

## GRAND STREET COMMUNITY ARTS (GSCA) EVENTS APPLICATION

**GSCA Mission Statement:** *“The mission of GSCA is to create unity and connection, especially through the arts, in an inner-city neighborhood with racial and economic diversity. The arts center creates a supportive community and focuses on its youth. The center presents a broad spectrum of arts programs and performances that encourage art as a natural tool of expression available to everyone. By restoring historic St. Anthony’s church as its home, the arts center creates and nurtures a link with the unique living history of the local community.”*

<b>Name of Proposed Event</b>		
<b>Target Audience</b>		
<b>Person Responsible for Event</b>	<b>Name:</b>	
	<b>Affiliation:</b>	
	<b>Address:</b>	
	<b>Telephone:</b>	
	<b>E-Mail:</b>	
<b>Type of Event (select one):</b>	<b>Event</b> <input type="checkbox"/>	Public or private event or series of events
	<b>Class</b> <input type="checkbox"/>	A course of instruction, typically short in duration, seasonal
<b>GSCA Sponsorship requested?</b>	<b>YES</b> <input type="checkbox"/>	Some proposed events can be sponsored by GSCA which may include assistance with promotion (via listserv, Facebook, flier distribution, etc.), staffing and coverage under GSCA insurance.
	<b>NO</b> <input type="checkbox"/>	Accepted by the events committee or by the GSCA Board but will not be supported by GSCA through promotion and staffing.
<b>Date(s) of Event:</b>		
<b>Time of Event:</b>		
<b>Time(s) of Use (include set up and break down)</b>		
<b>Names of Performers, Workshop Leaders, Instructors or Speakers</b>		

<p><b>Describe your event:</b></p> <ul style="list-style-type: none"> <li>○ What kind of event is it?</li> <li>○ Purpose &amp; Mission of event?</li> <li>○ Target Audience?</li> <li>○ Why GSCA's building?</li> </ul>	
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<b>Insurance</b>		
Do you have insurance?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
If Yes, Will you provide an insurance certificate listing GSCA as "also insured"	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
If No, Do you want to be considered for GSCA sponsorship? (see above)	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>

<b>Alcohol</b>		
Will alcohol be served during the event:	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
If alcohol is to be served, compliance with GSCA and State Licensing regulations is required. Do you wish to be advised as to what this means?	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>

<b>Event Payment</b>	
Indicate choice below	
<input type="checkbox"/>	\$ _____ per hour (\$ 25 - \$ 100 range) for _____ hours (set up not included)
<input type="checkbox"/>	10 - 30% of the door proceeds for performances/lectures/ workshops/shows for GSCA sponsored events.
<input type="checkbox"/>	Collect donations to be provided to GSCA
<input type="checkbox"/>	Provide comparable trade or requests defined as: ( <i>"Comparable trade" must be agreed upon and accepted by GSCA before Event can be approved</i> )

## ADDITIONAL INFORMATION FOR EVENTS APPLICANTS

### Deposits and Security

**Reservation Deposit** is a non-refundable deposit of \$100 for non GSCA events. The deposit can be reimbursed out of the proceeds of the event where applicable. Individuals making a non GSCA event application may request a reduced deposit amount after the event has been approved. These deposits are required for all non GSCA sponsored events and must be made at least 7 days prior to the event. While this deposit is nonrefundable it may be possible for GSCA to find an alternative date without an additional deposit, if requested.

**Building Key Deposit:** a refundable \$10 deposit is required for all non GSCA events. The deposit will be refunded if the building keys are returned within 48 hours after the conclusion of the event

**Security:** GSCA may provide on site supervision for security and monitoring of building during an event. If, at GSCA's discretion, it is determined that an event needs extra attention, an extended security will be required at the rate of \$15.00 per hour which will be added and pre-paid to the above payment.

### Event and Class Definitions

#### Event

- GSCA Sponsored
  - A public event whose event proposal has been accepted by the Events Committee and will be supported by GSCA through promotion and staffing.
  - Examples of public GSCA Sponsored events: Discard Avant Garb and 1st Friday
- Not GSCA Sponsored
  - Public or private event whose event proposal has been accepted by the events committee or by the GSCA Board but will not necessarily be supported by GSCA through promotion and staffing.
  - Examples public and private Not GSCA Sponsored Events - Wedding Receptions (private), Halloween Party (public)

#### Class

- GSCA Sponsored
  - Typically short in duration, seasonal
  - Planned/hosted by GSCA staff, volunteer, or recruited instructor
- Not GSCA Sponsored
  - Typically short in duration, seasonal
  - Planned/hosted by outside instructor or volunteer