

Revised 9/22/17

### FACILITIES Use Application

This application is to be completed by the individual or authorized representative of the organization requesting use of a Pinellas County facility (excluding park shelter reservation requests only; but including Wedding Usage). Submission of an application does not guarantee permission will be granted.

Purpose of Use: Exhibition of Emerging Artists Grantees New Works

Date(s) of Use: October 26, 27, 28  
6pm - 10pm October 26

Location Requested: Gulf Coast Museum of Art Gallery  
(Check all of the following requested uses if applicable)

Official Start /End time: noon - 8pm October 27  
10am - 8pm October 28

Beach  Green Space  Shelter  Shelter #     

Setup Date/Time & Final Wrap-Up: October 21, 22  
October 29

Choose Public or Private Event: Public  Private

Expected Attendance: Overall: 150 At any One Time: October 26 - 90  
October 27 - 40  
October 28 - 20

Oct 16 - 31  
@

Oct 16 - 25 Set up

Oct 29 - 31 Break

down @

**APPLICANT** (complete one of the following sections)

#### INDIVIDUAL

(This section is for use by individuals only; if applicable, names of Bride and Groom shall be listed here)

Name(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax No: \_\_\_\_\_

Event Point of Contact: \_\_\_\_\_ POC: Phone # \_\_\_\_\_

#### COMPANY/ORGANIZATION

(This section is for use by organizations registered with the State of Florida both "For Profit and "Non Profit")

Company/Organization Name: Creative Pinellas

Charity Organization: Yes  No   
(Copy of 501(c)3 Required)

Tax Exempt: Yes  No   
(Florida Exemption Certificate Required)

Address: 12211 Wulfsingham Rd City: Cargo State/Zip Code: FL 33778

Email: barbara.stclair@creativepinellas.org Organization Website: creativepinellas.org

Authorized Representative Name: Barbara St Clair Point of Contact Name (if different): \_\_\_\_\_

Daytime Phone: 727-460-5477 Cell No: 727-460-5477 Fax No: \_\_\_\_\_

## Circello, Kimberley M

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**From:** barbara.stclair@creativepinellas.org  
**Sent:** Friday, September 22, 2017 3:41 PM  
**To:** Circello, Kimberley M  
**Cc:** Elizabeth Brincklow; Christopher Hubbard; 'Danny Olda'; Samantha Samson  
**Subject:** FW: Request Amended Dates\_Gallery Use Agreement

Hi Kim:

Per Elizabeth's note below,

Please update our facilities use application to allow for load in, three event days and load out as per the dates below (October 16 through October 31).

Thank you,

Barbara St.Clair  
Executive Director, Creative Pinellas  
12211 Walsingham Rd. Largo, 33778  
Office: 727-582-2183  
Cell: 727-460-5477  
Barbara.stclair@creativepinellas.org

**From:** Elizabeth Brincklow [mailto:elizabeth.brincklow@creativepinellas.org]  
**Sent:** Wednesday, September 20, 2017 12:18 PM  
**To:** Barbara St. Clair <barbara.stclair@creativepinellas.org>  
**Cc:** Circello, Kimberley M <kcircello@co.pinellas.fl.us>  
**Subject:** Request Amended Dates\_Gallery Use Agreement

Hi, Barbara,

I had an excellent conversation with Kim this morning regarding, among other items, access to the Gallery space.

Kim requests she be provided with the following amended dates for the use agreement to include:  
Monday, October 16 - Tuesday, October 31.

These dates will cover access needed for load-in, installation of artwork, videoing, the three event days and load out. As the schedule continues to refine, I will share what is happening and when.

Please advise.

Sincerely,  
Elizabeth