



EVENT GUIDELINES FOR ALL EVENT APPLICANTS

The Center for Creative Education's (CCE) mission is to empower our students to grow academically, creatively, and socially through arts-based education. CCE envisions a world where each child has the opportunity to learn and grow in the ways that meets their needs and allows them to reach their full potential as citizens and contributors to society. Today, thanks to the generosity of our donors, we have our own beautiful center in Northwood Village, in West Palm Beach. The building was a roller rink back in the 1950s and 60s, now it is once again a place to delight children!

It CCE's desire that all patrons who periodically use a CCE room, studio, rehearsal hall, classroom, lawn, or other CCE property (the "Facility") are able to enjoy the Facility. This agreement has been set in place to achieve that goal.

Approval for the use of the facility does not constitute or imply CCE's endorsement of any group or individual, their mission, or their positions. Groups or individuals approved to use the facility are not to advertise the event in such a way as to imply endorsement or affiliation with CCE. No activities or advocacy may take place at the facility that conflict with the practices or policies of CCE.

The person signing this document and the organization using the facility (collectively the "User"), are responsible for compliance with the terms of the Facility Use Agreement, this document, and the Event Application and any other associated documents. All Users are required to read and sign the Facility Use Agreement. Together, this document, the Facility Use Agreement, and the Event Application shall constitute the Rental Agreement.

COSTS:

See the Usage Rates attached

All Fees must be paid four (4) weeks prior to the event or the event may be cancelled at the option of CCE.

Applicant Initials



EVENT APPLICATION – Part I

This application is to be returned to the Center for Creative Education no later than six weeks prior to the Event. This is a first come, first serve review process, so the earlier you request space, the sooner you will have a response.

Event Type/Purpose: _____

Proposed Number of Guests: _____

Date of Event: _____

Start Time _____ End Time (if after 5pm/normal business hours, addl. fees apply): _____

The event will be in the: Exhibition Area ___ Theatre ___ Rehearsal Hall ___ Art Studio (1,2 or 3) ___ Other ___

- If 'Other' please specify _____

Name of Person/Organization Hosting Event (Applicant): _____

Contact Name: _____

Address: _____

Phone Number: _____ Fax: _____ E-Mail: _____

Guest Transportation: Self-Park: _____ Motorcoach/Bus: _____ Valet: _____ (see preferred vendor list)

At what time would you like to have the doors open for guest entry?: _____

Applicant Name and Signature

Date

CCE President and Chief Executive Officer

Date

Applicant Initials



EVENT APPLICATION – Part II

Event Type/Purpose: _____

Caterer: _____ (see preferred vendor list)

- Contact Name: _____ Phone: _____

Music/Entertainment: _____ (see preferred vendor list)

- Contact Name: _____ Phone: _____

Florist/Décor: _____ (see preferred vendor list)

- Contact Name: _____ Phone: _____

Photographer: _____ (see preferred vendor list)

- Contact Name: _____ Phone: _____

Rental Supply Company: _____ (see preferred vendor list)

- Contact Name: _____ Phone: _____

Will: _____ Will Not: _____ be using Center for Creative Education chairs #: _____ tables #: _____

Event Coordinator (if applicable): _____

- Contact Name: _____ Phone: _____

Applicant Initials



Additional Information:

_____, hereafter known as the "Applicant," agrees to abide by the following conditions during the usage term at the Center for Creative Education (CCE).

The Event Fee for the use of the Center for Creative Education building will be \$_____, and is due four (4) weeks prior to the event. If the event fee is not received in full by CCE at least four (4) weeks prior to the Event, the Event may be cancelled at the option of CCE and any deposits retained by CCE. Additional services supplied by CCE may increase the final cost.

The date and hours of the Event will be _____, from Start Time:_____to

End Time:_____

Prior to the event, the Applicant will furnish the Center for Creative Education with a Certificate of Insurance naming the Center for Creative Education as an "Additional Insured."

Applicant Initials



FACILITY USE AGREEMENT

The Applicant agrees to comply with all Federal, State, County, and Municipal laws and regulations related to the Event.

The Applicant agrees to leave the areas used clean and orderly, as determined by the Event Manager.

The Applicant agrees to forward the CCE a damage and cleanup deposit in the amount of \$1,000.00 (The "Damage Deposit") if damages and/or cleanup exceed the amount on deposit, Applicant agrees to pay the difference. Provided there is no damage, the deposit will be refunded within one (1) week following the Event. There will be no entry allowed until the Damage Deposit and Event Fee are received and processed with an approved event application.

The Applicant may not assign any of the privileges related to the Event, or the date reserved for this Event, to a third party.

The Applicant agrees to comply with the Facility Use Agreement, and to seek permission and guidance from CCE on any issue not specifically addressed in this Facility Use Agreement.

The Applicant, and all Vendors chosen by the Applicant, agree to comply with all requests made by the CCE Staff Person on duty the day of the Event.

The Applicant agrees to hold harmless, defend, and indemnify CCE and its employees, agents, contractors, and directors against and from any and all liability, loss, damages, or expenses which may be incurred by the Applicant or the Applicant's contractors or employees as a result of the Event.

Applicant Name and Signature

Date

CCE President and Chief Executive Officer

Date

Applicant Initials



INSURANCE: (Please initial indicating you have read and understand each guideline.)

_____ All Applicants must provide a Certificate of Insurance naming the Center for Creative Education, 425 24th St., West Palm Beach, FL 33407, as an “Additional Insured” with respect to general liability in the amount of \$1,000,000.00. The Certificate must be received by the Center for Creative Education least one month prior to the event.

_____ The Applicant must comply with all laws, orders and regulations of Federal, State, County and City authorities relating to the use of the premises. (e.g. Certificates of Insurance for any contract workers, rules regarding Fire Inspectors, and Permits).

_____ No unattended children in the building, ever. You must provide supervision. Your guests safety is our concern but your responsibility, not that of the Center for Creative Education and its staff.

OTHER:

_____ All media coverage must be cleared through the Center for Creative Education’s Marketing Department prior to the event.

_____ Permission to use images of the Center for Creative Education for invitations must be obtained from the Center for Creative Education’s Marketing Department. The Center for Creative Education’s telephone number cannot be listed on the invitation.

_____ Video crews and commercial photographers must have express written permission from the Center for Creative Education’s Marketing Department prior to the day of the event for any on site work.

_____ Any vendor not chosen from the Center for Creative Education’s Approved Vendor List must be approved by the Center for Creative Education in advance and an additional fee of \$1,000.00 per vendor will be incurred.

_____ Ladders, tools and other equipment needed for the Event must be supplied by the applicant or vendors.

_____ Handling Center for Creative Education exhibition objects or furnishings is not permitted.

_____ Set up time may begin no earlier than 9:00am Monday –Saturday, Center for Creative Education’s class schedule permitting.

Applicant Initials



_____ Should the services of a Decorator be employed, it is the responsibility of the Decorator to remove all decorations from the Center for Creative Education immediately following the event. Decorator services are permitted for table decoration and free-standing displays only.

_____ All rentals are to be delivered the day of the event starting at 9:00am and picked up either the same evening or the following morning before 10:00am.

_____ All rental dishes, glassware, flatware, linens, and tables must be removed after event is completed.

_____ All Floral arrangements must be assembled off the premises and removed after the event.

_____ All potted plants or small trees may be placed in the gallery but must be insect-free and must be removed immediately after the event.

_____ Smoking is not permitted in the Center for Creative Education building. Smoking is allowed on the street.

_____ No open flames permitted. Candles are not permitted.

_____ Hanging lights, sparklers, glitter, confetti, and animals are not permitted anywhere on the Center for Creative Education grounds.

_____ Food and drink may be permitted depending on location, catering service, and approval.

_____ Musical performances are permitted. Musical ensembles are limited to five-seven. Any electrical requirements of the ensemble need to be cleared with the Center for Creative Education before the event.

_____ Passed hors d'oeuvres, food stations, and bars are permitted. Bars with alcohol are not allowed to serve anyone under the age of 21. IDs must be checked for anyone appearing under 30 years of age.

_____ Cocktail tables or high tops are permitted.

_____ Commercial sales or promotions are not permitted.

_____ Fundraising and campaign speeches by political or judicial candidates are not permitted.

_____ All aspects of the event have been clearly communicated to the Center for Creative Education prior to the day of the event otherwise additional fees may apply.

Applicant Initials



The Applicant is responsible for the actions of all vendors and guests, and must ensure that they abide by all Guidelines of the Center for Creative Education.

Please list the name of the person who will be on site and responsible for insuring that these guidelines are followed during the event.

Applicant's Name (Print) _____

Applicant's Signature _____ Date _____

Title _____

Applicant Initials



***USE OF PLANTS AND FLOWERS DURING EVENTS**

General Background

The use of plant materials inside building spaces is problematic at best. Plants, in and of themselves are generally not harmful, but they act as attractants for many types of insects which can do harm to the exhibitions and interior structures. And, of course, insects can also be carried into a space on plant materials and soil.

One of the most significant pests is the varied carpet beetle. It is pervasive and destructive. It feeds on the pollen on plants and flowers; when its eggs hatch, the larvae feed on textiles, leather, books and other materials.

Keeping in mind that the use of live flowers and plants inside the Center for Creative Education is sometimes desirable, but never without risk, the Center has developed a policy which attempts to lessen the risk of the Center's exhibitions and structures and still allow reasonable plant use during events.

It is hoped that all parties who use the Center for Creative Education for events will appreciate the Center's commitment to the preservation of its exhibitions and structures and will take care to follow the guidelines for plant and flower use.

- 1.** All floral arrangements must be made of cut flowers from a florist. All arrangements must be done off site. Florists are requested to remove as much pollen from plants as possible.
- 2.** All plants/flowers must be installed and removed the day of the event.
- 3.** No Center for Creative Education containers can be used.
- 4.** Potted plants are permitted, but must be potted in sterilized soil. No organic filler is allowed. Due to the potential for spillage it is requested that potted plants be kept to a minimum and be placed in areas where they will not be bumped into. Plants must be in plastic containers.
- 5.** Certain plants are prohibited, including: Buckwheat; Daisy; Pyracantha; Dogwood; Crepe Myrtle; Queen Anne's Lace; Cleanothus; Spirea; Wild Aster; any fruits or vegetables.
- 6.** No potted plants in Theater due to potential floor damage from water.

The Chief Executive Officer may make additions to this list as necessary.