



# The Elbert Theatre Rental Application Packet

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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](mailto:tking@cityofelberton.net)

## Venue Description



*Auditorium*



*Balcony*

With a seating capacity of approx. 370 (358 house seats, adjustable balcony seats), the Elbert Theatre is fully renovated, art deco style performing arts facility, conveniently located just off the square in beautiful downtown Elberton, Georgia. The Elbert Theatre's stage performing area is 28 feet wide and 20 feet deep with limited backstage and wing space. The stage floor is Masonite, with a plywood sub-floor over a cement pad. A stage level dock provides easy access for load in and strike. The Elbert Theatre is equipped with stage lighting, sound, and film equipment and volunteer staff to assist in planning and producing your event. An orchestra pit can accommodate up to 12 musicians.



*Sound System*



*Lighting System*

The auditorium itself features raked, continental seating with fixed, padded theatre seats. Limited wheelchair seating is available in the front of the house and on the last few rows of the right side of the house (see seating chart).

The lobby is of comfortable size with display cases for souvenir and concession sales, a granite countertop for food service and a sink with hot and cold water. Women's and men's restrooms are conveniently located on either side of the vestibule just past the lobby. Located off the right entrance to the lobby is an easily accessible box office and ticket window.



*Stage from Balcony*



*Concessions Area*



*Theatre Entrance*



*Lobby Vestibule*

Other amenities include a full basement which can be used as a green room, dressing room and/or properties and set storage.

## **Rental Application Procedures**

All Elbert Theatre rentals are arranged through the theatre director listed on the front of this packet. Please contact the theatre director for availability before submitting the rental application packet. Once you have chosen 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 director. 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 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/payment have been accepted.*

## **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 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 theatre 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  \$80 each additional hour  (hours are not prorated)	\$225 for three hour minimum  \$60 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 theatre 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  \$60 each additional hour  (hours are not prorated)	\$200 for three hour minimum  \$50 each additional hour  (hours are not prorated)

*\*\*Please note that the Elberton Arts Center and Balcony Only rentals have separate applications and fees.\*\**

## 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 ..... \$125 per show

\*The theatre 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 facility is deemed to be exceptionally dirty, an extra cleaning fee may be charged via credit/debit card on file.

PLEASE NOTE: Outside food and drinks are not permitted in the Elbert Theatre. You may not bring in outside food to sell and/or serve as refreshments. The Elbert Theatre concession stand may be open for your event if you wish.

## Optional Charges

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

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

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

Marketing and Advertisement .....\$100 per show\*\*

\*\*The following items are included in the marketing fee: creation and distribution of an event press release to surrounding area newspapers, television stations, and radio station; your event information posted on the theatre marquee; your event information printed in the Elbert Theatre's weekly e-newsletter; creation of an event flyer/poster; your event posted on the Elbert Theatre's website and affiliate websites

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

\*\*The printing fee includes the printing, cutting and handling of tickets and/or 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. If the design of the material is composed by theatre staff, the organization will be contacted for approval before printing.

Properties Deposit ..... \$150\*\*

Costume Deposit ..... \$150\*\*

\*\*If you wish to use costumes, set materials and/or properties owned by the Elbert Theatre Foundation, your selections must be approved by the board before the items may be used. Your deposit will be returned after the rental is complete and the items borrowed have been returned without damages. If damages are assessed by the Elbert Theatre Director, your deposit may be kept to clean, repair or replace damaged/dirty items.

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 microphone is included with your rental free of charge.

## **The Elbert Theatre Rental Application**

**Please type or print neatly. Rental application must be submitted with appropriate deposit. Remember that your rental date is not guaranteed until you receive written notification from the Theatre Director.**

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

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

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### ***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** \_\_\_\_\_

**Day Time Telephone Number** \_\_\_\_\_

**Evening Telephone Number** \_\_\_\_\_

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



***EVENT INFORMATION***

**Show Title** \_\_\_\_\_

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

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

**House Open Time** \_\_\_\_\_ **Show Begin Time** \_\_\_\_\_

**Show Length** \_\_\_\_\_ **Show 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 a sample of any published flyers and/or press releases.

**Would you like the Elbert Theatre to publicize the event for you?**

**Yes**     **No**

\*See the marketing and advertisement fee listed under Optional Charges

*If yes, please speak with the theatre director about expectations and ideas when you submit your deposit.*

**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.

\_\_\_\_\_

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

**If no, would you like the Elbert Theatre to print tickets/programs/flyers/posters?**

Yes     No

\*See the printing fee listed under Optional Charges

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

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

\_\_\_\_\_

**Type of Event:**

Music (1-2 performers)

Dance

Music (3+ performers)

Theatre

Film or Slide Show

Lecture/Conference

Other, Please Specify \_\_\_\_\_

**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 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? \_\_\_\_\_**

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**What sound/lighting equipment and scenery pieces will you bring with you?**

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**Do you have special sound/lighting requirements not specified above?**

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

- water or soap bubbles
- special rigging
- glass or mirrors
- other (please specify \_\_\_\_\_)
- food or drink onstage
- strobe lights
- frightening effects

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.

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

\_\_\_\_\_

**Name of stage manager or person in charge of show:**

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

## **Theatre Use Guidelines**

Use of the Elbert Theatre 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, a confirmation will be returned to you for your rental. 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 and scenery you are bringing, number of stage crew, stage set up) must be approved by the theatre director before being made.

\_\_\_\_\_ 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 in advance. Any starter pistols or prop guns must be approved by the theatre director prior to being brought into the theatre. Any special effects equipment must be approved by the theatre director before being used onstage.

\_\_\_\_\_ 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 in advance.

\_\_\_\_\_ All rentals must be paid in full prior to the event starting date. A deposit is due at the time an application is made. A reservation will not be confirmed until the deposit is made.

\_\_\_\_\_ 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 backstage and in the basement area 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 backstage supervision for minors.

\_\_\_\_\_ The theatre director will determine how many additional staff are needed for each 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 in advance with the theatre director to determine if extra set up time is required.

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

\_\_\_\_\_ Smoking is not permitted anywhere in the building. Damage 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, one box office staff, and two ushers. The Elbert Theatre 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 Elbert Theatre's policies.

\_\_\_\_\_ 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. 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 Elbert Theatre house seats 358 people. 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 Elbert Theatre cannot accommodate standing room only audiences. The only people allowed to stand at the end of the aisles during the performances are the ushers and any Elbert Theatre staff.

\_\_\_\_\_ No outside food or drinks may be sold at the theatre. Special events with a dinner must be approved by the Elbert Theatre Director in advance.

\_\_\_\_\_ Videotaping is only permitted from the sound booth or from the back row of seats. If you would like to tape from the back row of seats, please allow for six free seats for your videographer. This will give your videographer ample space for movement without blocking any one else's view. 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***

\_\_\_\_\_ Sweep stage, orchestra pit and basement floors. Place all trash in cans provided for this purpose. Remove all personal belongings from theatre.

\_\_\_\_\_ Damage fees may be assessed and charged to the renter's on-file credit/debit card if the renter causes damage to the theatre 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 theatre 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 theatre 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 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** \_\_\_\_\_



House Staircase Entrance

