

SUGAR SAND PARK COMMUNITY CENTER  
WILLOW THEATRE  
RENTAL APPLICATION & INFORMATION SHEET

Dear Applicant,

Thank you for your interest in renting the Willow Theatre. Please read this information sheet carefully and **complete the application in its entirety**. If you still have any questions, please feel free to contact the Booking Coordinator at (561) 347-3902.

**The Willow Theatre's Objective**

Sugar Sand Park Community Center's Willow Theatre was designed to serve multifaceted community needs. The main objective of the theatre is to provide residents with a wide variety of high-quality, affordable entertainment.

**Application Procedure and Processing**

- 1) Complete the application in its entirety. This includes providing:
  - a. Proof of residency with application. All use is restricted to residents of the City of Boca Raton or Greater Boca Raton Beach and Park District Limits.
  - b. Proof of non-profit status, if requesting non-profit rates
  - c. A full description of how you intend to utilize the theatre
  - d. The date/s and time/s you are requesting to use the theatre; you may include alternate dates/times
  - e. A diagram illustrating your set up requirements
  - f. Valid Performance license (if applicable)
  - g. A copy of the script or song list, (if applicable)
  - h. Complete show description, (if applicable)
- 2) Submit your application to the Sugar Sand Park Community Center for consideration a minimum of **EIGHT (8) weeks prior to your first requested date**.
- 3) Applications will be reviewed by staff and the following criteria will be considered:
  - a. Priority is given on a space available basis to those activities providing recreational activities that complement the primary objective, as stated above, of Sugar Sand Park Community Center and the Willow Theatre.
  - b. Non-profit applicants **must** have a minimum of 66% membership residing within the limits of the City of Boca Raton and the Greater Boca Raton Beach and Park District. Any schools requesting use of the Willow Theatre must reside within the Greater Boca Raton Beach and Park District.
  - c. Priority is given to non-profit organizations with higher percentage of residents.
  - d. *I understand if my application is approved, use of the Willow Theatre for my show/s PROHIBITS selling tickets, on or off site, for this performance.* \_\_\_\_\_ (Resident signature).
- 4) Applications from groups that meet our criteria will be notified of their selection within 2 weeks of application date. Please do not call to request information about the status of your application.

**FEES**

- 5) A \$350 Refundable Security Deposit will be collected at the Rental Agreement signing. **Do not include hourly fees or deposit with this application.**
- 6) Hourly rental fees will be collected at the time of Rental Agreement signing.
- 7) Performances must end at least 30 minutes before your scheduled departure time.
- 8) Groups will be charged overage time if premises are not vacated 5 minutes after agreed-upon rental end time.

Once again, thank you for your interest in the Willow Theatre and we look forward to accommodating your needs.

Kind Regards,  
Willow Theatre Staff



## Willow Theatre Stage Usage Diagram

Please draw a complete description of how you plan to use the stage, including any sets or large stage props you plan to bring in.

**PLEASE NOTE:** ALL SETS AND PROPS MUST BE PLACED BEHIND THE CURTAIN AT THE END OF EACH PERFORMANCE SO THAT THE APRON IS AVAILABLE TO OTHER GROUPS/PERFORMERS. THE DEPTH OF THE STAGE FROM MAIN CURTAIN TO THE BACK WALL IS 15'4" AND WIDTH IS 31'5". PLEASE **BE SURE** THAT YOUR SET DESIGN CONFORMS TO THESE MEASUREMENTS.

*Stage Dimensions are as follows: Total Stage dimensions 44' wide x 26.4' deep*

*Stage Opening 32' wide x 17' high*

*Apron 24' wide x 9' deep*

*Stage door opening 5'8" wide x 7'8" high*

Please draw a description of your stage set(s) with all set pieces and major props:

**Upstage**



**Downstage**