



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



Circle Theatre Rental Agreement

- Rental rates of the Circle Theatre do not include tax. Upon invoicing, tax will be charged.
- Rental includes the use of the lobby, the downstairs, and the balcony upon request.
- Set up of 72" round tables, 6-ft rectangular tables, 5ft rectangular tables and padded chairs are provided. High-top tables available for additional fees. No table linens or decorations are provided.
- No flames or fog machines allowed.
- No confetti or loose glitter allowed. An extra cleaning fee will be charged if used.
- Only damage-free methods may be used to hang items on walls.
- Basic audio is included (microphone, device input for background music / slideshow). Additional audio / Visual aid is \$20/hour unless it is for a full band setup.
- Music levels must comply with Downtown Sebring ordinances.
- Capacity: 250 (theater style), 112 (banquet style, excluding balcony).
- Marquee messaging is \$50. Content subject to Lessor approval. Displayed up to one week before event when available. Multiple events could be displayed at once.
- A \$250 refundable security deposit is required to hold the date. Refunded if venue is clean and undamaged. An additional \$250 deposit is required if alcohol is being served. That will be due 30 days prior to the event.
- Refunds processed within 4-6 weeks after the event.
- Unauthorized equipment use incurs a \$100 fee.
- Renters must submit a setup plan one week before the event. Late or changed setups may incur fees.
- Dates are first come, first served. No date is held without a signed agreement and \$250 deposit.
- Cancellations 6+ months out: deposit refunded; Cancellations less than 6 months before contract date, deposit forfeited. Cancellation within 30 days is subject to full forfeiture of total amount due plus deposit.
- The final balance is charged on the 1st of the month in which your event occurs if the event is scheduled after the 15th. For events scheduled on or before the 15th, the total amount is due by the 1st of the previous month.
- If the balance has been paid in full and the event is being rescheduled, a new date must be selected within 30 days of the original event date, or the payment will be forfeited. A revised contract will also be required.
- If a rescheduled event is cancelled, the deposit is forfeited.
- Special event insurance required if alcohol is served or a non-licensed caterer is used food. Policy is due when final payment is due. If it is not received when final payment is made, your event is subject to cancellation with deposit forfeiture.



Circle Theatre Rental Agreement

- Alcohol must be served by a licensed/insured bartender and purchased from a certified Florida vendor.
- Renter is required to complete cleaning checklist. If incomplete, there could be cleaning charges applied against the deposit.
- Additional rentals: Projector/Screen \$100, Full Band Audio Setup starts at \$750.

Other items available to rent for additional fees upon request:

- High Tops Small: \$15 each (do not include linens)
- High Tops Large: \$25 each (do not include linens)
- Giant Decorative Flowers: \$40 for the set
- White Plastic Chairs: \$2 each (45 available)

Rental Rates:

Please check one of the following options:

- ☐ Monday-Thursday Half Day: \$550
- ☐ Monday-Thursday Full Day: \$850
- ☐ Friday or Sunday: \$1,000
- ☐ Saturday: \$1,500
- ☐ Friday 12pm – Sunday 12pm: \$2,500 (operating hours set at time of booking)

Event & Contact Information:

Name of Event: _____

Event Description: _____

Will alcohol be served*? Yes / No / Unknown

Will you be serving food*? Yes / No / Unknown

Using a licensed caterer*? Yes / No / Unknown

Will you be using the kitchen*? Yes / No / Unknown

Tentative hours your event will take place*: _____

Date of Event: _____

Contract Name: _____

Contact Name: _____

Phone Number: _____

Email Address: _____



Circle Theatre Rental Agreement

Signature Page

By signing below, the parties acknowledge they have read, understand, and agree to the terms and conditions set forth in the Circle Theatre Rental Contract. This agreement shall be binding upon the parties, their heirs, successors, and assigns.

Executed this ____ day of _____, 20

RENTER:

Name: _____

Signature: _____

Date: _____

Date of Event: _____

CIRCLE THEATRE REPRESENTATIVE:

Name: _____

Title: _____

Signature: _____

Date: _____

WITNESSES

Witness:

Name: _____

Signature: _____

Date: _____

Next page - Notarize



Circle Theatre Rental Agreement

Name of the Event: _____

Date of Event: _____

NOTARY ACKNOWLEDGMENT

State of Florida

County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence
or ☐ online notarization this ____ day of _____, **20**, by:

☐ _____ (name of Renter),
who is personally known to me or who has produced
_____ as identification,

and

☐ _____ (name of Circle Theatre Representative),
who is personally known to me or who has produced
_____ as identification.

(Notary Seal)

Signature of Notary Public – State of Florida

Name of Notary (Typed, Printed, or Stamped): _____

Commission Number: _____

My Commission Expires: _____

Event Date:



Key Fob Agreement

I acknowledge that I have received a key fob and understand that it is my responsibility to keep it safe and secure. If the key fob is lost, damaged, or not returned, I agree to pay a replacement fee of \$25.00.

Name: _____

Signature: _____

Date: _____