class I Permit; Beer & Wine Permit; Off-Street Parking Meter Rentals Fees; and Mechanical, Electrical, and Tent Permit Fee.

The limits of liability are \$1 million dollars per occurrence/\$1 million aggregate for comprehensive general liability and liquor liability (the latter only if applicable).

Street Closures are subject to the issuance of permits from the Departments of Police, Fire-Rescue and public Works, after giving all due consideration to safety and Traffic needs of residents, business and religious institutions in the area. Said permits will be issued only after approval has been granted by the City Manager or his designee (Section 54-3 of the City Code).

Activities that require authorization by the City of Miami Commission include but are not limited to:

- Sale and/or distribution of alcoholic beverages other than beer and wine; once approved by the Commission, a permit must also be obtained from the State of Florida Department of Business Regulators and Bureau of Alcohol and Tobacco.
- Certain firework displays.
- Relation of noise limitations.

The State Department of Transportation (DOT) requires that event organizers obtain a permit for the closure of all state roads. This permit must be filed with DOT thirty (30) days prior to the date of the event. Please contact Miguel Caldera at (305) 470- 5367, to obtain the application for closing or use of State roads.

The State Department of Business and Professional regulations, Division of Hotels and Restaurants, requires that all food vendors obtain a license for each temporary food service participating in an event.

Lyric Theater Inquiry Request

For Questions and Concerns, Contact Us here at 7TH AGENCY
Phone: 305-390-0299 | Email: LyricTheater@7thAgency.com

Name of Organization : _____ Event Date: _____

Event Start Time: _____ Event End Time: _____

Type of Event:

Number of Guests: _____ Paid Event: Yes No

Rehearsal Service: Yes No Rehearsal Date(s): _____ Rehearsal Time: _____

Rental Type (*Check all that Apply*):

- Theater
- Banquet Room
- Multipurpose Room
- Conference Room
- Theater Lobby Center
- Plaza

Sponsor Status:

- Individual
- Commercial
- Non-Profit (15% Discount)

Briefly describe your event and setup:

Primary Contact Person:

Address: _____

City: _____ State: _____ Zip: _____

Non-Profit:

FEIN:

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*Historic Lyric Theater Cultural Arts Complex 819 Northwest Second Avenue Miami FL
33136 For Theater Rentals and Booking, please contact The 7th Agency|
www.TheBlackArchives.org
Phone: 305-390-0299 Email: LyricTheater@7thagency.com*

Phone Number: _____ Secondary Phone: _____

Email Address: _____

As per Lyric Theater regulations, there is an additional per vender fee associated with any sales.

Will there be Vendors at this event? Yes _____ No _____

Type(s) _____ Food _____ Beer/Wine _____ Drinks _____ Art/Craft _____

Will there be Caterers at this event? Yes _____ No _____

Company _____

Will food and/or beverage be served? Yes _____ No _____

Alcohol Service Requested? Yes _____ No _____

Type of Service Requested? _____ Open _____ Cash

***If yes, please review insurance requirements and an off duty police officer must be present during the event.*

IMPORTANT: Technical Requirements: User must contact the Black Archives for approved vendor for Light and Sound needs at least 30 days in advance.

Please specify the following as they apply to your event. There may be additional charges for use of equipment.

Please describe your lighting requirements:

Please describe your sound requirements:

Signature: _____ Name (Printed): _____

Title: _____ Date: _____

LYRIC THEATER RENTAL RATES

Deposits:

Initial: _____

All deposit checks should be made payable to The Black Archives Foundation (“BAF”) in the form of a certified check, cashier’s check, or money order. The date of your event will not be reserved until a non-refundable deposit is received. A non-refundable deposit in the amount of \$ _____ is due and payable to BAF upon execution of this Agreement in order to reserve use of the Facility. RENTER shall not be entitled to the payment of any interest whatsoever on the deposit paid to BAF. This non-refundable deposit is non-refundable without regard to whether RENTER makes use of the Facility for all, none or part of the Event. **NO PERSONAL CHECKS SHALL BE ACCEPTED.**

Additional Charges:

Initial _____

Please be aware that additional charges will apply if the event is extended beyond its initial intended use. Fees will be charged to the nearest whole hour. The following extra charges will apply:

1. Facility Rental Fee
2. Staff Fee
3. Security Staff Fee
4. Sound/ Lighting Technician Fee

Light and Sound Requirements:

Initial _____

Light and Sound Technicians must be reserved at least thirty (30) business days prior to the event. Cancellations with less than a 96-hour notice of the scheduled event date will result in charges for technical and event staff.

Facility Surcharge Fees:

Initial _____.

Below, surcharge fees apply to ticketed events. **Additional online surcharges may apply

| | | |
|---------------------|---------------------|----------------------|
| · \$1.00 - \$5.00 | · \$5.01 - \$15.00 | · \$15.01+ |
| .50 per ticket sold | .75 per ticket sold | 1.00 per ticket sold |

Applicants must receive authorization from the Black Archives Historic Lyric Theater Management, prior to affixing any publications, products, or advertisement on property. If your event is booked less than 30 days of desired date, Lyric may not be able to guarantee all services requested.

Deadlines:

Initial _____

- ✓ Event Application: (60) Business Days prior to scheduled event
- ✓ Use Agreement: (15) Business Days prior to scheduled event
- ✓ Insurance Certificate: (15) Business Days prior to scheduled event
- ✓ Final Payment: (15) Business Days prior to scheduled event

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Phone: 305-390-0299 Email: LyricTheater@7thagency.com

- ✓ Liquor License (if applicable): (15) Business Days prior to scheduled event
- ✓ 501 C3 Copy (if applicable): (15) Business Days prior to scheduled event
- ✓ Staff Services and Equipment Request: (30) Business Days prior to scheduled event

Non-Profit

| Non-Profit (15% Discount) | Rates |
|-----------------------------------|--|
| Venue (4 hour Minimum) | \$1,275.00 (price includes discount) |
| Personnel | See Lyric Theater Staff Rates Below |
| Additional Hour (Performance Day) | \$170.00 (price includes discount) |
| Second Show(same day) | \$425.00 (price includes discount) |
| Rehearsal/Load-In Day | \$255.00 (price includes discount) |
| Rehearsal Weekly | \$1,700.00 (3 Hours per day) (price includes discount) |
| | |

Commercial

| Commercial | Rates |
|-----------------------------------|-------------------------------------|
| Venue (6 hour Minimum) | \$1,500.00 |
| Personnel | See Lyric Theater Staff Rates Below |
| Additional Hour (Performance Day) | \$200.00 |
| Second Show(same day) | \$500.00 |
| Rehearsal/Load-In Day | \$300.00 |
| Rehearsal Weekly | \$2,000.00 (3 Hours per day) |
| | |

Banquets and Meeting Rooms

| Non-Profit Banquets and Meeting Rooms | Meeting | Banquet |
|---|----------------|----------------|
| *Rates include 15% discount | | |
| Welcome Center Lobby (2 Hour Min) | \$340.00 | \$850.00 |
| 1 st Floor Multipurpose (2 Hour Min) | \$297.50 | \$680.00 |
| 2 nd Floor Multipurpose (2 Hour Min) | \$297.50 | \$680.00 |
| Corporate Conference | \$170.00 | |
| Outside Courtyard | \$637.50 | |
| Facility Use Fee | Waived* | \$382.50* |

| | | |
|--------------------------|----------|----------|
| <i>Food Disposal Fee</i> | \$127.50 | \$127.50 |
|--------------------------|----------|----------|

| Banquets and Meeting Rooms | Meeting | Banquet |
|---|----------------|----------------|
| <i>Welcome Center Lobby (2 Hour Min)</i> | \$400.00 | \$1,000.00 |
| <i>1st Floor Multipurpose (2 Hour Min)</i> | \$350.00 | \$800.00 |
| <i>2nd Floor Multipurpose (2 Hour Min)</i> | \$350.00 | \$800.00 |
| <i>Corporate Conference</i> | \$200.00 | |
| <i>Outside Courtyard</i> | \$750.00 | |
| <i>Facility Use Fee</i> | Waived* | \$450.00* |
| <i>Food Disposal Fee</i> | \$150.00 | \$150.00 |

Lyric Theater Staff Rates

BASIC OPERATIONAL SUPPORT COST \$896.00

- * This is for a small non multi-functional event
- * The Black Archives reserves the right to increase staffing based on the amount of attendees and length of event at cost to renter
- * This price includes Staff Attendants, Facility & Site Public Safety, and Housekeeping
- * This price does not include Ushers, Hospitality, Additional Security, Technical/Stage Staff, Concessions, Box Office, Ticketing, Police, Stagehands, Lighting Operator, and Sound Engineering
- * Staffing beyond Basic Staff Cost is a la cart

FULL OPERATIONAL SUPPORT COST \$3,404.00

Facility Discount for Non-Profits -\$1,204.00

Final Rate with Discount \$2,200.00

- * This is for a small non multi-functional event
- * The Black Archives reserves the right to increase staffing based on the amount of attendees and length of event at cost to renter
- * This price includes Box Office Personnel, Staff Attendants, Facility & Site Public Safety Officers, Ushers, Concession Services, Housekeeping, Light Board Operator, and Sound Engineer.
- * This price does not include Additional Security, Off Duty Police, & Stagehands.
- * Additional Staffing is a la cart

***BE ADVISED THAT ANY RENTALS THAT DO NOT INCLUDE THE THEATER SPACE. OPERATIONAL SUPPORT WILL BE A LA CART**

Specialty Equipment/Facility Services Rates (TBD)

| <i>Specialty Equipment/Facility Services</i> | <i>Rates</i> |
|--|--------------|
| <i>Additional Monitors</i> | |
| <i>Additional Mixes</i> | |
| <i>Lighting Set-up and Focus</i> | |
| <i>Follow Spots</i> | |
| <i>Video Projector</i> | |
| <i>Body Packs</i> | |
| <i>Piano</i> | |
| <i>Piano Tuning</i> | |
| <i>Choral Risers</i> | |
| <i>Draping& Curtains Scenery Change</i> | |
| <i>Acoustic Shell</i> | |
| <i>Additional lighting equipment</i> | |
| <i>Lobby Color Lighting</i> | |
| <i>Lobby Decor</i> | |
| <i>Visibility print package</i> | |
| <i>Marketing package</i> | |
| <i>Box office set-up</i> | |
| <i>Box seating</i> | |
| <i>Food service disposal</i> | |
| <i>Cash bar service</i> | |
| <i>Outside vendor fee</i> | |

House Fees

The fixed house fee rate includes the following services:

1) space rental, 2) facility manager, 3) basic equipment, 4) existing sounds system (2 cordless microphones, 1 stage monitor, 1 vocal mix), 5) house lighting system, plot, and focus, 6) standard house draping and curtains, 7) 2 principal dressing rooms, 8) green room space, and 9) men’s and women’s chorus dressing room.