The Elberton Arts Center
Rental Application Packet

(Updated 4/30/25)

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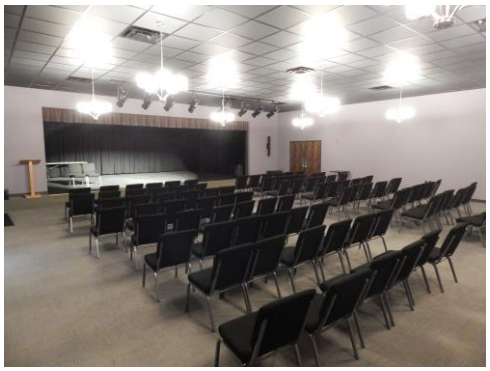
To submit a rental application, receive additional information on the venue, or to check availability, please contact:

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

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

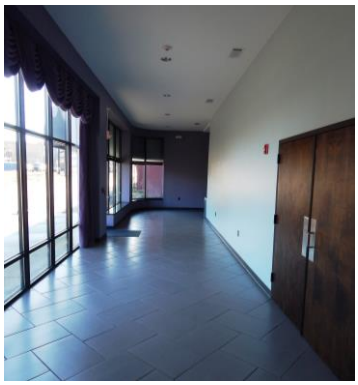
Meeting Room

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 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. 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 Security deposits are non-refundable and non-transferable to a different date. 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. 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.)

Basic Facility Rental	**Peak Hours** Friday, Saturday, and Sunday	**Off Peak Hours** Monday through Thursday
This fee includes the timed rental of the theatre only. This does NOT include technical staff services which may be required (determined by your event specifications).	$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)

Non-Profit Discounted Facility Rental	**Peak Hours** Friday, Saturday, and Sunday	**Off Peak Hours** Monday through Thursday
This fee includes the timed rental of the theatre only. This does NOT include technical staff services which may be required (determined by your event specifications).	$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

Staffing

Lighting Technician …….. $50 per event

Additional Technical Staff …… $50 per event

* The theatre manager determines what staff will be needed for your event.

Cleaning

No Food Served ……..…… $50 per event

With Food Served …… $150 per event

*The Arts Ctr must be cleaned after each event 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.

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 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.).

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.

_____

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/merchandise in the lobby? □ 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.

The Elberton Arts Ctr is equipped with basic stage lighting, limited sound & projector equipment and volunteer staff to assist in producing your event. Please note that the Elberton Arts Ctr no longer offers use of the house sound equipment for rental events. (Other than 1 handheld microphone for an emcee/host at no cost.) Additionally, instruments cannot be run through the Elberton Arts Ctr sound system. Renters must provide any equipment needed for plays, concerts, etc. that require amplified sound. The Elberton Arts Ctr CAN play music through the house system as long as it is provided on a storage medium that is compatible with the house equipment. Please speak with the Elbert Theatre Manager to see if your music/presentations can be tested on the house equipment prior to your rental date.

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

_____

_____

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

_____

_____

Please list how you would like the stage and/or auditorium to be set if using anything other than an empty stage (chairs/stools, sets, etc.) or standard seating formations (theatre style or table/chairs set up).

_____

_____

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

□ water or soap bubbles **□ food or drink onstage**
□ special rigging **□ strobe lights**
□ glass or mirrors **□ frightening effects**
□ other (please specify _____)

PLEASE NOTE: Glitter/snow/confetti/smoke machines/electronic cigarettes/open flames/any smoking effects ARE NOT allowed in the Elberton Art Ctr. 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. Security deposits are non-refundable and non-transferable to a different date. 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.

_____ 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. 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 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 recording, 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: _____

_____

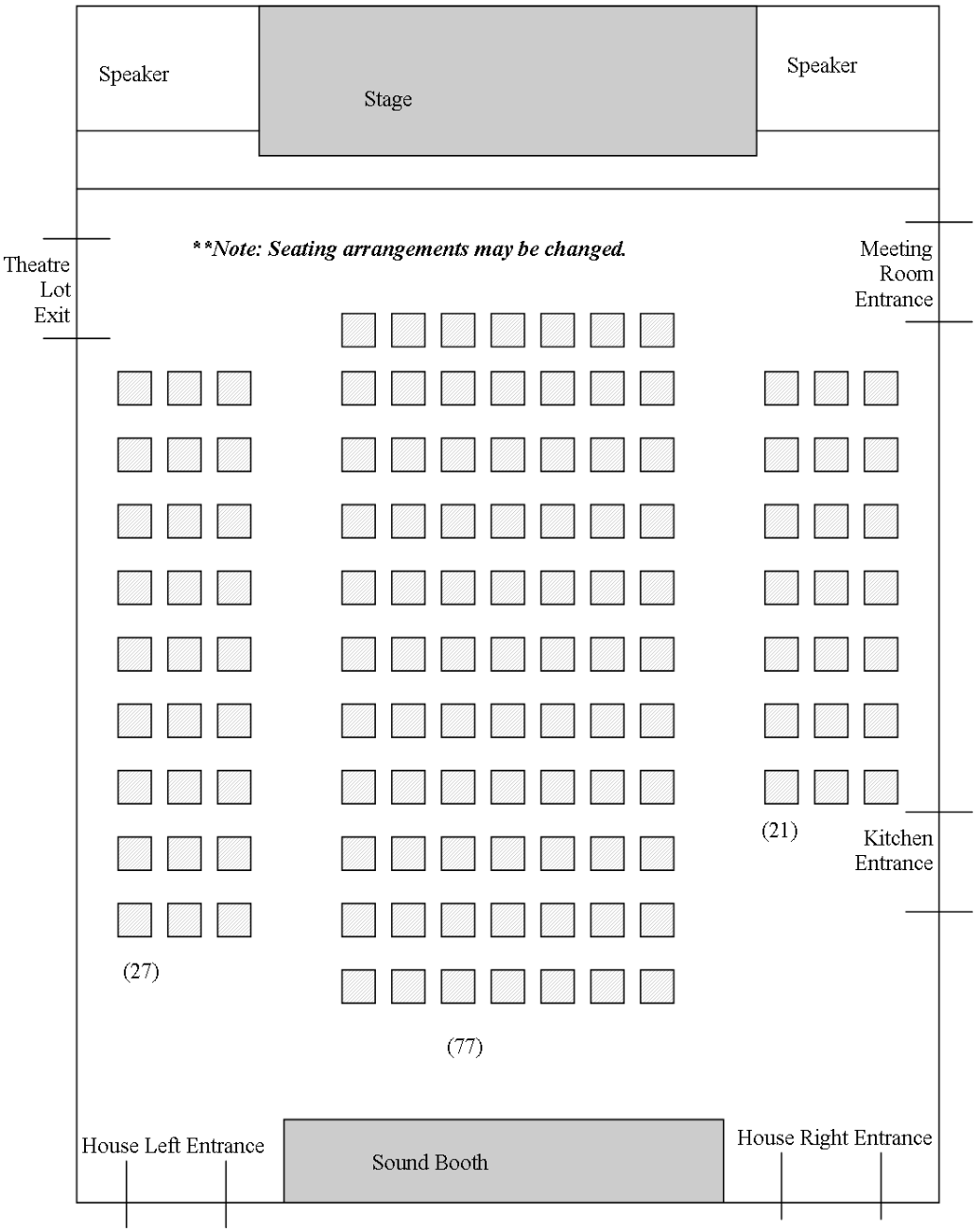
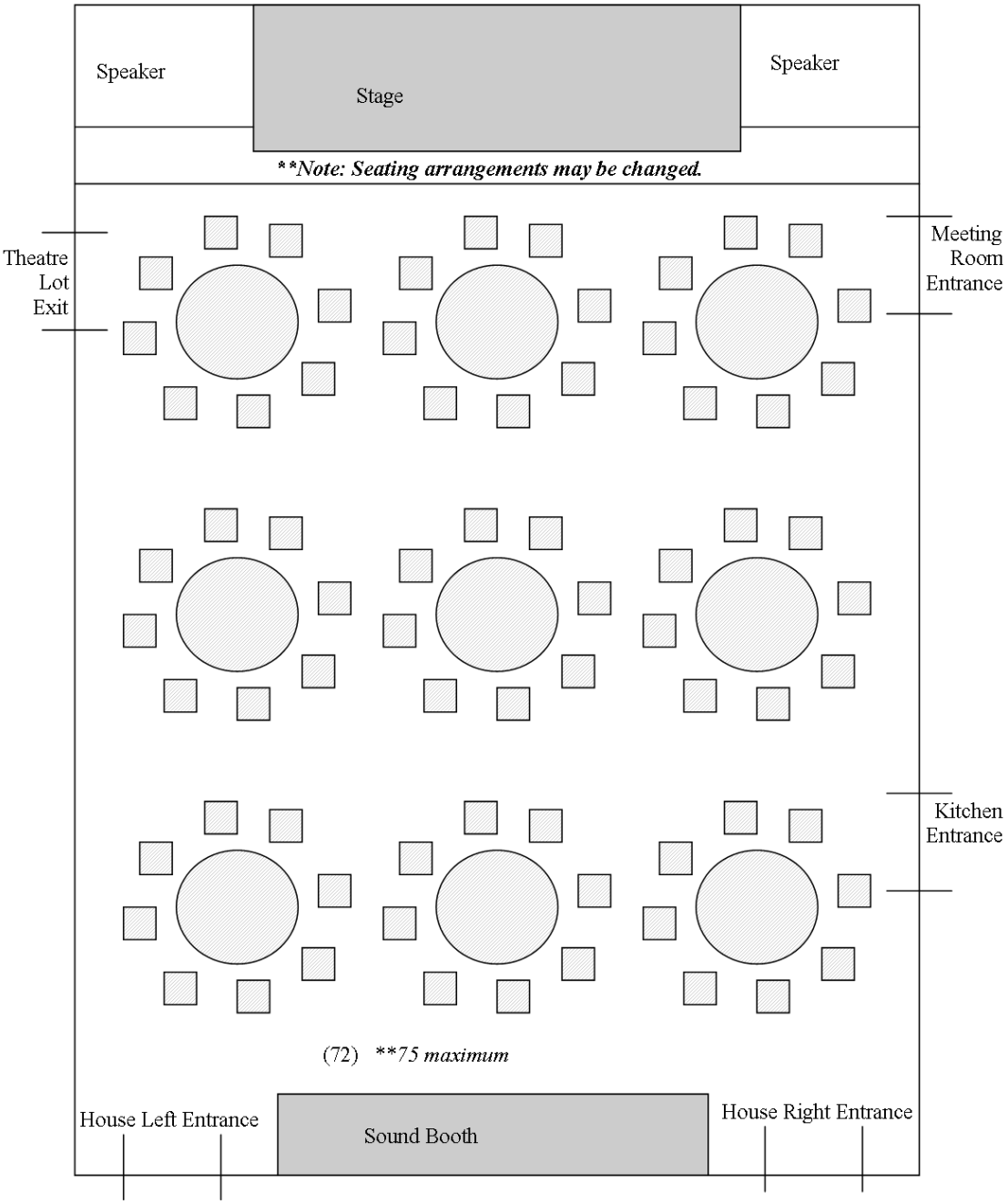
Signature *Date*

_____

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