



FRISCO DISCOVERY CENTER
8004 N. DALLAS PKWY, STE. 200
FRISCO, TEXAS 75034
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WWW.FRISCODISCOVERYCENTER.COM

OPEN SEASON APPLICATION – 2020 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 2020 calendar year. The following dates are excluded and cannot be reserved:
 - Every Monday from January 6th-May 25th and September 7th - December 28th
 - January 1st
 - July 4th
 - November 26th
 - 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 18, 2019**.

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 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

If "yes", please include an unexpired copy of the organization's COI with this application. Below are the requirements:

<i>General Liability</i>	<i>\$1,000,000 per occurrence</i>
	<i>\$2,000,000 general aggregate</i>

All insurance policies must include the following as certificate holder:

<i>City of Frisco</i>	<i>Frisco Community Development Corporation</i>
<i>6101 Frisco Square Blvd.</i>	<i>6101 Frisco Square Blvd.</i>
<i>Frisco, TX 75034</i>	<i>Frisco, TX 75034</i>

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.

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, Performance, 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: _____

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.

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 <i>EACH</i> 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 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 18th** - deadline to submit application and application fee (Phase 1)
- **April 1st** – 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 18th. 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 1st 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 June, 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.