

THE HISTORIC Y EVENT CHECKLIST

300 E. University Boulevard / 738 N. 5th Avenue, Tucson, Arizona 85705 -- TheHistoricY.com -- 520-622-4700

Name, Phone, E-mail:	Quote
Address, City, Zip:	
Event Description:	
Lobby	Hours
Attendance:	
Event Hours (Start and End Times):	Main spc
Set-up (Start and End Times):	Add'l spc
Clean-up (Start and End Times):	

Tenant Section - to be completed by Applicant (shaded areas to be completed by THY Staff)	Yes	Quote
1. General Liability Insurance (select one of the following):		
1a. I will provide Liability Insurance as specified on page 2.		
1b. I would like to request an insurance waiver (generally not available to larger private parties)		
2. Liquor: Will there be alcohol at the event?		
If yes, I will meet the liquor liability insurance requirement as specified on page 2 by either:		
2a. I will provide a liquor liability insurance policy.		
2b. I will contract with a licensed bartending service.		
3. Food: Do you plan to serve food at your Event?		
3a. Event will be catered. (Provide contact information on page 2.)		
4. Music: Will you have Music at the event?		
4a. Type (Live, DJ, Recorded, etc - Provide contact information on page 2.)		
5. Items requested to be included in Rental:		
5a. Event Supervision (may be required based on size and description of event)		
5b. Tables (Quantity:) and Chairs (Quantity:)		
5c. Sound System		
5d. Lighting		
5e. Set-up by The Historic Y Staff		

Admin Section - to be completed by THY Staff	Private/FP	Non-Profit	Due	Comp.
Fully executed Lease				
Deposit received (\$)				
Event added to The Historic Y website calendar				
Invoice sent				
Rent due (\$) Number of Payments () 1st payment (\$)				
2nd payment (\$)				
Liability Insurance certificate received				
Liquor Liability Insurance certificate received				
Special Requirements:				
Pre-event cleaning:				
Pre-event set-up: ___ Chairs / ___ Tables / Sound System / Lighting (describe below)				
Set-up assistance (staff, hours, duties):				
Event Supervision (staff, hours):				
Post-event cleaning schedule (describe):				
Post-Event Inspection (describe findings)				
Amount deducted from deposit (\$) Amount to be refunded (\$)				
Notes:				

of this Lease a policy of comprehensive public liability insurance insuring Landlord and Tenant against any liability arising out of ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be in the amount of not less than One Million Dollars (\$1,000,000.00) for injury or death of one person in any one accident or occurrence and in the amount of not less than Two Million Dollars (\$2,000,000.00) for injury or death of more than one person in any one accident or occurrence. Such insurance shall further insure Landlord and Tenant against liability for property damage of at least One Hundred Thousand Dollars (\$100,000.00). The limit of any such insurance shall not, however, limit the liability of Tenant hereunder. Tenant may provide this insurance under a blanket policy, provided that said insurance shall have a Landlord's protective liability endorsement attached thereto. If Tenant shall fail to procure and maintain said insurance, Landlord may, but shall not be required to, procure and maintain same, but at the expense of Tenant. Insurance required hereunder shall be in companies rated A: XII or better in "Best's Key Rating Guide". Tenant shall deliver to Landlord, prior to right of entry, copies of policies of liability insurance required herein or certificates evidencing the existence and amounts of such insurance with loss payable clauses satisfactory to Landlord. No policy shall be cancelable or subject to reduction of coverage. All such policies shall be written as primary policies not contributing with and not in excess of coverage that Landlord shall carry. Tenant shall be named as the insured and Landlord shall be named as an additional insured against said liability. Tenant shall provide evidence of insurance prior to event. Failure to provide evidence of insurance shall be considered a default and breach of this Lease by Tenant.

LIQUOR LIABILITY INSURANCE: Landlord allows Tenant to provide alcohol on the Premises subject to the following conditions. If alcohol is provided, tenant shall comply with all government requirements and obtain all permits required relating to the consumption of alcohol on the Premises. In addition to the liability insurance required above, Tenant shall provide a liquor liability insurance policy in the amount of not less than One Million Dollars (\$1,000,000.00). Tenant shall be named as the insured and Landlord shall be named as an additional insured against said liability. Alternatively, Tenant may contract with a licensed bartending service approved by Landlord and carrying the above-described liquor liability insurance. If so, both Tenant and Wildwind Realty, LLC shall be named as additionally insured on the policy. Proof of insurance shall be provided to Landlord at least two weeks prior to event. Landlord prohibits alcohol on the Premises if conditions are not met.

INVENTORY (The Historic Y can offer use of the following items):

32 folding chairs, 7 rectangular 30"x72" tables,
microphone
stage lighting: 8 par can lights, light mixing board
projector and screen (for conference room)

NOISE POLICY:

Tenant must comply with all government policies, including those pertaining to noise, when on or about the premises. Specifically, Tenant shall not conduct or permit any activity that produces a dB(A) beyond the sidewalk surrounding The Historic Y exceeding the following levels: 72 dB(A) between 7:00 a.m. to 10:00 p.m. or 65 dB(A) between 10:00 p.m. to 7:00 a.m. Note that because of noise concerns, Courtyard is generally not available for rent during performances at The Rogue Theatre. Please check our calendar to verify.

REFERRALS:

RV Nuccio and Associates, 800-567-2685, on-line application at <http://www.rvnuccio.com/>
RightSure Insurance Group, Cheryl Forman, (520) 901-7171 direct, (877) 917-5295 main
The Event Helper, 855-493-8368, on-line application at <https://www.theeventhelper.com>
Professional Bartenders Unlimited, 520-721-1577, probartendersinfo@gmail.com
<http://www.probartenders.net/>

TENANT CONTACT INFORMATION (NAMES, PHONE NUMBERS, EMAIL):

Alternate Event Contact: _____

Caterer: _____

Music: _____

Other contracted personnel: _____