



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

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 state of the art light, sound, and film systems and knowledgeable, friendly 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. Seating rows are wide to allow for generous legroom. 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, a sink with hot and cold water, and ample room for tables. 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

Theatre Lobby

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.)

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	\$300 for three hour minimum	\$225 for three hour minimum
which are required if using more than basic lighting and one microphone.	\$80 each additional hour	\$60 each additional hour
	(hours are not prorated)	(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 are required if using	\$225 for three hour minimum \$60 each	\$200 for three hour minimum \$50 each
more than basic lighting and one microphone.	additional hour (hours are not prorated)	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

Cleaning

*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.

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

^{*} 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.

Optional Charges

Film Equipment (including screen)......\$25 per show **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 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 **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. **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 repair or replaced the damaged items.

**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)	Date
APPLICANT'S CONTACT IN	
*must be the person responsible day of the event, and the person	for the event, the first person to arrive the who will be on site for the entire event
Is organization a non profit? *Please attach proof of IRS Ruli	
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? \Box Yes \Box 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? \Box Yes \Box 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-performa part of the Elbert Theatre staff	-	ch on the	
	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 (includi advertised? □ Yes □ No	ng CDs) or will goods and ser	vices be	
If was placed describe:			

TECHNICAL DETAILS

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

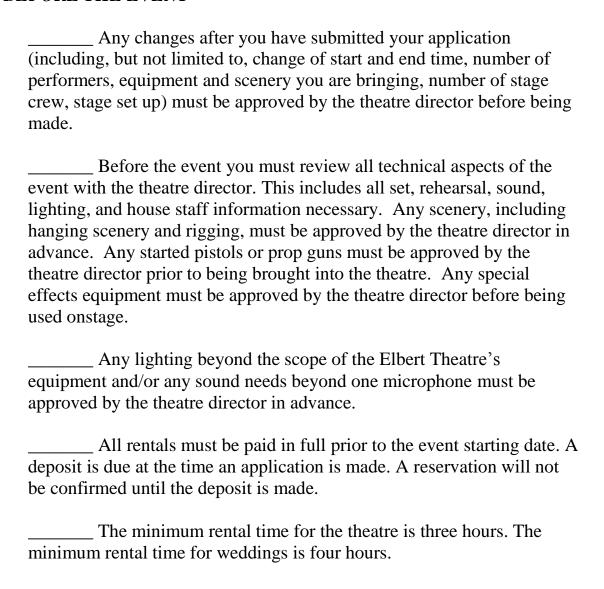
Will you r □ Yes	require use of the Elbert Theatre film equipment?
What sou	nd and lighting equipment will you need?
What sour	nd/lighting equipment and scenery pieces will you bring with
Do you ha	eve special sound/lighting requirements not specified above?

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 	
Smoke machines/electroni NOT allowed in the Elber	now/confetti ARE NOT allowed in the Elbert Theatre. ic cigarettes/open flames/any smoking effects ARE that Theatre. Special effects items require the approval of use. Please note theatre staff may deny special effects	
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:	
•	ike the stage to be set if using anything other ophone, podium placement, sets, etc.)	
Renter's Signature		
Renter's Printed Name		
Date		

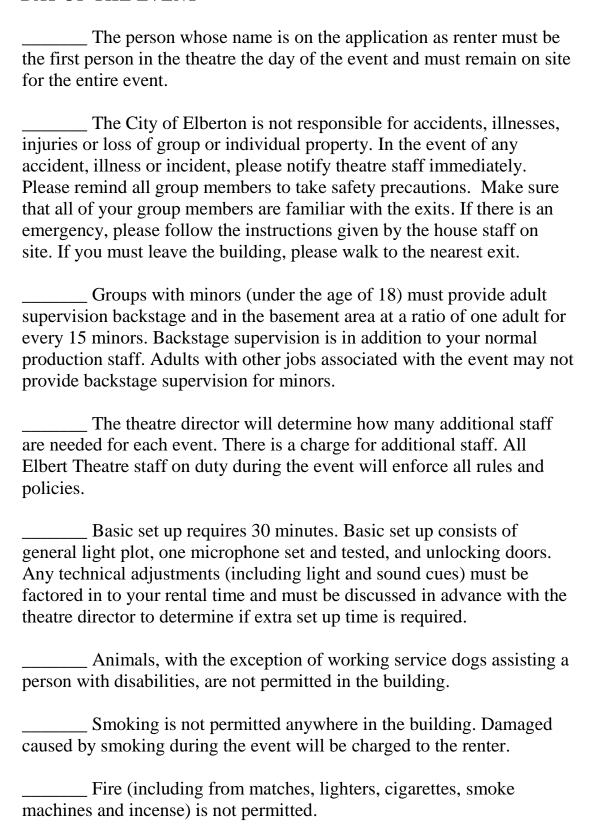
Theatre Use Guidelines

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 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 theatre director.

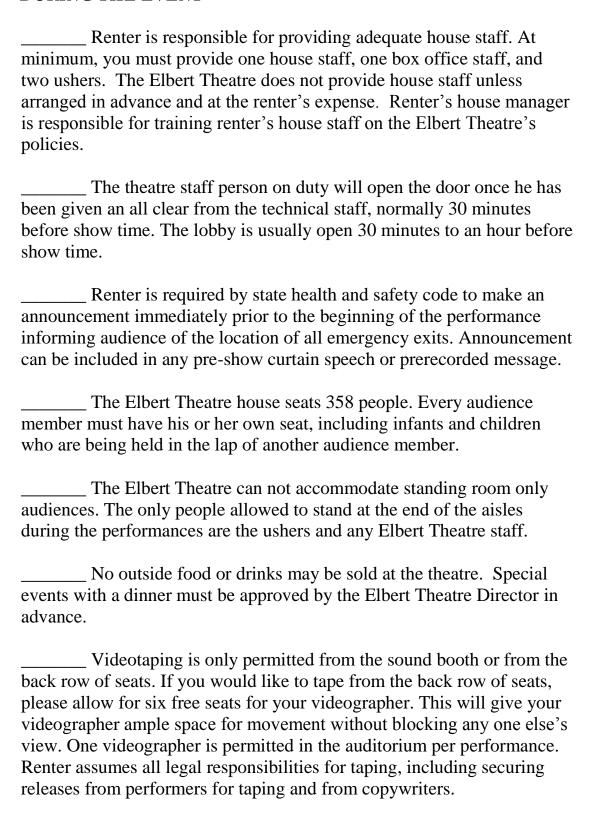
BEFORE THE EVENT



DAY OF THE EVENT



DURING 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 onfile 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 u	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 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 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	

