



PROMOTER APPLICATION

(This is not a contract for space or dates)

In order to have complete information on file and to better serve our clients, applicants for dates at the Savannah Civic Center are required to complete this application in its entirety and return to:

**The Savannah Civic Center
P. O. Box 726
Savannah, GA 31402
Fax: (912) 651-6552**

Subject to the requirements of law, it is understood that this information will be kept confidential. This document is an application only and does not imply or confer upon the applicant the right or privilege to secure a permit to use the Savannah Civic Center. The applicant agrees that no publicity or announcement of any event to be staged at the Savannah Civic Center by the applicant will be made public until an Event Agreement is fully executed by the Savannah Civic Center.

Company

Name _____

(Name of organization, company, corporation, or individual)

Provide a description of applicant's organization explaining organization structure, products, services, current officers, (President, Vice President, Secretary and Chief Accounting Officer), board members and their affiliation. Is the organization licensed to do business in the State of Georgia? Indicate a.k.a. and/or d.b.a.; profit or non-profit corporation. Applicant may be requested to provide a financial statement of applicant and of its parent company(s).

Contact: _____ Contacts phone # _____,
Contacts Cell # _____, email _____

Title: _____ (contract signatory)

If corporation, list state of incorporation _____

Federal Tax ID # _____

Address _____ Suite _____
City _____ State _____ Zip _____

Phone (_____) _____ Cell (_____) _____

Fax (_____) _____

Email _____ Website _____

Names & Addresses of Financial Backers of Promotion and Financial Arrangements:

Will any other person, firm, or corporation directly or indirectly share in the proceeds or benefits or bear any of the losses in connection with the management, operation or conduct of the promotion? ___ Yes ____ No

If yes, explain: _____

Bank Name: _____

Address: _____

Phone # _____,

Please check nature of event:

- Convention/Trade Show Meeting/Seminar Concert/Entertainment
 Sporting Event Public Dance Consumer Show
* Other _____

Exact Name of Proposed Event

Please include a brief description of the event, its programming elements, and tentative outline of the manner in which this event will be conducted (i.e., schedule of events and performance times). If available, please provide a highlight video of event.

Requested Date(s) _____
Alternative Date(s) 2nd Choice _____ 3rd Choice _____

Number of move-in/move-out days _____ Number of show days _____ (if other than show days)

What time will your set load in? _____
How long will your set up take? _____
What time will your doors open? _____
What time does your event start? _____
What time does your event end? _____

How many shows?: _____ What are your show times?: _____ & _____

Have you previously held this event or type of event?: _____ Yes (please see below) _____ No

Please list date and location:

ENTERTAINMENT:

Will your event have "Live" entertainment? Yes ___ (please see below) No ___

Is your entertainment a: ___ International Performer ___ National Performer
___ Local Performer

Do you have a contract with the entertainer you are booking? ___ Yes, ___ No

___ *A copy of the contract between the promoter and the entertainer is due at the time of signing the Building contract with the Savannah Civic Center.

Does your entertainer have special requirements and/or a technical rider? Yes ___ No ___

Will your event include any type of Pyro? ___ Yes, ___ No,
(Pyro permits take 8-10 weeks to obtain after submitting the event rider and paper work)

Will your event require a designated dancing area? ___ Yes ___ No Size? _____
(Events that require dancing area may restrict capacity levels)

Will your event require usage of any additional space such as? ___ Dressing/Make up Room
___ Green Room ___ Reception area ___ Autograph's ___ Private meeting area

Will your event include any live animals? ___ Yes ___ No What type? _____

SPORTS / ATHLETES:

What type of event are you hosting? ___ Entertainment/Show ___ Competition / Tournament

Are your athletes? ___ Professional ___ Collegiate ___ Amateur ___ Youth

Do your athletes have any special requirements? ___ Yes (please attach) ___ No

Will tickets be sold ___ Yes ___ No Advance Prices \$ _____ \$ _____ \$ _____

At door price _____, ___ Reserved Seating ___ General Admission

Estimated event attendance _____

What age group are you targeting? _____

Please provide a list of professional staff, independent contractors, and/or professional advisors, if any, will conduct the event.

Will programs, souvenirs, tapes, publications, cotton, or other items be sold on the premises during the event? ____ Yes ____ No

Amount of Exhibit Space Requested _____

Have you ever held an event in Savannah? _____

If yes, where _____

Have you ever held an event in a similar venue? _____

If yes, please list dates and name of events: _____

Please list three references for facilities leased other than the Savannah Civic Center:
(Name of Event, Other Facility Used, Telephone, Dates)

1. _____

2. _____

3. _____

Please include with this application:

1. A brochure, pictures, fact sheet, and/or promotional material describing your organization/event.
2. Recent published reviews of your event in other locations, if any.
3. Printed publicity materials and/or programs from prior events similar to the event for which you are requesting dates.

It is understood that this is an application for space and dates only and is not a contractual agreement. Once applicant's date(s) are on hold, they will be considered tentative holds until applicant executes an Event Agreement and delivers a non-refundable building deposit. In the event that there are multiple tentative holds for a particular date, the holds will be given a priority based on who has called for the tentative hold first. A party who is not in a first hold position may challenge the date by offering the non-refundable deposit with a fully executed Savannah Civic Center License Agreement. The first hold has forty-eight (48) hours to sign a License Agreement and deliver the non-refundable deposit in order to secure their date and confirm their event.

All parties must show proof that they represent, promote, or own the specific event being planned for the Savannah Civic Center. Such proof shall be required before any tentative hold can become a confirmed hold. A fully executed Savannah Civic Center License Agreement, along with a non-refundable building deposit shall be delivered to the Savannah Civic Center in order to confirm a specific event at the Savannah Civic Center.

The applicant hereby represents that a full and complete disclosure has been made of all information which might be pertinent to the Savannah Civic Center consideration of this application and that all of the statements are true and correct. I authorize the Savannah Civic Center to verify any information on this use permit application.

Applicant Signature _____ Date _____