



The Elbert Theatre Balcony Rental Application

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

Toni S. King, Theatre Director
The Elbert Theatre
P. O. Box 70, 203 Elbert Street
Elberton, Georgia 30635
Telephone 706.283.1049 Fax 706.213.3125
tking@cityofelberton.net

Venue Description



Auditorium View from the Balcony



Balcony Seating

With a 40-person seating capacity, the Elbert Theatre balcony is a fully renovated, art deco style seating area equipped with tables and chair for easy dining, meetings or movie-viewing. The Elbert Theatre is equipped with light, sound, and film systems and staff to assist in planning and producing your event. It's the perfect set-up for film parties!



Spiral Staircase to Balcony



View of Film Screen

Unfortunately, the Elbert Theatre Balcony is not yet equipped to accommodate wheelchairs as there is no elevator access. All patrons should be aware that the balcony is only accessible by a wooden spiral staircase or cement-laden service stair. Also, please be aware that there are no restrooms in the balcony. Both restrooms are located downstairs in the lobby.

Rental Application Procedures

All Elbert Theatre Balcony rentals are arranged through the theatre director listed on the front of this application. Please contact the theatre director for availability before submitting the rental application packet. Once you have confirmed the date(s) and time(s) you requested, please submit this completed application, any additional forms or documents and the appropriate security deposits directly to the theatre director. The Elbert Theatre is a very busy facility. Please submit your application as far in advance as you can.

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

Balcony Rental Rates

All rates are per hour unless otherwise noted. Discounted rates are offered to non profit organizations which have provided proof of their status. (Copies IRS Ruling forms stating the condition of the organizations are required.)

Basic Balcony Rental	Peak Hours Friday, Saturday, and Sunday	Off Peak Hours Monday through Thursday
This includes access to the balcony and lobby restrooms only. This does NOT include access to the house auditorium, stage, concessions area, or sound booth.	\$150 for three hour minimum \$40 each additional hour (hours are not prorated)	\$115 for three hour minimum \$30 each additional hour (hours are not prorated)

Non-Profit Discounted Facility Rental	Peak Hours Friday, Saturday, and Sunday	Off Peak Hours Monday through Thursday
This includes access to the balcony and lobby restrooms only. This does NOT include access to the house auditorium, stage, concessions area, or sound booth.	\$75 for three hour minimum \$30 each additional hour (hours are not prorated)	\$90 for three hour minimum \$25 each additional hour (hours are not prorated)

Please note that the Elberton Arts Center and Theatre Auditorium rentals have separate applications and fees. Use of either of these areas is not included in a Balcony Only Rental

Additional Charges

Security Deposit

Single Day Use.....\$50

Staffing

Lighting Technician \$50 per show

Sound Technician \$75 per show

Additional Technical Staff \$50 per show

* If the theatre director determines that your event does not require additional technical staff, you will not be charged any technical staff.

Cleaning

Per show flat fee \$50

*The theatre balcony must be cleaned after each performance to ensure the integrity of the building and prepare the publicly accessible areas of the theatre for the next event. If after your event, the balcony is deemed to be exceptionally dirty, an extra cleaning fee may be assessed.

ADDITIONAL CHARGES

Film Equipment (including screen)..... \$25 per show

The Elbert Theatre Balcony Rental Application

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

Application Date: _____

Preferred Rental Date(s): Please write weekday and date.

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 will receive a discounted rental rate.

Street Address _____

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

Day Time Telephone Number _____

Evening Telephone Number _____

Fax Number _____

Email Address _____

EVENT INFORMATION

Show/Event Title _____

Rental Start Time _____ **Rental End Time** _____

*Please note: If your event/party continues after the allotted time, you will be charged for the extra time at the 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 director with list of places/publications where the event is advertised and a sample of any published flyers or press releases.

If you are interested in publicizing your balcony event in any advertising form (web, posters, newspaper, radio, etc.), please speak with the theatre director about expectations and ideas when you submit your deposit.

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

If yes, you must speak with the theatre director about admissions policies before you accept your rental application terms.

Do you require a pre-performance slideshow or curtain speech on the part of the Elbert Theatre staff? **Yes** **No**

Will food or drink be served? **Yes** **No**

*Alcohol is NOT permitted on the premises. A \$25 cleaning fee is assessed for all balcony rentals regardless if food is served or not.

If yes, what type of food/drink will be available?

Refreshments **Concessions** **Meal**

Other, Please Explain _____

Type of Event:

Music (1-2 performers) **Lecture/Conference**

Music (3+ performers) **Film or Slide Show**

Other, Please Specify _____

Total Number of Performers: _____

Brief Description of Event:

TECHNICAL DETAILS

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

Will you require use of the Elbert Theatre film equipment?

Yes **No**

What sound and lighting equipment will you need? _____

Will your event require any of the following special effects or items requiring special caution/consideration?

- water or soap bubbles
- glitter, confetti, or snow
- special rigging
- glass or mirrors
- other (please specify _____)
- frightening effects
- dry ice or chemical fog
- strobe lights

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

Will you require any additional tables or furniture items for your event? Yes No

If yes, please list specific details below: _____

Name of director or person responsible for event content:

Name of person in charge of event:

Renter's Signature _____

Renter's Printed Name _____

Date _____

Balcony Use Guidelines

Use of the Elbert Theatre Balcony 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 your application is accepted, confirmation of your rental will be sent you as soon as possible. If you have questions, concerns, or need further clarification, please contact the theatre director.

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 you are bringing, set up, etc.) must be approved by the theatre director in writing

_____ Four weeks before the event you must review all technical aspects of the event with the theatre director. 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 director four weeks in advance. Any starter pistols or prop guns must be approved by the theatre director prior to being brought into the theatre.

_____ Any lighting beyond the scope of the Elbert Theatre's equipment and/or any sound needs beyond one microphone must be approved by the theatre director two weeks in advance.

_____ A deposit is due at the time an application is made. A reservation will not be confirmed until the deposit is made. The balance of the rental fees for one day rentals is due before the date of the event. The balance of the rental fees for multiple day rentals is due 30 days in advance of the first day of the event.

_____ The minimum rental time for the theatre is three hours.

DAY OF THE EVENT

_____ The person whose name is on the application as renter must be the first person in the theatre 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 at a ratio of one adult for every 15 minors.

_____ The Elbert Theatre will provide one house staff person at no charge to handle basic lighting and sound needs. For larger events including live theatre and bands with more than three performers, the theatre director will determine how many additional staff are needed for the event. There is a charge for additional staff.

_____ All Elbert Theatre staff on duty during the event will enforce all rules and policies.

_____ Basic set up requires 30 minutes. Basic set up consists of 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 director to determine if extra set up time is required.

_____ Alcohol is not permitted anywhere in the building.

_____ 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. Damages caused by smoking during the event will be billed to the renter.

DURING THE EVENT

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

_____ Videotaping is only permitted from the sound booth by theatre professionals. Photos and/videos are not allowed during films or performances. If you are observed participating in such action, you will be asked to leave immediately without refund.

AFTER THE EVENT

_____ Refund of the security deposit is contingent upon the renter vacating the balcony at the agreed upon time and leaving it free of damage or debris. Events that run over time will be charged the appropriate fees for staff and balcony usage in one hour increments. This will be deducted from the security deposit. If the balcony is left in good order, security deposits will be refunded by mail in the form of an Elbert Theatre Foundation check no later than two weeks after the end of the event.

_____ The rental deposit may be used towards the total balance due of your rental, if you so wish.

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

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 director 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 _____

Disabled Patrons & 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 Elbert Theatre has limited wheel chair capacity. (There is only seating for 4 wheelchairs per each performance.)

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 _____