



## **Event Application Procedures**

### **Step One: The Event Worksheet**

All users requesting dates at the BCPA must complete the Event Worksheet as completely as possible. We recognize that not everyone will have all of the information requested, however, without complete information the Center may not be able to assess your event and act favorably upon your request. Should you have any questions, please contact us and we will work with you to ensure our understanding of your needs.

Once the worksheet is returned to the Center it will be evaluated by BPCA staff on the basis of the following criteria:

- Availability of dates requested.
- Scheduling priorities.
- Prior experiences with the producing organization.
- Event feasibility and technical suitability.
- Appropriateness of the event to the mission of the center.

### **Step Two: Event Planning Meeting**

Upon approval of the Event Worksheet users must then set up a meeting with BCPA Staff to go over technical requirements and to establish a time-line for the event. Other production meetings may be required by the Center or by the Event depending upon the specific needs of both parties.

### **Step Three: Event Estimate and Event Agreement**

Based upon the Event Worksheet and the production meeting(s) the Center will generate an Event Estimate. If the Event Producers are amenable to the estimate the Center will generate an Event Agreement and a set of Riders. Perusal copies of these documents will be forwarded to the event producers. Once any details are ironed out, and any errors corrected, the Center will schedule a meeting to sign the Event Agreement. At this meeting the Producers should be prepared to deliver any required deposits (by Certified Check or Money Order only) and an insurance certificate to the

Center. The Event Agreement can also be signed and forwarded by email, and then mailed with all deposits, but the original must be in possession of the Center within 10 days from the date on the Agreement.

#### Step Four: Contract Riders

Riders are documents that specify what the Center is providing and what the Event is providing. Once signed by Center and Event they become part of the Event Agreement. At minimum the Center currently issues the following riders with all contracts:

General Technical  
Photography / Videography  
Vending / Catering  
Publicity and Box Office Services.

Depending upon the nature, needs, and scope of your event, the Center may issue additional riders to the Contract.

#### Step Five: The Event

Other meetings may be necessary prior to your event. You should maintain contact with the production staff at the Center even if it is just to make sure that everything is still on track. On the date of your Event the Center will make every effort to ensure that everything is ready for you. Should you find something amiss, please let the Facility Manager know as soon as possible. Likewise; if, for whatever reason, your plans change, let us know as soon as possible and we will endeavor to adapt. Once a call has been scheduled, an Event will be billed for a minimum four hours plus personnel costs in the event of a “no-show”.

#### Step Six: The Final Invoice and Post-Event Survey

Soon after your event the Center will generate a final invoice. Any overpayment will be refunded and any amount due will be noted on the invoice. Any amounts due may be paid by Certified Check or Money Order to the Center. All events are encouraged to complete the Post-Event Survey that accompanies the final invoice. Your input is very important to us. Additionally, the Center will gladly host a post-event critique meeting with any event that wishes to offer and receive feedback. Formats vary and events should contact the Center for more information.

#### Please Note

- Center staff is available to aid you in the completion of your paperwork or to answer any Event-Related questions that you might have.
- The Center prefers that all requests not addressed in the *Event Agreement* or *Riders* be made in writing. Email is acceptable; however any changes must be in the form of a rider to the *Event Agreement* signed by both parties.

- The Center will endeavor to support requests not made in writing, no guarantees are made and no Center staff member is authorized to guarantee support beyond the *Event Agreement* and *Riders*.
- Requests for additional support may incur fees. The Center makes every effort to inform Events of these fees in advance, but the press of time leading up to an event sometimes makes this impossible. The *Event Agreement* requires an Event to pay any such fees incurred by the Center.
- Please read your *Event Agreement* and the *Riders* carefully. Make sure you understand them clearly before you sign. The Center will always endeavor to answer your event-related questions.
- Your dates are not firm and are subject to cancellation without notice until the *Event Agreement* is executed and any required deposits as well as an insurance certificate have been returned to the Center.
- Event Agreements, Deposits, and Insurance forms must be completed and on file no later than thirty days prior to your event or it is subject to cancellation