



Frank L. Wiggin Auditorium

Event Information Sheet

**Thank you for choosing the Frank L. Wiggin Auditorium
for your special event.**

**Please complete all pages of this mandatory information sheet
and return it to your Event Coordinator at your first convenience.**

Name of Event _____

Name of Organization _____

Mailing Address _____

Name of Contact _____

Contact Phone _____

Date of Event _____

Overall Event Time (start/end) _____

Setup time (start/end) _____

On-site contact (s) _____

Email address _____

Cell phone number (for day of contact) _____

1. What day/time will you be setting up for your event? (This is in accordance with your rental contract and terms)

Day/Date _____ Time _____AM OR PM (Circle one)

2. What time do you need access to the building on the day of your event:

Time _____AM OR PM (circle one)

3. Will you be serving food? Circle one: YES OR NO

If yes, please describe :

Name of catering company/contact person and phone number

*Please note that all caterers must provide General Liability insurance naming The City of Peabody as additionally insured a minimum of seven (7) days prior to the event. All caterers must report the event to the Peabody Board of Health a minimum of seven (7) days prior to the event date. Please insure that your caterer knows that all trash must be removed from the premises at the conclusion of the event and disposed of off-site.

Additionally, please note that there are no cooking facilities or kitchen facilities on site. Staging areas are also limited – all plans for food service should be discussed with your Event Coordinator prior to your caterer arriving on site.

All caterers should plan to come to site with food that is prepared and ready to serve.

4. Will you be serving alcoholic beverages? Circle one: YES OR NO

Circle one: BEER AND WINE OR FULL BAR

Name of service/contact person and phone number

*Please note that all bartending service providers must provide Liquor Liability insurance and obtain a one day liquor permit in the City of Peabody in order to serve. All service personnel must be TIPS certified with copies of certifications for all on-site staff. Information on Licensing Board meetings for the one day permits is available at www.peabody-ma.gov. Bar service providers are responsible for all trash removal at the conclusion of the event. All trash must be disposed of off-site. Storage of leftover items before/after the event is not permitted.

AUDITORIUM SETUP

5. Please describe your setup for the auditorium:

MAIN LEVEL (PLEASE NOTE OCCUPANCY MAXIMUMS)

Circle one:

DINING ROUNDS (MAX 20 TABLES/ROUNDS OF 10)

THEATER STYLE (MAX 250 CHAIRS)

*How many chairs do you need? _____

COCKTAIL STYLE (MAX 350 GUESTS/STANDING ROOM ONLY & COCKTAIL TABLES)

*Please note – all linens and all tables for both cocktails and dining on the main level must be rented from an outside source. Chairs are included with your rental.

BALCONY LEVEL (PLEASE NOTE OCCUPANCY MAXIMUMS)

Circle one:

DINING ROUNDS (MAX 100 GUESTS/VARIOUS SIZED ROUND TABLES)

THEATER STYLE (MAX 100 CHAIRS)

*How many chairs do you need? _____

COCKTAIL STYLE (MAX 150 GUESTS/STANDING AND COCKTAIL TABLES)

*Please note – our inventory includes certain tables for the balcony level. Please see in-house inventory list. All linen must be rented from an outside source. Chairs are included with your rental.

For dining and cocktail seating on the BALCONY LEVEL – how many tables and of what size do you need?

_____ 36" rounds (max capacity is 4 persons – we have 25 in inventory)

*For rental purposes - a 90" linen fits these tables

_____ 48" rounds (max capacity is 6 persons – we have 9 in inventory)

*For rental purposes - a 108" linen fits these tables

_____ 60" rounds (max capacity is 8 persons – we have 9 in inventory)

*For rental purposes - a 120" linen fits these tables

*PLEASE NOTE – ALL LINEN MUST BE RENTED – WE DO NOT SUPPLY ANY LINEN

For food setup, literature tables or vendor tables on both the main floor and the balcony level – how many tables and of what size do you need?

_____ 6' rectangular tables (we have 3 in inventory)

_____ 8' rectangular tables (we have 13 in inventory)

*PLEASE NOTE – YOU ARE RESPONSIBLE FOR SETUP OF THESE TABLES – ALL LINEN MUST BE RENTED – WE DO NOT SUPPLY ANY LINEN

6. If you are renting items (tables, linens, etc.) please list rental company name, contact and phone number:

7. When will the rentals arrive?

Day/Date: _____ Time: _____

*Please note – Before scheduling your rental delivery, please check with your Event Coordinator to confirm delivery. It is suggested that a representative from your company is on site to receive the rentals and verify the order is correct. Our staff cannot be responsible for checking and verifying orders. Please insure that all rentals are picked up on the next business day between the hours of 8am and 4pm, Monday through Wednesday. For example – if your event is on a Saturday, the rental company should return Monday for pickup. Prolonged storage of items is not permitted.

8. If you require use of any of the in-house Audio-Visual equipment, please provide the following information:

- _____ Use of house sound system using your own device
- _____ Use of stage screen (located on the rear wall on the stage)
- _____ Use of conference screen (located on the main level, reverse direction of stage)
- _____ Use of stage projector
- _____ Use of conference projector
- _____ Microphones (wireless handheld microphones – 2 in inventory)
- _____ Microphone stands (please provide number)

*Please see in-house Audio-Visual inventory list for a complete listing of our equipment. As per contract, you are required to use our in-house A/V technician to operate all equipment. Please insure arrangements are made with your Event Coordinator. Operation of our equipment by renters or outside vendors is not permitted.

Laptop computers must be provided by the renter. Wi-Fi access is available.