

DBNA Community Events Program

Guidelines

The Community Benefits Agreement provides access to event spaces for community use at discounted rates. These guidelines will help you to properly apply to DBNA's Community Events Program Event for your group or organization.

1. Who is Eligible to apply for Event Space?

The following types of groups or organizations are eligible to request a Sky Suite reservation:

- a. Any not-for-profit, 501(c)3 organization
- b. Schools (public or charter), or educational organizations or foundations
- c. Religious organizations, block associations, or other similar organizations that serve disenfranchised or disadvantaged populations.

4. What Spaces Are Available?

The following spaces are available through this program?

- a. The Arena bowl
- b. The Practice Court
- c. Courtside Club
- d. Club Restaurant (AKA 40/40 Club)

Each space has different capacities. These options will be discussed with you during a follow-up call after your completed application is received and confirmed

5. What kinds of events can I have at Barclay's?

The type of event you can host is limited only by your imagination and creativity. Receptions, Concerts, Job Fairs, Banquets are just a few ideas.

6. What are the costs involved?

The historic Community Benefits Agreement provides that the rental costs for these spaces is significantly discounted for community based organization. However, there are some costs involved and these costs will vary depending on the space in which you are interested. At minimum,

you will be required to utilize Barclay's personnel for security, ushers, housekeeping, etc. Also, any catered event must use Levy, the Barclay Center's official caterer.

7. How Will My Application Be Processed?

- a. Once your completed application has been received, you will receive a notice of confirmation
- b. We will then contact you to discuss your Event idea further. This conversation will help us to determine the feasibility and best space in Barclays for your event.
- c. An Event will be held at which the names of all organizations with qualified, complete applications will be entered into a random drawing.
- d. If your organization is chosen in the random drawing, we will meet with you to solidify details for your Event and have you sign various documents and contracts stipulating the terms of your Event, including due dates for deposits and final payments, as well as any stipulations/ restrictions applicable to the space you have reserved.

***** Special Notes *****

Only complete requests will be considered. If your Request is incomplete, you will be notified and your Request will not be considered. You may re-submit a complete request, and your Request will be considered "received" on the date that we receive the complete Request.

If your organization is chosen during the drawing event, please note that you will need to provide a copy of your Certificate of Insurance, naming _____ as Additional Insured for the purposes of liability.