MELBOURNE AUDITORIUM
RENTAL REQUIREMENTS

- **Rental deposit** of 50% of the total rental fee is required to hold requested dates.

- **Signed contract.** Two (2) copies of the lease agreement will be issued after receipt of the required rental deposit. Both copies of the agreement must be signed and returned to the Auditorium office for the Recreation Superintendent’s signature. One copy of the Lease Agreement with both the signatures of the Auditorium Recreation Superintendent and the Lessee will be returned to the Lessee.

- **Rental balance** due within two weeks of contracted rental date

- Copy of **beer & wine, or liquor license** required when alcohol beverages are to be sold during an event

- **Comprehensive General Liability policy of insurance** for high-risk events, food sales, and for sale of alcoholic beverages. The insurer’s deductible should not exceed $100,000. The insurer should be named as an additional insured on the policy. Liquor liability is required when alcohol is being served. In addition to the certificate of insurance, the City also requires an endorsement to the insurance policy, which lists the City of Melbourne as additional insured. In order to satisfy this requirement, the applicant must provide a copy of his/her insurance agent’s letter to the insurance company requesting the endorsement to the policy.

- Copy of City of Melbourne **Business Tax Receipt** if merchandise is sold during the event. (City Revenue Department: 321/953-6280)

- **Uniformed Melbourne Police Officers** required during certain events (determined by the Auditorium Recreation Superintendent).

- **Security Guard(s)** required when alcohol is consumed on the premises.

- **Special Activity Permit** required if outdoor activities are planned. Ex: Tents, equipment, games, cooking, car sales/shows, and other planned activities. A Special Activities Application is to be submitted for any outdoor activities. This application is routed to the appropriate City Department for their recommendation. Departments reserve the right to contact the renter for further clarification regarding the outdoor activity. Upon approval from each City Department, a permit to proceed is issued.

- **Refundable Security Deposit** may be required for sporting events, concerts, wedding receptions etc. Necessity determined by the Auditorium Recreation Superintendent.
1. LESSEE (NAME): ________________________________

2. ADDRESS: ________________________________ PHONE: ____________________

3. FACILITY / AREA REQUESTED:
   MAIN AUDITORIUM ______ BANQUET ROOM WEST ______
   NORTH ROOM ______ S.E. ROOM ______
   EAST ROOM ______ LOBBY ______
   STAGE ______ DRESSING ROOMS (4) ______

4. TYPE OF EVENT: ______________________________________

5. NAME OF SPEAKER / ENTERTAINMENT / SHOW: ___________________________

6. AUDIENCE: PRIVATE ______ PUBLIC ______

7. ANTICIPATED ATTENDANCE: ______

8. BENEFIT PERFORMANCE: ______ YES ______ NO
   IF SO, WHAT ORGANIZATION WILL BE THE RECIPIENT? ________________________

9. MOVE IN / SET UP / DECORATING: DATE: ____________________
   TIME: BEGINNING: ______ AM/PM END: ______ AM/PM

10. HOURS OF SHOW / EVENT:
    
    DATE: OPEN: CLOSE:
    ______ ______ AM / PM ______ AM / PM
    ______ ______ AM / PM ______ AM / PM
    ______ ______ AM / PM ______ AM / PM
    ______ ______ AM / PM ______ AM / PM

11. MOVE OUT / TEAR DOWN: DATE: ______ TIME: ______

12. MARQUEE INFORMATION (3 ROWS / 18 SPACES PER ROW AVAILABLE):
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

13. ADMISSION CHARGE: $ ______ ADULT $ ______ CHILD

14. TICKETS: LOCATION(S) ____________________ PHONE: __________________

15. OTHER PERTINENT INFORMATION: ________________________________
    ____________________________________________________________________
    ____________________________________________________________________
Important Telephone Numbers:

1. **Division of Hotels & Restaurants**  
   (one-day permit for food related events)  
   Telephone: 850-487-1395

2. **Auditorium Caterer**  
   Denver Cline: 321-258-2704

3. **City of Melbourne Revenue Division**  
   (occupational license)  
   Telephone: 321-953-6280

4. **Department of Business Regulation**  
   (alcohol license for one-day alcohol & beverage)  
   Telephone: 407-245-0785

5. **Code Enforcement Division**  
   (special activities permit & sign permits)  
   Telephone: 321-953-6252

6. **Melbourne Police Department**  
   (security services)  
   Telephone: 321-409-2200
How to get here:

Take I-95 to Exit 6 (Hwy. 192)

Take Hwy. 192 East to US1

Go left on US1 (North) to 1st traffic light

Go left (West) at traffic light onto Hibiscus Blvd.

The Auditorium is located at 625 E. Hibiscus Blvd.
(321) 674-5700