



Southern Kentucky Performing Arts Center (SKyPAC) Booking & Scheduling Policy & Priorities

The Southern Kentucky Performing Arts Center (SKyPAC) is a non-profit organization located in Bowling Green, Kentucky, founded to present and originate high quality performing and visual art programs, and community engagement activities. Functioning primarily as a home for live stage events, SKyPAC encourages all community activities, conferences, and other non-arts users as time and space allow.

With the above in mind, SKyPAC spaces will be scheduled on its event calendar based on the following:

- SKyPAC has first priority on facility's event calendar.
- Resident companies are allowed second priority booking status in the facility, after SKyPAC, and in advance of other groups. Resident companies will be provided time to solidify their upcoming season schedules, up to and no later than February 15 of the preceding season. (*See, Application for Resident Company Status*).
- Users interested in scheduling the building for any type of activity for which three (3) or four (4) days in a row is needed, will have third priority on the facility's event calendar. These groups will be provided time to solidify their upcoming season schedules, up to and no later than March 15 of the preceding season.
- Any of the above groups have access to the calendar at any time after their specific deadline, but dates, due to demand, will become scarcer.
- All others interested in renting SKyPAC spaces are encouraged to call at any time and they will be accommodated based upon availability.

PROCESS

To discuss your event and space availability, contact Jackie Goldammer, Booking & Events Director, at jgoldammer@theskypac.com, or 270-904-5017. Available requested date(s) will be entered into the facility's event calendar as a tentative hold and only "confirmed" after a signed Use Agreement is in place. Any hold date(s) will be held as a courtesy until successfully challenged by another user, contracted by the original user, or until eight (8) weeks before the event date (at which time the hold will be automatically released without additional contact with the prospective user). Should the hold date be challenged by another prospective user, the first holder is given 24 hours to secure the date by either signing a Use Agreement, or releasing the date.

A mandatory meeting with the SKyPAC Booking & Events Director; SKyPAC Production Manager (for any technical requirements); and SKyPAC Ticket Office Manager (if a ticketed event) will take place as soon as a user wishes to confirm a held date. At that meeting, details of the event will be noted, and the following addressed:

- The Use Agreement
- "Estimated" costs of the event

- For ticketed events a 50% non-refundable deposit of the “estimated” event cost shall be required and applied toward the final settlement. In the event that ticket sales, in the opinion of the SKyPAC Booking and Events Director, may be insufficient to cover 100% of the estimated event costs, user may be required to make an additional deposit no later than 24 hours prior to the first use of the facility. Final settlement will be made following the event as agreed to at the Event/Production meeting.
- For non-ticketed events, user shall pay a 100% non-refundable deposit which may be paid in two (2) installments. The first, within 72 hours of the date of the **Event Detail Sheet**; and the second, within seven (7) days thereafter or as mutually agreed upon with the Booking & Events Director.
- Proof of non-profit (501c3) status (if applicable)
- Insurance requirements

Note that rental rates include equipment, based on availability, and owned by SKyPAC. Additional equipment and equipment not owned by SKyPAC, and labor (including technical labor) will result in additional charges and will be payable by the user.

If an event is contracted less than 45 days from the event date, a 100% deposit shall be required.

Should the nature of the event indicate, or produce a need for additional cleaning above and beyond normal practice, extra charges will be incurred.

CERTIFICATE OF INSURANCE

Prior to the event date, a Certificate of Insurance will be required from all users renting space(s) at SKyPAC, with the Southern Kentucky Performing Arts Foundation, Inc; SKyPAC, Inc; and Warren County Fiscal Court named as additional insured on the respective policies.

REFUND

Should the User cancel the event, the following refund policy will apply:

Less than 120 days	No Refund
More than 120 days	50% Refund

PENALTIES

A five percent (5%) surcharge shall be levied on a per-event basis on users who do not give SKyPAC an accurate written schedule of their facility activities within seven (7) business days of the first scheduled day of use. Changes by the user that are made with less than 48 hours' notice to the SKYPAC Booking & Events Department will be charged additional fees.