



## Lauderhill Performing Arts Center Booking & Scheduling Policy



1. Booking Timeframes
  - a. The Lauderhill Performing Arts Center allows reservations 12-24 months in advance
  - b. Events in the Auditorium must be booked at least 21 days prior to the event date
  - c. Events taking place exclusively in the Lobby must be booked at least seven (7) days prior to the event date
2. Holds
  - a. The Lauderhill Performing Arts Center will accept up to three holds, ranked in the order which they were received, on any given date
  - b. If any party wants to challenge, the client(s) with any existing hold(s) will be given three business days to make their deposit or release the date in question
  - c. If no response is received to a challenge within the listed time frame, right of use is forfeited and the challenge process continues in the order in which holds were placed
3. Contracts & Deposits
  - a. A booking is only confirmed once a contract is signed and a deposit paid
  - b. The Lauderhill Performing Arts Center requires a \$1,500 deposit, or 50% of the estimated booking costs (whichever is less), at the time of booking
  - c. For Lobby rentals booked less than 14 days in advance, full payment of the estimated balance is due at the time of contract signing
  - d. The estimated balance on any rental must be satisfied in full, by payment or ticket sales held in escrow, no later than 14 days before the event
4. Tickets & Marketing
  - a. Ticket sales/promotion cannot begin until the Lauderhill Performing Arts Center has a fully executed contract and venue deposit
  - b. All marketing and promotions materials must be approved for accuracy before publication
  - c. Ticketing information must be provided in full to the Lauderhill Performing Arts Center Box Office at least three business days prior to your intended on-sale date
5. Event Hours & Limitations
  - a. Events at the Lauderhill Performing Arts Center must end by midnight, including load-out time
  - b. All decoration and production elements require approval at least 14 days in advance, by way of a contractually required production advance
  - c. All activities associated with the rental must take place within the times listed on the contract. This includes, but is not limited to drops offs, shipments, and pick ups
  - d. Loose glitter, confetti cannons, helium balloons, and stickers are prohibited
6. Cancellation Policy
  - a. You may carry your deposit forward one time to be used at a later, mutually available date, which falls within one calendar year of the original booking.