The Elbert Theatre
Rental Application Packet

(Updated 4/29/25)

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

Toni S. King, Theatre Manager
The Elbert Theatre
P. O. Box 70, 203 Elbert Street
Elberton, Georgia 30635
Telephone 706.213.3109 Fax 706.213.3125
tking@cityofelberton.net

Venue Description

Auditorium

Balcony

With a seating capacity of approx. 358 house seats, the Elbert Theatre is a 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 basic stage lighting, limited sound and film equipment and volunteer staff to assist in producing your event. Please note that the Elbert Theatre 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 Elbert Theatre sound system. Renters must provide any equipment needed for plays, concerts, etc. that require amplified sound. The Elbert Theatre 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 can be tested on the house equipment prior to your rental date.

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 concession sales, a granite countertop for food service and a sink. 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

Thea*tre Entrance*

Lobby Vestibule

Rental Application Procedures

All Elbert Theatre rentals are arranged through the 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 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 manager. 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. 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

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 Elberton Arts Center and Balcony Only rentals have separate applications and fees.

Additional Charges

Security Deposit

Single Day Use……..…….....$150

Staffing

Lighting Technician ……... $50 per show

Additional Technical Staff …… $50 per show

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

Cleaning

No Food Served ……..…… $50 per show

With Food Served …… $150 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.

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

*Our film equipment is front-facing-screen only. We do not have the capability to rear-project images/video. The Elbert Theatre cannot guarantee that video streaming will be available on the date of your event. Hard copies/downloads of your videos/presentations instead of live feeds/streaming apps are recommended. Some presentation mediums are not compatible with Elbert Theatre film equipment. Please speak with the Elbert Theatre Manager to see if your presentation can be tested on the house equipment prior to your rental date.

The Elbert Theatre Rental Application

Please type or print neatly. Rental application must be submitted with a non-refundable, non-transferable deposit. Remember that your rental date is not guaranteed until you receive written notification from the Theatre Manager.

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 nonprofit? **□ 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 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 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 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(s).
*Please note: All sales must be done through the rental group. The Elbert Theatre does not offer admission sales through the box office for rental events.

_____

Do you require a pre-event 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: _____

_____

_____

Special Note: Decorations are allowed in the Elbert Theatre, 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/fog machines/fire/candles are not allowed in the Elbert Theatre auditorium or on stage.**

Will you sell souvenirs/merchandise in the Elbert Theatre 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.

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

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

_____

_____

_____

Do you have special sound/lighting requests not specified above?

_____

_____

_____

Will your show require any of the following special 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 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 manager 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, chairs/stools, 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 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 Elbert Theatre'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 prior to the event starting date. A non-refundable, non-transferable 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 manager 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) must be factored in to your rental time and must be discussed in advance with the theatre manager 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. 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, 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 Manager 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

_____ 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 _____

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 _____

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 _____

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: _____

_____

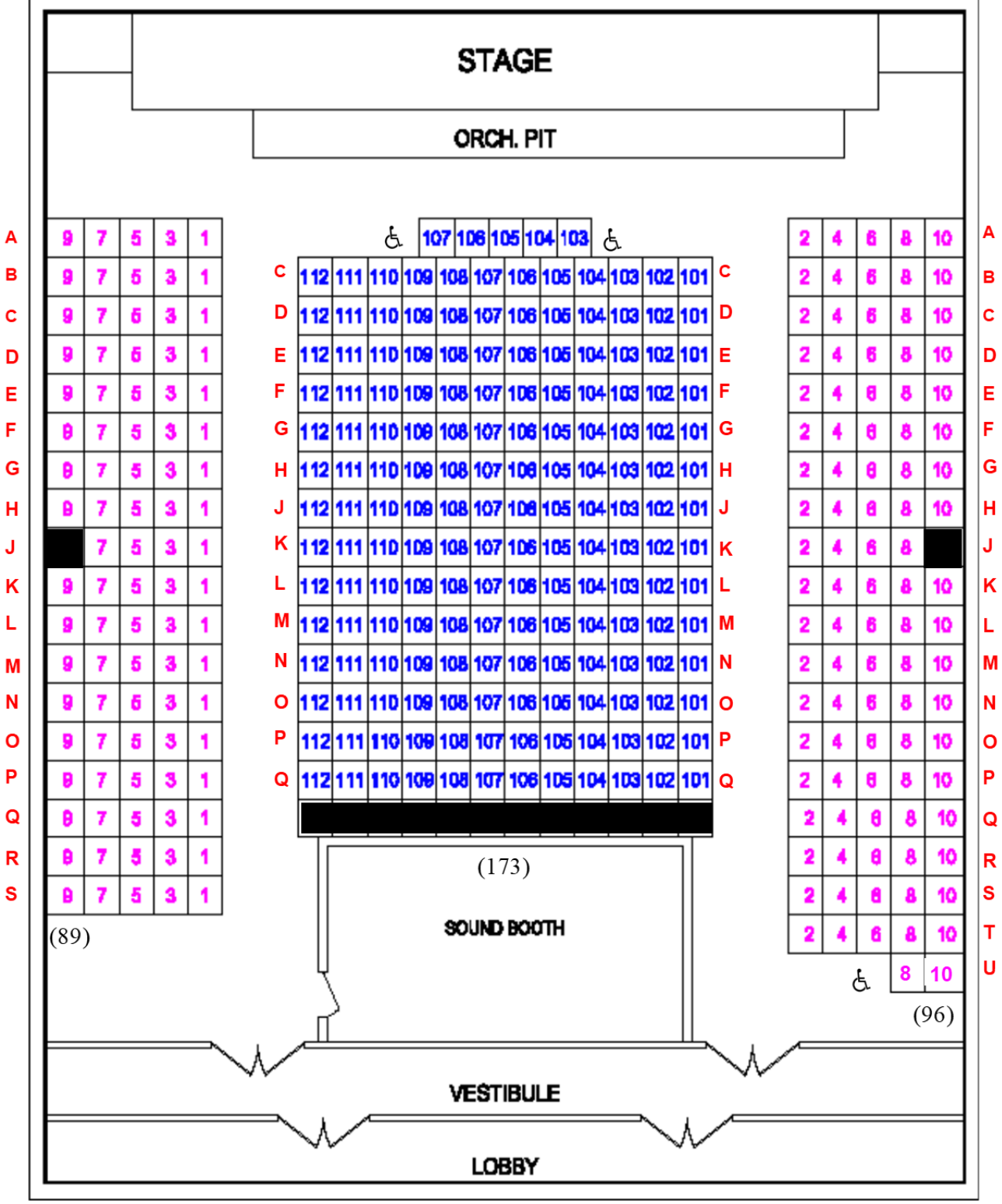
Signature *Date*

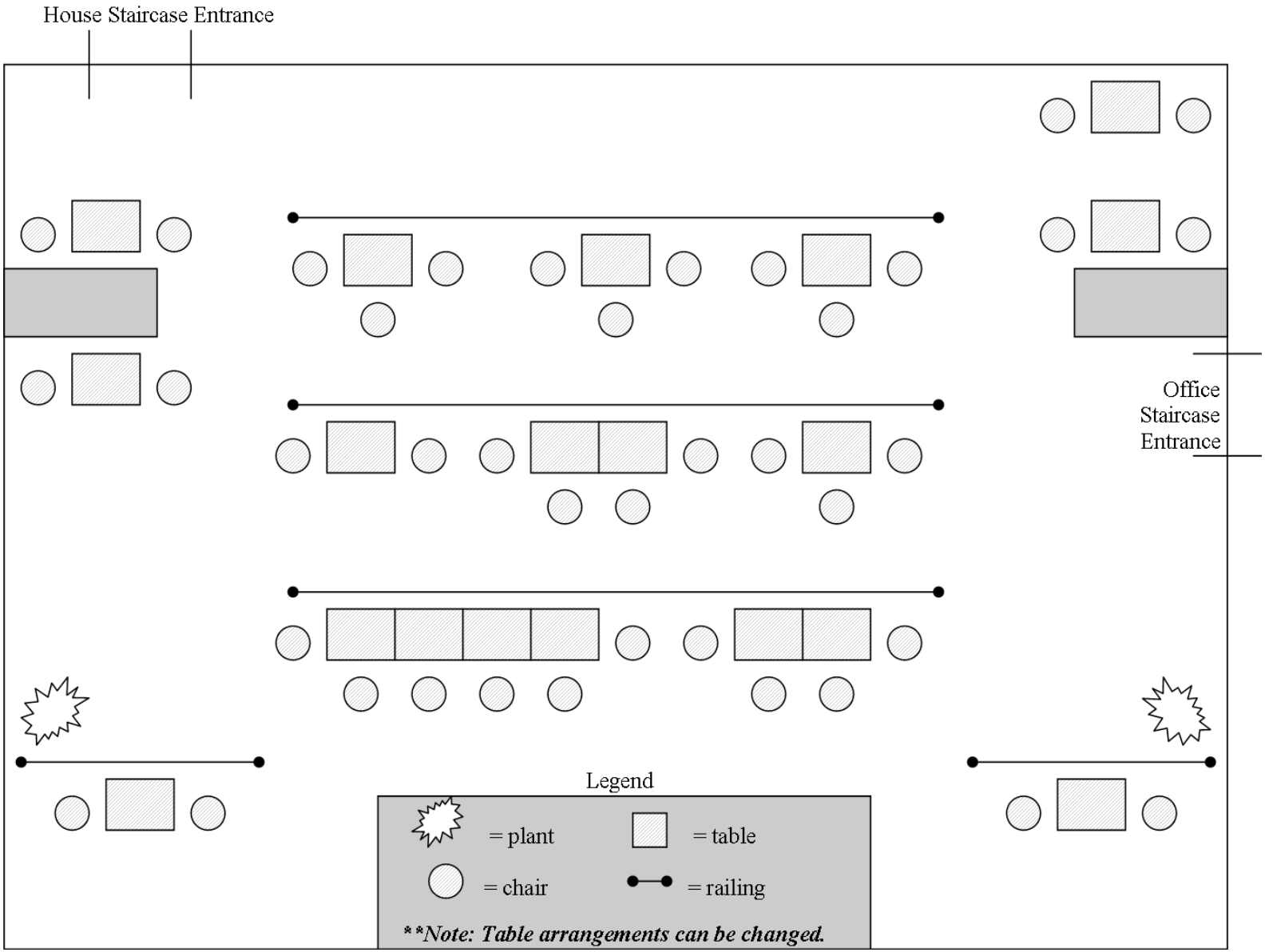
_____

Printed Name

I agree to the terms set forth in this document in regards to my rental of the Elberton Theatre Balcony and/or Auditorium.

Elbert Theatre Main Floor Seating




House Staircase Entrance
Office
Staircase
Entrance
Legend
= plant
= table
= chair
= railing
**Note: Table arrangements can be changed.