



RENTAL RATES

MONDAY-THURSDAY RENTAL:

\$850 FULL DAY (8AM-11PM)

\$550 HALF DAY (8AM-3PM OR 4PM-11PM)

FRIDAY OR SUNDAY RENTAL:

\$1,000 FULL DAY WEEKEND (FRI OR SUN) NO HALF DAY RENTALS ON WEEKENDS

SATURDAY RENTAL:

\$1500 FULL DAY (8AM - 11PM)

OR \$2,500 FULL WEEKEND RENTAL FRIDAY NOON-SUN NOON

DEPOSIT:

\$250 SECURITY DEPOSIT REQUIRED TO RESERVE YOUR DATE. IN THE EVENT OF A CANCELLATION, YOU MUST BE WITHIN 6 MONTHS OF THE DATE OR YOU WILL FORFEIT YOUR DEPOSIT. A REFUND WILL BE ISSUED ONCE FACILITY IS CHECKED AND DETERMINED CLEAN. SEE RULES FOR SPECIFIC CLEANING RESPONSIBILITIES OF THE RENTER.

SET UP AND BREAK DOWN IS INCLUDED IN RENTAL.

LINENS AND SPECIAL AUDIO REQUIREMENTS WILL BE ADDITIONAL.

FOR MORE INFORMATION PLEASE CONTACT US AT 863-385-8448

OR EMAIL US AT CIRCLETHEATRE@SEBRING.ORG



202 Circle Park Dr, Sebring, FL 33870

863-385-8448

- Rental rates of the Circle Theatre does not include tax and upon payment you will be charged tax.
- Rental of the Circle Theater includes the use of the lobby, the downstairs and the balcony.
- Set up of round tables that are 72", 6-ft rectangular tables and chairs are provided. High Top tables are available. We do not provide table linens or decorations for the tables.
- No flames, no fog machines.
- Only damage free items can be used if/when hanging items on the wall.
- Basic audio is included. Needs above basic will be charged at an hourly rate of \$20 per hour unless it is for a full band set up –see information below.
- Music levels should be kept at a respectable level due to the ordinances in the Downtown area. If there are complaints about the music, we will ask you to turn it down.
- The capacity for theater style seating is 200. The capacity for banquet style seating is 112 not including balcony.
- A Security Deposit in the amount of \$250 is due to hold the date requested, if available. This is refundable as long as the Theatre is left in the condition it was found. No broken items, clean, trash taken out etc. Please notify the staff of any spills or this may result in the forfeit of your deposit.
- All refunds are processed within 4 to 6 weeks after the event.
- No use of any equipment that is not contracted by the Circle Theatre unless previously stated in the contract. Any unauthorized property use will be subject to a \$100 fee.
- All renters must submit a detailed floor plan of their setup prior to the event; failure to do so will result in additional charges. Any changes to the setup during the week of the event will also incur additional fees. (Please note that some setups may not be possible due to the structure or capacity of the building.)
- Available dates are booked on a first come first serve basis –no dates will be held without a deposit. If you would like your requested date to be guaranteed, we require a \$250 deposit and signed agreement. If you cancel prior to 6 months before your date, the \$250 will be refunded to you within 2 weeks of the cancellation. A credit card authorization form will be required to fill out for final payment unless other arrangements have been made. If you cancel within 6 months prior to your date you will forfeit your deposit of \$250. The remaining balance will be automatically charged on the first of the month your event is in. However, if the event falls on the first of the month, we will automatically charge the card on the first of the month prior.
- A special event insurance policy is required if you are not using a licensed caterer, or you are serving alcohol by a licensed alcohol caterer.

If your party would like alcohol served at the event, it is a State of Florida policy that the alcohol must be served by a licensed and insured bartender and bought by a certified Florida vendor. The party is not permitted to bring in their own alcohol. We can help secure a licensed alcohol vendor if you do not have one.

We have additional items available to rent for an additional cost:

Projector/Screen:\$100

Full band audio set up: starting at \$750

Event Date:



Two Witnesses

State of _____

County of _____

Signature

Printed
Name:

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by
_____, who is personally known to me or
who produced
_____ as identification.

Notary Public

Commission No.

My commission expires:

(affix notarial seal)

Event Date:



Name: _____

Contact Day of: _____

Phone: _____