OPEN SEASON APPLICATION – 2021 CALENDAR YEAR

Thank you for your interest in booking at the Frisco Discovery Center! We are excited to begin another Open Season application period. During Open Season, tentative booking dates for performances in the Black Box Theater may be requested by any client. This new format formalizes the booking process and provides opportunity for emerging arts groups to grow in the City of Frisco.

- Booking dates eligible for this year’s Open Season period are for the **2021 calendar year**. The following dates are excluded and cannot be reserved:
  - Every Monday from January 4th - May 24th and September 6th - December 27th
  - January 1st
  - July 4th
  - November 25th
  - December 24th & December 25th

- This application **must be completed for each organization offering events**. If your organization has multiple events during the application year, you must include an Event Information Form for EACH event.

- A **$25 non-refundable application fee will be charged per organization. This fee is non-refundable and will not go towards the rental balance**.

- The first submission deadline is **March 20, 2020**.

Please follow all instructions to ensure proper application submittal. Submitting an Open Season application does not guarantee reservation of proposed booking dates, times, or requests. More information about the process can be found at the end of this application. If you have questions about the application or the process, do not hesitate to contact us directly via email at FriscoDiscoveryCenter@FriscoTexas.gov or at 972-292-6651.

====== AFTER COMPLETING THIS APPLICATION, PLEASE FOLLOW THESE STEPS FOR SUBMISSION ======

1. Mail or deliver application with payment to Frisco Discovery Center for further processing. Make payments by check or credit card (Mastercard/Visa). Checks are to be made out to the City of Frisco. Credit card payments are not accepted over the phone and must be done in person at the Frisco Discovery Center.

2. Only applications postmarked on or before the application deadline will be accepted. Mailed applications should be sent to the following address:

   Frisco Discovery Center
   Attn: Paige Points (Prater)
   8004 N. Dallas Pkwy, Ste. 200
   Frisco, TX 75034

3. Once received, Discovery Center staff will confirm receipt of application to the organization’s point of contact via email.

4. Applications will be held until the Open Season calendar is completed. The organization’s point of contact will be contacted via email about the status of the application.
**ORGANIZATION INFORMATION FORM**

*Only one Organization Information Form is required per organization.*

Organization Name: ____________________________________________

Organization Street Address: ____________________________________________

Organization City: __________________________ State: ____________ Zip Code: ____________

Organization Phone Number: __________________________

Organization Website: ____________________________________________

Organization Point of Contact (First and Last Name): __________________________

Organization Point of Contact Email Address: __________________________

Organization Point of Contact Phone Number: __________

Does your organization currently have insurance? YES NO

*Please see the COI template for insurance requirements, available online.*

Is your organization a nonprofit 501(c)(3) as defined by IRS? YES NO

*If “yes”, please include a copy of the IRS designation letter with this application.*

Please provide a basic description of the organization. You may attach additional pages, if needed.

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This is the end of the Organization Information Form.
EVENT INFORMATION FORM

_Complete an Event Information Form for EACH event that the organization is requesting._

Hosting Organization: ________________________________

Event Name: ______________________________________

Type of Event (i.e. theater play, musical, dance, concert, etc.): ________________________________

Name of Play/Musical (if applicable): ________________________________

Intended Audience: ________________________________

Estimated Attendance: ________________________________ Estimated Show Run Time: ________________________________

Will this event be ticketed?  YES  NO  Admission Fees (if applicable): ________________________________

Where can tickets be purchased for this event? ________________________________

Will this event need a technical rehearsal?  YES  NO

If “yes”, when?  
   Date: ___________  Start Time: ___________  End Time: ___________

Will this event use a theater set?  YES  NO

If “yes”, when is load-in?  
   Date: ___________  Start Time: ___________  End Time: ___________

   When is load-out?  
   Date: ___________  Start Time: ___________  End Time: ___________

Will this event have any other specific technical needs?  YES  NO

If “yes”, please specify. You may attach additional pages, if needed. 

________________________________________________________

Preferred booking dates, times, and function (i.e. Audition, Rehearsal, Peformance, etc.). Be sure to include setup and takedown time. You may attach additional pages, if needed.

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

   Date: ___________  Start Time: ___________  End Time: ___________  Function: ________________________________

Are any of the preferred dates listed above flexible?  YES  NO

If “yes”, please specify: ________________________________

What are the preferred performance dates and times? You may attach additional pages, if needed.

Date: ___________  Show Time(s): ___________  Date: ___________  Show Time(s): ___________

Date: ___________  Show Time(s): ___________  Date: ___________  Show Time(s): ___________

Date: ___________  Show Time(s): ___________  Date: ___________  Show Time(s): ___________

Date: ___________  Show Time(s): ___________  Date: ___________  Show Time(s): ___________

Are any of the preferred dates listed above flexible?  YES  NO

If “yes”, please specify: ________________________________
Will this event be open to the public?  YES  NO

Will food be served at this event?  YES  NO
If “yes”, specify items to be served/consumed and for what purpose. You may attach additional pages, if needed.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Certain items may require a food permit to be applied for with the City of Frisco.

Will alcohol be served at this event?  YES  NO
If “yes”, specify items to be served/consumed and for what purpose. You may attach additional pages, if needed.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Serving alcohol requires strict compliance with the Texas Alcohol and Beverage Commission (TABC).

Please provide a basic description of the content of the event including a synopsis of the play or musical (if applicable). You may attach additional pages, if needed.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please provide any additional information regarding this event. You may attach additional pages, if needed.

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________________________________________________________________________
________________________________________________________________________

This is the end of the Event Information Form.
APPLICATION CHECKLIST

Have you included an Organization Information Form?       YES  NO
Have you included an Event Information Form?            YES  NO
Did you fill out an Event Information Form for EACH event?  YES  NO
Have you included payment for processing ($25 per application)?  YES  NO
Have you included an up-to-date copy of liability insurance?  YES  NO
Have you included evidence of 501(c)(3) status (i.e. IRS nonprofit designation letter)?  YES  NO
Have you included all additional documentation that contains information pertinent to this application (i.e. descriptions, schedules, etc.)?  YES  NO

CONFIRMATION

By signing and dating below:

➢ I confirm that the information contained in this application is correct to the best of my knowledge.

➢ I acknowledge City of Frisco may use information contained in this application to market, promote, and inform the general public about the organization and/or event(s) through various means of publication (i.e. website, social media, etc.).

➢ I agree to work with the Discovery Center staff to best accommodate booking requests as it relates to or affects other groups.

➢ I acknowledge that submission of this application does not guarantee booking dates and times requested within this application.

➢ I accept that I may be denied some or all of the booking requests contained within this application.

Print Name: ________________________________

Signature: ________________________________  Date: ________________________________

Thank you for completing this application!

Please deliver or mail with payment to the following address for additional processing:

Frisco Discovery Center
Attn: Paige Points (Prater)
8004 N. Dallas Pkwy, Ste. 200
Frisco, TX 75034
ADDITIONAL INFORMATION

IMPORTANT DATES

- January 15th - applications available for booking requests for following year
- March 20th - deadline to submit application and application fee (Phase 1)
- April 3rd – deadline to submit $100 deposits for each accepted booking request
- April 15th – second deadline to submit application and application fee (Phase 2)
- April 29th – deadline to submit $100 deposits for each accepted booking request
- May 31st – Final calendar is published; Open Season concludes

OPEN SEASON PROCESS
Open Season occurs in multiple phases to enable the accommodation of as many requested dates as possible. Applications for booking requests must be filled-out and submitted during each phase of the process.

- OPEN SEASON APPLICATIONS – FIRST PHASE & REVIEW
  Beginning January 15th of every calendar year, Open Season applications will be available to any interested client. These will be due on or before March 20th. Late, incomplete, or unpaid applications will not be considered.
  
  During the month of April, Discovery Center staff will review the submitted Open Season applications and may correspond with clients. Applications that cannot be accommodated will be returned for revision and further review. Once bookings are ready to be placed into the Discovery Center calendar, tentative contracts will be drafted and non-refundable deposits ($100 per contract) will be due immediately. Clients unable to provide security deposits by April 3rd will lose their requested dates and will be encouraged to re-apply during the second phase of Open Season.

- OPEN SEASON APPLICATIONS – SECOND PHASE & REVIEW
  After the second round of applications have gone through an initial review, the Discovery Center staff will return applications that cannot be accommodated with request for adjustments. During this phase, the Discovery Center staff will assign remaining dates based on client’s applications. Should clients be unable to use or agree on dates on or before April 15th, new requests will be reviewed after the Open Season period has ended.
  
  During the month of May, the Discovery Center staff will finalize the Discovery Center season calendar. Any outstanding tentative contracts will be drafted and security deposits ($100 per contract) will be due immediately. If a client is unable to provide security deposits by April 29th, their dates will be relinquished and will not be placed in the master schedule. Requests for bookings that come in at this point will be reviewed after the Discovery Center Season Announcement.

- THE DISCOVERY CENTER SEASON ANNOUNCEMENT & OPEN SEASON CONCLUSION
  On May 31st, Discovery Center staff will publish the master schedule of the subsequent calendar year, marking the conclusion of Open Season. Any booking adjustments or new requests will be subject to existing Discovery Center booking, amendment, and cancellation policies.

NON-REFUNDABLE DEPOSITS
Deposits to reserve bookings will be $100.00 per contract. Deposits are non-refundable, but apply towards the final rental balance.

EVALUATION OF APPLICATIONS
Evaluation of applications will be based on demand for the Black Box Theater, the type of event, the number of applications submitted, client history, diversity, variety, creativity, and scope, among other factors. Discovery Center staff will exercise due diligence to accommodate as many events as possible into the booking calendar with both longstanding clients and new clients.