



PARKS & RECREATION

Rebekah Stark Johnson Community Arts Center Facility and Equipment Application for Reservation of Room, Studios, & Theatre Space

*All applications must be turned in, signed, and completed thirty (30) days in advance of the event date.
Event applications submitted less than 30 days from the requested date are reviewed on a case-by-case basis.
Applications will not be approved until insurance and fees are collected.*

Room(s) Requested: _____

Applicant's name or Organization responsible: _____

Primary Contact: _____ Phone: _____

Address: _____ E-mail: _____

Emergency Contact: _____ Phone: _____

Date(s) of Event: _____ Day(s) of the Week: _____

Start time: _____ End time: _____ Set up period: _____

Type of event: _____ Expected Attendance: _____

Liability insurance is required for use of the Paper Warehouse Theatre (black box theatre) and/or functions where alcohol will be sold or for functions expecting over 100+ people.

Name of Insurance Company: _____

Will food and beverage be sold? Yes No Will food and beverage be served free of charge? Yes No

Will you charge admission? Yes No List admission rate(s): _____

Will there be live entertainment? Yes No Circle all that apply: Music Theatrical Dance

City Ordinance 1949, sec 2-4-17-07: When alcoholic beverages are being served, security is required. Securing security is the responsibility of the lessee. Lessee is responsible for the payment of security officers, which will be due at contract signing. If necessary, by either officer or duty or staff, additional security will be called in for event support. Should this occur, the lessee is responsible for payment of officers.

Security Agency: _____ Primary Contact of Security: _____

Emergency Number: _____

Please complete the following for each event/rehearsal date/time needed.
Print additional pages if necessary.

| Rehearsal/Event: | Set-up time: | Start time: | End Time: | Take-down time: |
|------------------|--------------|-------------|-----------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Only approved vendors may be used to run sound and lighting in the Paper Warehouse Theatre. Tech training can be scheduled through the arts center director. Equipment deposits are required to rent this space and use the sound or lighting. If no damage is found fees will be applied to and deducted from overall rental cost. \$500–Weekly Rate Equipment Deposit; \$150–Daily Rate Equipment Deposit

Do you plan to use sound or lighting? _____

Will you need the use of risers (theatre usage only): Yes No

Number of Chairs needed: _____ Number of Tables needed: _____

Please list any additional equipment that will be brought into the space:

Please note other permits and inspections that may apply:

https://www.hattiesburgms.com/wp-content/uploads/Privelege_Tax_Application_Form.pdf

<https://www.hattiesburgms.com/hpd/permits/>

<https://www.hattiesburgms.com/wp-content/uploads/BlockPartyPermit2021.pdf>

Applicant's Signature: _____

Date: _____

Received By: _____

Date: _____

Please return the application and deposit to the Art Center Manager in person at 825 Main St. or by mail to:

City of Hattiesburg, ATTN: Parks and Recreation, P.O. Box 1898, Hattiesburg, MS 39403-1898.

If you have any questions regarding the application, please call (601) 620-6422 or email:

kginn@hattiesburgms.com.