



**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).

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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:

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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.

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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:

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**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.

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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: \_\_\_\_\_

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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 \_\_\_\_\_