



## **Fountain Square Services & Rental Form**

For the latest version of this document, go to <http://www.myfountainsquare.com/booking>.

### **Video Conversion: \$25 per half hour per video**

Video not submitted as specified in the LED Board Technical Requirements form can be converted by our staff. As a rule of thumb, figure a half hour charge for every 15 minutes of video.

### **Personal Message on the LED Board: \$50 for one minute – maximum of 5 minutes**

Prepare your image, Flash or video file as outlined in the LED Board Technical Requirements form and submit along with a completed Submission Form for LED Board Content. Both forms can be found at <http://www.myfountainsquare.com/video/submit>.

Acceptance of content is at the sole discretion of Fountain Square Management Group. You will be contacted to confirm date and time. Events on the Square may make it impossible to air your personal message at the requested date and/or time.

### **Dispersed Sound: \$100 setup + \$50 per hour (one hour minimum)**

The dispersed sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer with four (4) inputs and two (2) mics with stands. Additional services are:

- Recording from board: \$25 and delivered on CD

### **PA with Sound Engineer: \$200 setup + \$100 per hour (one hour minimum)**

The PA is intended for performances by live musical acts. You are not required to use our PA, but if you do you must use one of our sound engineers. Additional services are:

- Light tech: \$50 per hour
- Recording from board: \$25 and delivered on CD

### **LED Board Production – Level 1: \$50 per hour (one hour minimum)**

For events that require basic interaction with the LED board (i.e., playing a computer file or DVD).

### **LED Board Production – Level 2: \$100 per hour (one hour minimum)**

For events that use the Robocams and require production on the LED board. Additional services are:

- Camera man: \$25 setup + \$50 per hour
- Recording from Anycast: \$50 and delivered on DVD

### **Custom LED Board Production**

For complex events or events that require third parties to plug into the system, please contact us for a quote at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).

### **Changing LED Lighting: \$50 for static, \$100+ for active**

Both the lighting masts and water wall use LED lights that can be programmed to produce any color. To change and set the lights is \$50. To have the lights continually change (e.g., fade, chase, etc.) starts at \$100. Please contact us for a quote at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).

### **Alcohol Permit: \$30 for beer only, \$125 for beer, wine & liquor**

Please contact us at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com) for more information.

### **Alcohol Perimeter Rental & Setup: \$150**

State law requires a perimeter with signage be in place for any event serving alcoholic beverages.

### **Food Tent Rental: \$450**

The Square has a 20'x30' food service tent complete with a fridge, freezer, three-bowl sink and hand sink. All that is required for food operation is a mobile vendor's permit from the Health Department. You can have up to three different vendors each working out of a 10'x20' area.



**Table & Chair Moving or Setup: \$200**

There are over 100 tables and 400 chairs on the Square. They can be cleared off the plaza or put in the configuration of your choice.

**Drip mats (for underneath vehicles on plaza): \$10 each**

**Extension chords and/or surge protectors: \$10 each**

**Cable mats: \$10 each**

**8' by 30" tables: \$25 each**

**10' x 3' cable mats: \$25 each**

**10' x 10' pop-up tents (no sidewalls): \$50 each**

**Cleaning**

Please contact us for a quote at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com). Small events can cost as little as \$50 while large events can cost as much as \$1,000.

**Additional Security**

Please contact us for a quote at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).

**Parking/Storage**

We do not provide free or discounted parking for events or on-site storage.



**Requested Services & Rental Worksheet**

Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

- Video conversion: \$25 x \_\_\_\_\_ videos = \_\_\_\_\_
- Personal message: \$50 x \_\_\_\_\_ minutes = \_\_\_\_\_
- Dispersed sound: \$100 setup + \$50 x \_\_\_\_\_ hours = \_\_\_\_\_
- PA and sound engineer: \$200 setup + \$100 x \_\_\_\_\_ hours = \_\_\_\_\_
- Light tech: \$50 x \_\_\_\_\_ hours = \_\_\_\_\_
- Recording from board (sound): \$25
- LED Board Production – Level 1: \$50 x \_\_\_\_\_ hours = \_\_\_\_\_
- LED Board Production – Level 2: \$100 x \_\_\_\_\_ hours = \_\_\_\_\_
- Camera man: \$25 setup + \$50 x \_\_\_\_\_ hours = \_\_\_\_\_
- Recording from Anycast (video): \$50
- Changing LED Lights – Static: \$50
- Use of F8 Alcohol Permit – Beer Only: \$30 or Beer, Wine & Liquor: \$125
- Alcohol perimeter rental and setup: \$150
- Table & chair moving or setup: \$200
- Drip mats (for underneath vehicles on plaza): \$10 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Extension chords and/or surge protectors: \$10 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Cable mats: \$10 x \_\_\_\_\_ quantity = \_\_\_\_\_
- 8' by 30" tables: \$25 x \_\_\_\_\_ quantity = \_\_\_\_\_
- 10' x 3' cable mats: \$25 x \_\_\_\_\_ quantity = \_\_\_\_\_
- 10'x10' pop-up tents (no sidewalls): \$50 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Quote (description): \_\_\_\_\_ = \_\_\_\_\_

**Total:** \_\_\_\_\_



## **Method of Payment**

### **Visa, Master Card or American Express**

Credit Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Security Code\*: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Billing City, State and Zip: \_\_\_\_\_

*\*A 3 digit code located on the back of MasterCard, Visa and Discover. A 4 digit code located on the front of American Express.*

### **Check**

Made Payable to Fountain Square Management Group LLC

Once you have completed this application, you may:

- Fax it to 513.621.5900
- Mail it to Fountain Square Management Group, 1014 Vine Street, #1420, Cincinnati, OH 45202
- Hand deliver it to 1014 Vine Street, #1420, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)