



# **The Elberton Arts Center Rental Application Packet**

*(Updated 12/27/23)*

## **Contents**

Venue Description.....	2-3
Rental Application Procedures / Food & Drinks .....	4
Rental Rates.....	5-7
Decorations / Set-Up .....	8
Elberton Arts Center Rental Application.....	9-13
Facility Use Guidelines .....	14-17
Liability Statement.....	18
Non Discrimination Statement.....	19
Seating Chart – Chairs Only .....	20
Seating Chart – Tables & Chairs .....	21

**To submit a rental application, receive additional information on the venue, or to check availability, please contact:**

Toni S. King, Elbert Theatre Manager  
P. O. Box 70  
203 Elbert Street  
Elberton, Georgia 30635  
Telephone 706.213.3109 Fax 706.213.3125  
[tking@cityofelberton.net](mailto:tking@cityofelberton.net)

## Venue Description



*Facility*



*Auditorium*

The Elberton Arts Center is a fully renovated multi-purpose events facility conveniently located just off the square in beautiful downtown Elberton, Georgia. The auditorium can be set up for traditional theatre style seating with chairs only (up to 125 people) or conference/dinner style seating with tables and chairs (up to 72 people). The Elberton Arts Center's stage area has a spacious playing space but very limited backstage and wing space. The stage floor is topped with Masonite and grounded with a plywood sub-floor. The Arts Center is equipped with basic lighting and sound systems. There is an additional room adjacent to the Arts Center auditorium that may be used as backstage space or as a meeting area. This space also provides access to the public restrooms and the four private dressing rooms.



*Stage*



*Meeting Room*



*Kitchen Area*



*Box Office and Concessions Area*

The lobby is of comfortable size with beautiful floor-length windows and a concessions area. The box office location works out of the same concessions area and is easily accessible in the lobby. Women's and men's restrooms are conveniently located in a hallway just off the right side the lobby. Also located along the same hallway the is the Elberton Arts Center kitchen area equipped for food service with a sink, refrigerator, dishwasher, prep-work counter space, several outlets for warming trays/food processors and working gas stove. Please note that the Arts Center DOES NOT have an ice maker.



*Arts Center Entrance*



*Arts Center Lobby*

## **Rental Application Procedures**

All Elberton Arts Center rentals are arranged through the Elbert Theatre Manager listed on the front of this packet. Please contact the theatre manager for availability before submitting the rental application packet. Once you have found an open date(s) and time(s), please submit this completed application packet, any additional forms or documents and the appropriate security deposits directly to the theatre manager. Please note that a credit/debit card number is required for application. You may pay cash for your rental. However, a credit card number is kept on file for damages and/or failure to pay. The Elberton Arts Center is a very busy facility. Please submit your application as far in advance as you can. A deposit of \$150.00 is required when you submit your rental application. Your total amount due for the full rental is due before the rental date.

*Your reservation is not guaranteed until you are notified in writing that your application and deposit/payment have been accepted.*

## **Food or Drinks**

Outside food and drinks are permitted in the Elberton Arts Center, but there are stipulations on what types of food and drinks are allowed.

You may not bring in outside food to sell and/or serve as concessions. The Arts Center concession stand may be open to your event if you wish. If you choose to open the concession stand, it will be stocked and manned by Elberton Arts Center staff provided by the Elbert Theatre Manager.

If you are hosting an event with a catered meal, you must make specific arrangements with the Elbert Theatre Manager for the use of the Arts Center kitchen area.

## **Rental Rates**

Discounted rates are offered to non profit organizations which have provided proof of their status. (Copies of IRS Ruling forms stating the condition of the organizations are accepted.)

<b>Basic Facility Rental</b>	<b>Peak Hours</b>  Friday, Saturday, and Sunday	<b>Off Peak Hours</b>  Monday through Thursday
This fee includes the timed rental of the space only. This does NOT include technical staff services which are required if using more than basic lighting and one microphone.	\$300 for three hour minimum  \$100 each additional hour  (hours are not prorated)	\$225 for three hour minimum  \$80 each additional hour  (hours are not prorated)

<b>Non-Profit Discounted Facility Rental</b>	<b>Peak Hours</b>  Friday, Saturday, and Sunday	<b>Off Peak Hours</b>  Monday through Thursday
This fee includes the timed rental of the space only. This does NOT include technical staff services which are required if using more than basic lighting and one microphone.	\$225 for three hour minimum  \$80 each additional hour  (hours are not prorated)	\$200 for three hour minimum  \$70 each additional hour  (hours are not prorated)

*\*\*Please note that the Elbert Theatre is not included in an Elberton Arts Center rental. The theatre has a separate application and fee.\*\**

## **Additional Charges**

### Security Deposit

Single Day Use.....\$150

Multiple Day Use..... \$300

### Staffing

Lighting Technician ..... \$50 per show

Sound Technician ..... \$75 per show

Additional Technical Staff ..... \$50 per show

\* The theatre director determines what technical staff will be needed for your event. Please note that using the house equipment requires you to use a staff technician.

### Cleaning

No Food Served ..... \$50 per show

With Food Served..... \$150 per show

\*The Arts Center must be cleaned after each performance to ensure the integrity of the building and prepare the publicly accessible areas of the space for the next event. If after your event, the facility is deemed to be exceptionally dirty, an extra cleaning fee may be charged via credit/debit card on file.

## **Optional Charges**

Credit Card Sales ..... 3% of total sales made

\*\*Credit card sales are available at the Elberton Arts Center for your event. Please note that if you choose to participate in this method of payment for your event, your organization will be responsible for paying 3% of any credit card purchases taken in for processing fees.

Printing Fee .....Varies\*\*

\*\*The printing fee includes the printing and handling of programs and/or flyers and/or posters. The fee is determined on an individual event basis and is comprised of the number of printed materials needed, color or black and white printing, and the print medium used. Ticket printing is not an available option.

Microphone Use ..... \$3.00 per microphone, per use\*\*

\*\*If you wish to use the Elbert Theatre's microphones, you must pay this non-refundable fee. This fee helps maintain the equipment and pay for batteries used during rehearsal and performances. One hand-held wireless microphone is included in your rental package free of charge.

## **Decorations & Set-Up**

Decorations are allowed in the Arts Center Auditorium, but no decorations may be taped/tacked/nailed to the walls or doors of the space. The only acceptable methods to “hang” decorations are poster putty or Command Strips. Confetti/snow/party poppers/bubbles/smoke machines are not allowed in the Elberton Arts Center.

The Arts Center has black tablecloths available for the round banquet tables and black tablecloths for the rectangular meeting tables. (We do not have any other colors.) If you wish to use our tablecloths, you will be charged a \$5.00 per cloth fee. If you do not wish to use our tablecloths, bare tables will be set up for you prior to your arrival. Please note: Tablecloths of some sort are recommended as several of our rectangular tables have paint stains from previous events.

The Arts Center staff will have your tables and chairs set up prior to your arrival. The configuration of your set up will need to be discussed with the Elbert Theatre Manager upon submission of your rental application. As per fire codes and regulations, you may not bring more tables or chairs from outside of the Arts Center.

Decorating prior to your event and clean up after the event must be included in your rental time. You will not be allowed in the building prior to your designated start time. Please make arrangements for decoration and clean up time with the Theatre Manager upon application.



## **The Elberton Arts Center Rental Application**

**Please type or print neatly. Rental application must be submitted with appropriate deposit and Facility Use Guidelines from this application packet. Reservation is not guaranteed until you receive written notification from the Theatre Manager.**

**Application Date:** \_\_\_\_\_

**Preferred Rental Date(s)**

\_\_\_\_\_

### ***APPLICANT'S CONTACT INFORMATION***

**Applicant's Name** \_\_\_\_\_

\*must be the person responsible for the event, the first person to arrive the day of the event, and the person who will be on site for the entire event

**Organization's Name** \_\_\_\_\_

**Is organization a non profit?** ☐ **Yes** ☐ **No**

\*Please attach proof of IRS Ruling for your organization (501(c)3, etc.). Please note that if you are a non profit organization, you may receive a discounted rental rate.

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Primary Telephone Number** \_\_\_\_\_

**Secondary Telephone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

## ***EVENT INFORMATION***

**Event/Show Title** \_\_\_\_\_

**Rental Start Time** \_\_\_\_\_ **Rental End Time** \_\_\_\_\_

\*Please note: Rental start time must be at least one hour before event start time, allowing for a minimum of 30 minutes for set up and 30 minutes for the house to be open for guests. Rental end time must be at least 30 minutes after show end time, allowing for a minimum of 15 minutes for the audience and performers to exit the venue and 15 minutes for pack up of lobby, rest rooms, stage area and auditorium. If your event continues after the allotted time, you will be charged for the extra time at your regular rental rate.

**House Open Time** \_\_\_\_\_ **Event Begin Time** \_\_\_\_\_

**Event Length** \_\_\_\_\_ **Event End Time** \_\_\_\_\_

**Will there be an intermission?**    ☐ **Yes**        ☐ **No**

If yes, how many minutes? \_\_\_\_\_

**Is the event open to the general public?**    ☐ **Yes**        ☐ **No**

If yes, renter must supply the theatre manager with a sample of any published flyers and/or press releases.

**Will you charge admission?**    ☐ **Yes**        ☐ **No**

If yes, please list admission price including any discounts for seniors or students, and provide a copy/draft of ticket.

\_\_\_\_\_

**Will you print your own tickets and/or programs?**     ☐ Yes     ☐ No

**If no, would you like the theatre staff to print programs/flyers/posters?**

☐ Yes     ☐ No

\*See the printing fee listed under Optional Charges

**Do you require a pre-event speech on the part of the theatre staff?**

☐ Yes     ☐ No

**If yes, please explain.** \_\_\_\_\_

\_\_\_\_\_

**Type of Event:**

☐ Music (1-2 performers)

☐ Dance

☐ Music (3+ performers)

☐ Theatre

☐ Lecture/Conference

☐ Other, Please Specify Below

\_\_\_\_\_

**Total Number of Performers:** \_\_\_\_\_

**Brief Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will you sell souvenirs (including CDs) or will goods and services be advertised?**     ☐ Yes     ☐ No

**If yes, please describe:** \_\_\_\_\_

## ***TECHNICAL DETAILS***

All technical details must be disclosed on this application and/or approved by the theatre manager prior to the event.

**What sound/lighting equipment will you need in addition to the one hand-held wireless microphone and the general stage wash included in your rental?**

---

---

**What sound/lighting equipment & set pieces will you bring with you?**

---

---

**Do you have any special stage/auditorium requirements not specified above?**

---

---

**Please list how you would like the stage to be set if using anything other than an empty stage (microphone, chairs/stools, sets, etc.)**

---

---

**Will your show require any of the following effects or items requiring special caution?**

- |   |  |
|---|--|
| <input type="checkbox"/> water or soap bubbles        | <input type="checkbox"/> food or drink onstage |
| <input type="checkbox"/> special rigging              | <input type="checkbox"/> strobe lights         |
| <input type="checkbox"/> glass or mirrors             | <input type="checkbox"/> frightening effects   |
| <input type="checkbox"/> other (please specify _____) |  |

PLEASE NOTE: Glitter/snow/confetti ARE NOT allowed in the Elberton Arts Center. Smoke machines/electronic cigarettes/open flames/any smoking effects ARE NOT allowed. Special effects items require the approval of the theatre manager before use. Please note theatre staff may deny special effects items for any reason.

**Name of director or person responsible for performance/event content:**

\_\_\_\_\_

**Name of stage manager or person in charge backstage during event:**

\_\_\_\_\_

**Name of house manager or person in charge of box office:**

\_\_\_\_\_

**Renter's Signature** \_\_\_\_\_

**Renter's Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Elberton Arts Center Facility Use Guidelines**

Use of the Elberton Arts Center is contingent upon the understanding, acceptance, and adherence to the following policies. Please review and initial in the spaces provided by each of the following policies. If you have questions, concerns, or need further clarification, please contact the theatre manager.

### ***BEFORE THE EVENT***

\_\_\_\_\_ Any changes after you have submitted your application (including, but not limited to, change of start and end time, number of performers, equipment and scenery you are bringing, number of stage crew, stage set up) must be approved by the theatre manager before being made.

\_\_\_\_\_ Before the event you must review all technical aspects of the event with the theatre manager. This includes all set, rehearsal, sound, lighting and house staff information necessary. Any scenery, including hanging scenery and rigging, must be approved by the theatre manager in advance. Any starter pistols or prop guns must be approved by the theatre manager prior to being brought into the theatre. Any special effects equipment must be approved by the theatre manager before being used onstage.

\_\_\_\_\_ Any lighting beyond the scope of the Elberton Arts Center's equipment and/or any sound needs beyond one microphone must be approved by the theatre manager in advance.

\_\_\_\_\_ All rentals must be paid in full in advance. A deposit is due at the time an application is made. A \$150.00 deposit is required for a one-day rental. A \$300.00 deposit is required for a multiple-day rental. A reservation will not be confirmed until the deposit is made. The balance of the rental is due before the date of the event.

\_\_\_\_\_ The minimum rental time for the Arts Center is three hours.

## ***DAY OF THE EVENT***

\_\_\_\_\_ The person whose name is on the application as renter must be the first person in the Arts Ctr the day of the event and must remain on site for the entire event.

\_\_\_\_\_ The City of Elberton is not responsible for accidents, illnesses, injuries or loss of group or individual property. In the event of any accident, illness or incident, please notify theatre staff immediately. Please remind all group members to take safety precautions. Make sure that all of your group members are familiar with the exits. If there is an emergency, please follow the instructions given by the house staff on site. If you must leave the building, please walk to the nearest exit.

\_\_\_\_\_ Groups with minors (under the age of 18) must provide adult supervision in all areas at a ratio of one adult for every 15 minors. Backstage supervision is in addition to your normal production staff. Adults with other jobs associated with the event may not provide supervision for minors.

\_\_\_\_\_ The Elberton Arts Center will provide staff as needed for the event. The Elbert Theatre Manager will determine what staff are needed prior to the event, and there is a charge for additional staff.

\_\_\_\_\_ Basic set up requires 30 minutes. Basic set up consists of a general light plot, one microphone set and tested and unlocking doors. Any technical adjustments (including light and sound cues) must be factored in to your rental time and must be discussed with the theatre manager to determine if extra set up time is required.

\_\_\_\_\_ Animals, with the exception of working service dogs assisting people with disabilities, are not permitted in the building.

\_\_\_\_\_ Smoking is not permitted anywhere in the building. This includes e-cigarettes and vapes. Damaged caused by smoking during the event will be charged to the renter.

\_\_\_\_\_ Fire (including matches, lighters, cigarettes, smoke machines and incense) is not permitted.

## ***DURING THE EVENT***

\_\_\_\_\_ Renter is responsible for providing adequate house staff. At minimum, you must provide one house staff and one box office staff. The Elberton Arts Center does not provide house staff unless arranged in advance and at the renter's expense.

\_\_\_\_\_ Renter's house manager is responsible for training renter's house staff on the Elberton Arts Center policies.

\_\_\_\_\_ Renter's house staff must be on duty throughout the entire event, NOT there as audience members. The house manager should remain in the lobby, ready to assist in an emergency.

\_\_\_\_\_ The theatre staff person on duty will open the door once he has been given an all clear from the technical staff, normally 30 minutes before show time, but at least 20 minutes before show time. The lobby is usually open 30 minutes to an hour before show time.

\_\_\_\_\_ Renter is required by state health and safety code to make an announcement immediately prior to the beginning of the performance informing audience of the location of all emergency exits. Announcement can be included in any pre-show curtain speech or prerecorded message.

\_\_\_\_\_ The Elberton Arts Center house can seat up to 125 people (chairs only) or 72 people (tables and chairs). Every audience member must have his or her own seat, including infants and children who are being held in the lap of another audience member. The Elberton Arts Center cannot accommodate standing room only audiences. The only people allowed to stand during the event are ushers and any Elberton Arts Center staff.

\_\_\_\_\_ No outside food or drinks may be sold at the Arts Center. Special events with a meal must be approved by the Elbert Theatre Manager in advance.



\_\_\_\_\_ Videotaping is only permitted from the sound booth or from the back of the auditorium. One videographer is permitted in the auditorium per performance. Renter assumes all legal responsibilities for taping, including securing releases from performers and copywriters.

### ***AFTER THE EVENT***

\_\_\_\_\_ The stage area, auditorium and kitchen areas must be free from all trash and debris before exiting the building. Place all trash in cans provided for this purpose. Remove all personal belongings.

\_\_\_\_\_ Damage fees may be assessed and charged to the renter's on-file credit/debit card if the renter causes damage to the Arts Center property, building, equipment or furnishings. This includes damage caused by audience members. Fees will cover the cleaning and/or replacement of broken/damaged items. Events that run over time will be charged the appropriate fees for staff and building usage in one hour increments. This fee will also be charged to the credit/debit card on file.

**I have read, understand, and agree to abide by the facility use guidelines listed in this rental application packet.**

**Signature**\_\_\_\_\_ **Date** \_\_\_\_\_

## **The Elbert Theatre Liability Statement**

In submitting and signing this application, I certify that I have read, understand, and will abide by the facility rules and regulations set forth. I certify that the use detailed on the enclosed application is in compliance with the City of Elberton's rules and regulations, certificate of insurance requirements, and is subject to approval by the manager of the Elbert Theatre or the assigned representative. Applicant hereby agrees to hold the City of Elberton, City Council, and all individual employees, agents, and officers thereof free and harmless of any loss, damage, liability, cost or expense that may arise during and related in any way to the use of or occupancy of said facility, to extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of Applicant/Permit Holder. I, the undersigned, or the organization I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained by City of Elberton property shall be compensated within seven days. I agree that reservation is granted with the understanding that the City of Elberton may cancel when the facility is needed for City programs.

Full rental payment must be given prior to the event start date. Failure to submit payment by the designated date will result in loss of contract and the facility will be released. It is my responsibility to notify the City of Elberton of any cancellations or revisions on my part 30 days prior to rental. Failure to do so will result in forfeit of all deposits and/or fees.

**Renter's Signature** \_\_\_\_\_

**Renter's Name (printed)** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Patron Disability and Non Discrimination Statement**

I understand that, pursuant to the American with Disabilities Act, the City of Elberton will make reasonable efforts to accommodate persons with disabilities. I understand that the Elberton Arts Center has limited wheel chair capacity. If I become aware that someone in my group or audience requires special accommodations, I will notify the City of Elberton employee on duty immediately.

I understand that if my event is open to the public, I may not prohibit any audience member because of race, religion, creed, gender, sexual orientation, age, national origin or any other basis to the extent prohibited by federal, state, or local laws.

**Renter's Signature** \_\_\_\_\_

**Renter's Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

# **Credit/Debit Card Policy Change**

## ***(Effective January 1, 2020)***

At the time of rental acceptance for the Elbert Theatre, Elbert Theatre Balcony, Elberton Arts Center Meeting Room and/or Elberton Arts Center Auditorium, renters will supply a working debit or credit card number to the Elbert Theatre office. Cards will be charged and refunded a \$1.00 fee during the week prior to the rental date to be sure the card is working.

Card numbers will be kept on file until the rental is complete. If any damages occur during the rental, those charges will be applied to the card number on file. Renters will be informed of damages and the amount to be charged prior to running the card through the credit/debit machine. Card numbers will be destroyed after a rental is complete.

If damages have been assessed during a rental and card numbers provided do not work or the renter does not pay for damages within a week of their rental dates, legal action will be taken to extract damage fees.

Debit/Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

Billing Zip Code for Card: \_\_\_\_\_

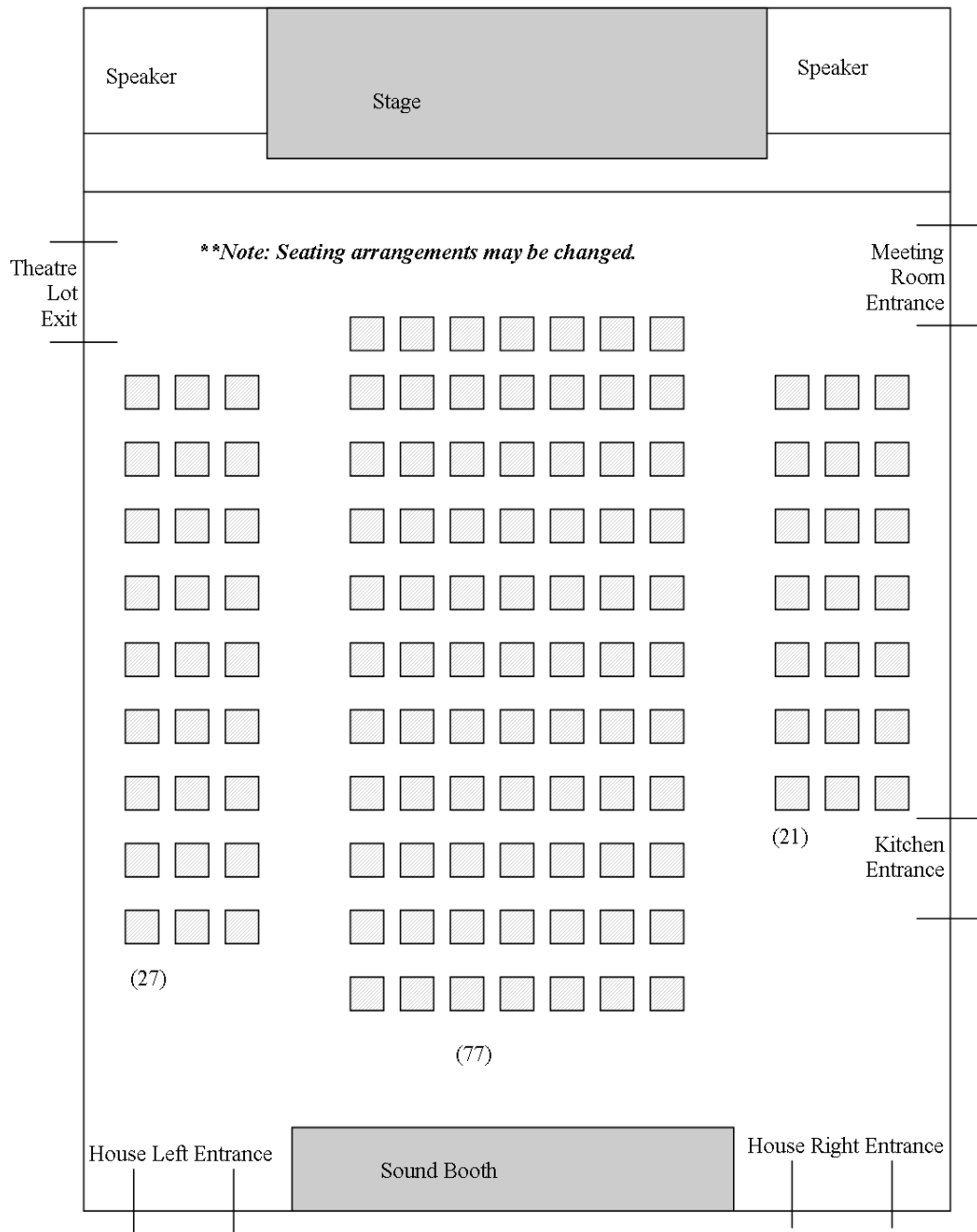
\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

I agree to the terms set forth in this document in regards to my rental of the Elberton Arts Center Meeting Room and/or Auditorium.

## Elberton Arts Center Auditorium Seating Chart



**Elberton Arts Center Auditorium Seating Chart**

