



The Elberton Arts Center Meeting Room Rental Application

(Updated 12/27/23)

Contents

Meeting Room Description.....	2
Application Procedures & Rental Rates	3
Food & Drinks / Decorations & Set-Up	4
Elberton Arts Center Rental Application.....	5-7

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

Meeting Room Description



Facility



Meeting Room

The Elberton Arts Center is a fully renovated performing arts facility, conveniently located just off the square in beautiful downtown Elberton, Georgia. The meeting room area can be set up for wedding/baby showers, small birthday parties or conferences. Seating is flexible with round banquet-style tables or traditional rectangular tables and chairs that can seat a maximum of 40 people. This space also provides access to the public restrooms, lobby and kitchen prep area.



Kitchen Area



Lobby

The lobby is of comfortable size with beautiful floor-length windows. Women's and men's restrooms are conveniently located in a hallway just outside of the meeting room space. Also located along the same hallway the is the 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 be aware that the kitchen DOES NOT have an ice maker.

Meeting Room Rental Application Procedures

All Elberton Arts Center meeting room rentals are arranged through the Elbert Theatre Manager listed on the front of this application. Please contact the theatre manager for availability before submitting the rental application packet. Once you have chosen the date(s) and time(s) you requested, please submit this completed application, any additional forms or documents and the appropriate deposit directly to the theatre manager. Please note that a credit/debit card number is required for deposit. You may pay cash for your rental. However, a credit card number is kept on file for damages and/or failure to pay. The Elbert Theatre and the Elberton Arts Center are very busy facilities. Please submit your application as far in advance as you can. A deposit of \$50.00 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.

Meeting Room 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.)

Meeting Room Rental Rates	Rental with Food	Rental without Food
This fee includes the timed rental of the meeting room only. This does NOT include technical staff or services which could be required depending upon the nature of your event.	\$200 for four-hour minimum \$50 each additional hour (hours are not prorated)	\$50 for two-hour minimum \$50 each additional hour (hours are not prorated)

*****Please note that the Elbert Theatre and the Elberton Arts Center auditorium ARE NOT INCLUDED in a meeting room rental. The theatre/auditorium have separate applications and fees.*****

Food or Drinks

Outside food and drinks are permitted in the Elberton Arts Center meeting room, 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. Anything more than finger foods will require an additional cleaning fee.

Decorations & Set-Up

Decorations are allowed in the Arts Center Meeting Room, 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 before 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.

Elberton Arts Center Meeting Room Rental Application

Please type or print neatly. Rental application must be submitted with appropriate deposit. 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 _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Primary Telephone Number _____

Secondary Telephone Number _____

Email Address _____

EVENT INFORMATION

Event/Show Title _____

*Please Note: If your event continues after the allotted time, you will be charged for the extra time at your regular rental rate.

Door Open Time _____ **Event Begin Time** _____

Event Length _____ **Event End Time** _____

Door Closed Time _____ (*everyone out of building*)

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 if creating your own.

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

☐ **Yes** ☐ **No**

If yes, please explain. _____

Type of Event:

☐ **Birthday Party**

☐ **Lecture/Conference**

☐ **Dinner**

☐ **Wedding/Baby Shower**

☐ **Rehearsal**

☐ **Other, Please Specify Below**

Brief Description of Event: _____

Will you serve food during your event? ☐ **Yes** ☐ **No**

If yes, please list the types of food you are planning to bring below.
Anything more than finger foods requires payment of an additional
cleaning fee.

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 or Auditorium or Elbert Theatre Balcony or Auditorium.