



Elbert Theatre Rental Application

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

The Elbert Theatre
P. O. Box 70
100 South Oliver Street
Elberton, Georgia 30635
Telephone 706-283-1049 Fax 706-213-3125
elberttheatre@cityofelberton.net

The Elbert Theatre Rental Application

Please type or print neatly. Rental application must be submitted with appropriate deposit and Theatre 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)
(please write weekday and date)

To Be Completed by Theatre staff:

Approved By _____

Date _____

Paid _____ 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 _____
(if applicable)

Purpose of Organization _____

(if applicable)

Is organization a non profit? Yes No
(Please attach proof of 501(c) 3 status.)

* 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 _____

Facsimile Number _____

Email Address _____

EVENT INFORMATION

Show Title _____
(if applicable)

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 up of lobby, rest rooms, stage area, and auditorium.

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 staff with list of places/ publications where the event is advertised and a sample of any published flyers or press releases. This is so we can answer basic questions about the event including where and how to obtain tickets.

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

If yes, please list admission price including any discounts for seniors or students. _____

Type of Event:

- Solo or Duet Music Concert
- Music Concert by 3+ Performers
- Film or Slide Show
- Other (please specify _____)
- Dance Recital
- Theatre Performance
- Lecture or Reading

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 executive staff prior to the event.

Will you use the Elbert Theatre piano? Yes No

Will you require use of the Elbert Theatre film equipment?
 Yes No

What sound and lighting equipment will you need? _____

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

Do you have any special sound or lighting requirements not specified above?

Will your show require any special effects or items requiring special caution? Yes No

If so, please describe: _____

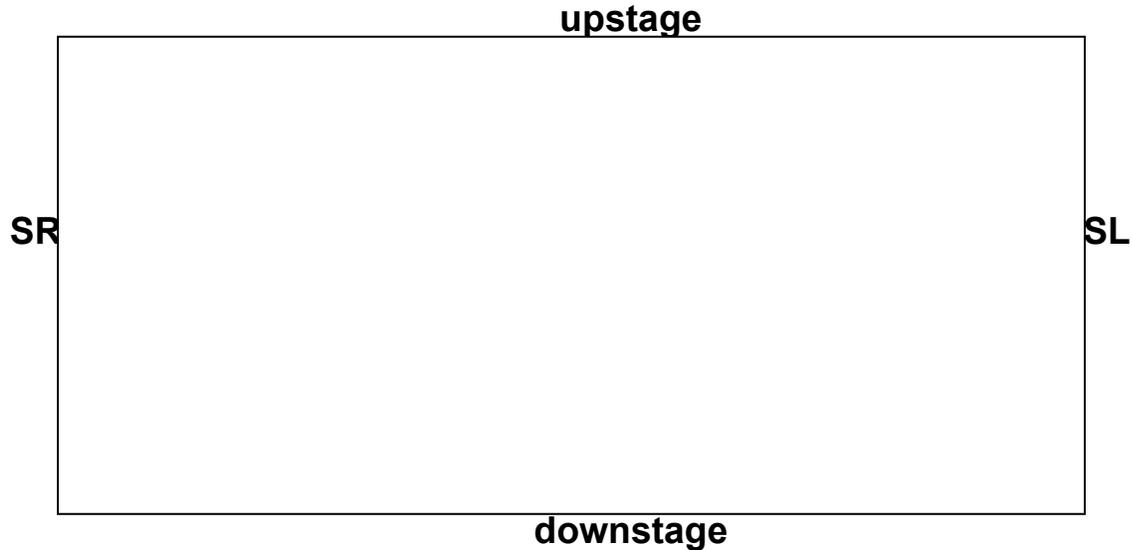
Name of director or person responsible for performance content:

(if applicable)

Name of stage manager or person in charge of show:

(if applicable)

Please show us how you would like the stage to be set if using other than an empty stage (microphone, podium placement, etc)



Rental Rates

All rates are per hour unless otherwise noted. Discounted rates are offered to non profit organizations which have provided proof of 501(c) 3 status.

<p>Basic Facility Rental</p>	<p>Peak Hours Friday, Saturday, and Sunday</p>	<p>Off Peak Hours Monday through Thursday</p>
<p>This includes access to the auditorium, stage, lobby, orchestra pit, and basement. This does NOT include technical staff services which are required if using more than basic lighting and one microphone.</p>	<p>\$300 for three hour minimum \$80 each additional hour (hours are not prorated)</p>	<p>\$225 for three hour minimum \$60 each additional hour (hours are not prorated)</p>

<p align="center">Non-Profit Discounted Facility Rental</p>	<p align="center">Peak Hours Friday, Saturday, and Sunday</p>	<p align="center">Off Peak Hours Monday through Thursday</p>
<p>This includes access to the auditorium, stage, lobby, orchestra pit, and basement. This does NOT include technical staff services which is required if using more than basic lighting and one microphone.</p>	<p align="center">\$225 for three hour minimum \$60 each additional hour (hours are not prorated)</p>	<p align="center">\$200 for three hour minimum \$50 each additional hour (hours are not prorated)</p>

ADDITIONAL CHARGES

Security Deposit

Single Day Use.....\$350

Multiple Day Use..... \$500 flat rate

Staffing

Lighting Technician \$50 per show

Sound Technician \$50 per show

Additional Technical Staff \$50 per show

* If the executive director determines that your event does not require additional technical staff, you will not be charged for more than one sound and one lighting technician.

OPTIONAL CHARGES

Piano \$25 per show

Film Equipment (including screen)..... Must speak with executive director

Concession Area Security Deposit \$100 per show

Reception in Elberton Arts Center (includes one house staff person)
..... \$100 per show

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 copy of these policies will be returned to you with confirmation of your rental. If you have questions, concerns, or need further clarification, please contact the executive director whose name is found on the front of this packet.

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, number of house staff) must be approved by the theatre staff in writing.

_____ Four weeks before the event you must review all technical aspects of the event with theatre staff. Any changes since the application was made (including, but not limited to, equipment and scenery you are bringing, number of stage crew, stage set up) must be approved by the theatre director in writing.

_____ Any scenery, including hanging scenery and rigging, must be approved by the theatre staff four weeks in advance.

_____ Any lighting beyond the scope of the Elbert Theatre must be approved by the theatre staff two weeks in advance.

_____ Any sound beyond a one microphone set up must be approved by the theatre staff two weeks in advance.

_____ All rentals must be paid in full 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 30 days in advance of the event. The balance of the rental fees for multiple day rentals is due 90 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. 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.

_____ If there is an accident, injury, illness or theft, please immediately notify the house staff on site.

_____ 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 20 minors. Backstage supervision is in addition to your normal production staff. Adults with other jobs associated with the performance may not provide backstage supervision for minors.

_____ The Elbert Theatre will provide one house staff person at no charge to handle basic lighting and sound needs as outlined in this rental packet.

_____ For larger events including dance, live theatre, and bands with more than three performers, theatre staff 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 staff 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 a person with disabilities, are not permitted in the building.

_____ Smoking is not permitted anywhere in the building. Damaged caused by smoking during the event will be billed to the renter.

_____ Fire (including from matches, lighters, cigarettes, and incense) is not permitted on stage.

_____ Do not offer gratuities to the Elbert Theatre staff. They have been instructed not to accept them.

During the Event

_____ The theatre staff person on duty will open the theatre doors and concession area once he/she has been given an all clear from the technical staff, normally one 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 preshow curtain speech or prerecorded.

_____ The Elbert Theatre seats 400 people (360/main floor and 40/balcony). 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 can not accommodate standing room only audiences. The only people allowed to stand at the end of the aisles during the performances are the two ushers and any Elbert Theatre staff.

_____ Video taping 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 for taping and from copywriters.

After the Event

_____ Refund of the security deposit is contingent upon the renter vacating the theatre at the agreed upon time and leaving the theatre free of damage or debris. Events that run over time will be charged the appropriate fees for staff and theatre usage in one hour increments. This will be deducted from the security deposit.

_____ If the theatre is left in good order, security deposits will be refunded by mail in the form of a check. Approximately two weeks after the end of the event.

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

Signature _____ **Date** _____
Printed Name _____

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 permit is in compliance with the City of Elberton's rules and regulations, certificate of insurance requirements, and is subject to approval by the executive director of the Elbert Theatre or the assigned representative. Applicant/permit holder 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 payment must be given 30 days prior to the event date for one day rentals and 90 days prior to the event for two or more day rentals. 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 one day rentals and 90 days prior to 2 or more day rentals. Failure to do so will result in forfeit of all deposits and/or fees.

Renter's Signature _____

Renter's Name (printed) _____

Date _____

Patrons with 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 Elbert Theatre 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 _____

