

The Armory at Brighton Cultural Center

RENTAL DOCUMENTATION CHECKLIST

EVENT _____

EVENT DATE(S) _____

Information Needed		When Needed (NOT LATER THAN)	Describes/Provides Information	Armory Use
Booking Inquiry/Quote/Tentative Booking	Info	12 Weeks ahead	Availability of Armory for event is verified. Event info, times/dates, number of people, etc. etc. are provided by Renter. Price quoted based on Renter-supplied info. Inquiry remains tentative until deposit and Rental Agreement is received.	
Alcohol Permit	Info	12 Weeks ahead	Armory Alcohol guidelines: PUBLIC EVENTS (open house, open invitation to the public) DO REQUIRE A PERMIT AND THE PERMIT SHOULD BE IN PROCESS AS SOON AS THE RENTAL AGREEMENT IS SIGNED. PRIVATE events (invite only, event is closed to the public) do not require a permit, IF liquor is not for sale. Liquor can be served with dinner as long as the servers are over the age of 21. It can also be served from a bar setup, for a "donation", again as long as the servers are over the age of 21.	
Rental Application	Form	12 weeks ahead	Event info, contact info, organization info, load-in/setup/rehearsal/performance times, admission prices, etc.	
Rental Setup Sheet	Form	12 Weeks ahead	Outlines room layout, Stage Configuration, Armory Equipment Needs, Tenant Equipment Rentals and Needs, Speaker Needs, Concessions info, Performing Info, Equipment Lists (what is being brought in), Area Layouts, etc.	
License Agreement	Form	12 Weeks ahead	Binding contract for facility use.	
Rental Deposit Payment	----	12 Weeks ahead	50% of the TOTAL RENTAL COST AT SIGNING OF RENTAL AGREEMENT.	
Proof of Insurance	Info	4 Weeks ahead	The Rental Agreement requires groups using the theatre to provide insurance with CITY OF BRIGHTON AND BRIGHTON URBAN RENEWAL AUTHORITY as additional insured. IF PUBLIC EVENT WITH ALCOHOL, MUST BE PROVIDED AT BOOKING!! See License Agreement, Page 3, Paragraph 14.	
Caterer Information	Info	4 Weeks ahead	Who is the caterer, serving or buffet line, copy of agreement. Tenant is responsible for caterer (e.g., damage, etc.) RENTER MUST BE ONSITE DURING CATERER SETUP, EVENT, AND TEARDOWN. Food must be prepared outside the Armory facility. Also, please contract enough time for load-in, setup, and load-out. Caterer must post restaurateur license during event.	
Caterer Information	Info	4 Weeks ahead	Who is the alcohol provider, liquor service location, type of liquor service, etc. RENTER MUST BE ONSITE DURING ALCOHOL SETUP, EVENT, and TEARDOWN. Events Permit must be posted during event.	
Performer Information	Form	4 Weeks ahead	Who is/are the performers, type of music, how many performers, performer needs, stage plots, lighting/sound requirements, etc. Sets, breaks, needs, SPECIAL needs, etc. RENTER is responsible for performer (e.g., damage, etc.) RENTER MUST BE ONSITE DURING PERFORMER SETUP, EVENT, AND TEARDOWN. Copy of performer's contract.	
Timeline	Info	2 Weeks ahead	Who gets there when? Example: Rental Deliveries, Caterer and Servers, Centerpieces, Event Organizers, VIPS, etc. RENTER MUST BE ONSITE FOR ALL DELIVERIES!!!!	
FINAL PAYMENT DUE	Cash, Credit Card, Check or Money Order	Day of Event	Please check in at Armory Box Office to make payment before you start setting up your event! Thank you!	
Post-Event Walk through/Checkout with Armory Staff	Info	Prior to Renter leaving the Armory	Armory facilities must be left in the same condition as they were when Renter arrived. All trash must be removed, chairs and tables returned to where they were originally set, etc. See License Agreement, Page 5, Paragraph 20.	