

# BOOKING INFORMATION

## FOR IMPROV ENTERTAINMENT RESTAURANT

Welcome to Improve, an entertainment centre and restaurant for concerts, dance, meetings, receptions, cultural events and much more. Fees are based upon availability and scope of event.

### **Rental**

Rental Fees vary and are determined on individual event basis. An estimate will be prepared within 7 days of the receipt of your application.

## *WHAT YOU WILL NEED*

**License Application:** A completed License Application is required in order to hold dates and enter into a contract with Improv Entertainment and Restaurant. Management will review the application and determine the compliance with current policies. Submittal of a License Application does not guarantee approval of event or requested dates.

**Contract:** An estimated cost proposal will be submitted informing you of the deposit and estimated fees that will be assessed to host your event at Improv Entertainment Centre and Restaurant. A signed contract and deposit are required for confirmation of the event and must be received before any event marketing takes place or tickets go on sale. All arrangements are considered tentative until a contract as been signed by both parties.

**Deposit:** All non-refundable deposit is required and must be received 30 days before and event marketing take space or tickets go on sale. Acceptance methods of payment: credit card, certified funds, and cash

**Liquor and Food Concessions:** Improv Entertainment and Restaurant reserves the exclusive rights to all food and beverage concessions. No beverage or food will be allowed to be brought into the building.

**Rental Rate Includes:** the use of the storage, sound system, dressing/waiting room, security: In the events that the lights and/or sound system are not adequate for the performance, the lesser shall be responsible to provide his own additional equipment and needs. No electrical wiring shall be done except by Improv's certified electrician. Any additional costs incurred will be held liable to the Lesser and not Improv Entertainment & Restaurant.

**Displays:** Displays, booths, easels or other items cannot be placed in the lobbies or corridors of Improv without prior request (in writing) to Improv Entertainment & Restaurant. There shall be no displays or exhibits outside the building without the written consent of Improv's management.

**Signs:** Signs should be placed on stands and not tape is to be used on walls or columns. Nails, brads or other things shall not be driven into any portion of the building; use of scotch tape is prohibited on the walls, floors, partitions, doors, windows, glass panels and any other fixtures within Improv; decals are not permitted on walls, floors, or furniture. Any deviation of the foregoing must be discussed prior to use with Improv and the Management staff.

**Banners:** Banners, drapes and other objects shall not be hung from conduits, light fixtures, sprinkler pipes or other piping.

**Interiors:** No changes, alterations, repairs, painting, staining, or the doing of anything that will change the finish, appearance or contours of the building will be permitted.

**Freight:** Freight is to be brought in through the service entrance, located in the back of Improv Entertainment & Restaurant.

**Fire Hazard:** No person shall bring into the building anything which shall increase the rate of fire insurance on the building or property therein or be of such nature as to present a fire or life hazard. Occupancy limit is 350 which complies with the City of Huntsville Fire Department permit.

**Walkways:** The sidewalk, passageways, halls, and exits shall not be obstructed at any time.

**VIP Lounge:** An additional charge will be assessed for the use.

# IMPROV ENTERTAINMENT & RESTAURANT LICENSE APPLICATION

*Managed and Operated by the Office of Facilities Management  
at Improv Entertainment and Restaurant*

200 Oakwood Avenue, Suite J • Huntsville, AL 35810 • Phone: (256) 551.0591 • www.improventertainment.com

Anticipated Date(s) of Event: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Type/Nature of Event: \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Starting Time: \_\_\_\_\_ Length of Show (Hours): \_\_\_\_\_ Ticket Prices \_\_\_\_\_

Special Request (s) \_\_\_\_\_

List all Performers and/or groups in the show for which this license application is being submitted:

\_\_\_\_\_  
\_\_\_\_\_

Name of Contracting Organization (Promoter):

\_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Principals in Contracting Organization (Owners, Members, and/or Partners):

\_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Places and Dates of Previous Promotions within the last year:

Event Title/Nature of Event: \_\_\_\_\_ Attendance: \_\_\_\_\_

Event Location: \_\_\_\_\_

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*(Please add pages if necessary for each section)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_