



# CARROLLTON CULTURAL ARTS CENTER

770-838-1083 (p) | 770-838-9686 (f) | tchapman@carrollton-ga.gov (e)

251 Alabama Street, Carrollton, Georgia 30117 | www.carrolltonarts.org

## FACILITY RENTAL CONTRACT

This agreement is made and reserved for this \_\_\_\_\_ day of \_\_\_\_\_ 2017, by and between 'The Carrollton Cultural Arts Center' (hereinafter the "CCAC" or "Lessor") and \_\_\_\_\_ (hereinafter the "Lessee").

### WITNESSETH

That Lessor does hereby grant unto the Lessee the permission to use portions of the facilities, hereinafter designated, for the time and purpose hereinafter specified, and subject to the terms and conditions hereinafter provided.

\_\_\_\_\_  
**Lessee's Name** **CCAC Representative**

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Street Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Date of Reservation: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Time of Reservation\*: \_\_\_\_\_  
**Load IN Time** **Load OUT Time**

*\*Reservation times include set up and clean up time.*

Number of people expected to attend: \_\_\_\_\_

Packages/Room(s) being reserved: \_\_\_\_\_

Purpose of Rental:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs:

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**Rental Fees** **Additional Items** **Grand Total Rental Fee**

Deposit (50% due at time of contract): \$ \_\_\_\_\_

Total Remaining Rental Fee (due 2 weeks before event): \$ \_\_\_\_\_

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## THEATER RENTAL PACKAGES

### Basic Package: (4 Hours)\*

Non-Profit Rate: **\$450**  
Standard Rate: **\$550**

*The basic package is designed for simplistic events that do not require ticketing. Ideal for a simple presentation or performance that does not require special lighting or sound.*

- Use of theater
- House lights
- General Wash Stage Lighting
- House Sound System
- Access to Restrooms
- Podium
- 1 Microphone and stand
- Use of Grand Curtain
- Front or Rear Projection
- House Manager
- Grand Piano  
*(additional \$75 fee for tuning)*

### Concert Package: (6 Hours)\*

Non-Profit Rate: **\$700**  
Standard Rate: **\$800**

*The concert package is crafted for small music performances. Bands and artists will love the way they sound and look on our stage.*

- Lighting Technician  
*(performance and dress rehearsal)*
- Sound Technician  
*(performance and dress rehearsal)*
- Use of theater
- Use of dressing rooms
- 4 vocal microphones
- 4 line-ins for amplifiers and instruments
- Drum microphones
- Access to Restrooms
- General Wash, Cyclorama lighting, Front and Stage LEDs
- Use of Grand Curtain
- Grand Piano  
*(additional \$75 fee for tuning)*
- General Admission Ticketing

### Performance Package: (12 Hours)\*

Non-Profit Rate: **\$1,350**  
Standard Rate: **\$1,500**

*Get the most out of our facilities with the Performance package. Enjoy our theaters full potential with this elite offering. Ideal for dance and theater companies seeking the best venue for their performances.*

- Lighting Technician  
*(performance and dress rehearsal)*
- Sound Technician  
*(performance and dress rehearsal)*
- Full theatrical lighting design
- Full theatrical sound design
- 4 handheld microphones with stands
- 2 overhead microphones
- 3 boundary microphones
- Full use of dressing rooms
- Full use of theater
- Use of Telecom System
- Front Projection
- Use of mid-stage and rear traveller curtains
- Use of grand curtain
- Use of Cyclorama curtain
- Access to Restrooms
- Reserved seating ticketing
- Use of Lobby
- House Manager

## CLASSROOM RENTAL

*Our classrooms provide a versatile meeting space for anyone to enjoy. All will find our spaces a pleasure to hold their event.*

### Rental Includes

**(\$40/per hour, 2 hour Minimum)**

- Table and chairs available per request. *(Set-up must be planned with Facilities Supervisor)*
- 1 sink in each classroom
- Capacity for 50" LED TV with universal connection to any device.

## SPECIAL PACKAGES

### Executive Package: (8 Hours)\*

Non-Profit Rate: **\$1,000**  
Standard Rate: **\$1,100**

*The executive package is designed for the business professional that seeks the best venue for their next presentation. It is also ideal for corporate conferences and trainings*

- Use of theater
- House Lights
- House Sound
- Sound Technician
- Lighting Technician
- 4 Microphones with stands
- Front or rear projection
- Access to restrooms
- Podium
- Use of telecom system
- Full AV support
- Use of Grand Curtain
- Use of dressing rooms
- Use of Lobby
- General Wash

### Lobby Package: (4 Hours)\*\*

Non-Profit Rate: **\$350**  
Standard Rate: **\$450**

*Enjoy the use of our sun-lit atrium for your next party, special occasion or receptions. Our versatile space allows for a variety of uses*

- 2 microphones
- Podium
- Music
- Tables and chairs  
*(Set up must be planned with the Facilities Supervisor)*

## WEDDING PACKAGES

*Your cultural arts center is the perfect venue to make your wedding magical. We offer two packages to accommodate any size wedding party. Our staff is dedicated to making your event memorable.*

### Package A

**(\$200 flat fee/plus \$50 per hour)**

- Use of the Lobby  
*(capacity of 100 chairs)*
- 4 microphones
- Music through Lobby speakers
- 8 high top tables  
*(Set-up must be planned with Facilities Supervisor)*

### Package B

**(\$360 flat fee/plus \$100 per hour)**

- Use of the theater  
*(capacity of 277)*
- Use of the lobby
- 4 Microphones
- Theatrical lighting
- Music available in Theater as well as the Lobby
- Tables and chairs available in Atrium. *(Set-up must be planned with Facilities Supervisor)*

## CHORAL ROOM RENTAL

*Our choral room provides a slightly larger meeting space for trainings and various workshops. A lecture styled flooring allows for clear view of any presenter. With our quality projection and sound, all will enjoy this space.*

### Rental Includes

**(\$50/per hour, 2 hour Minimum)**

- Capacity for 101 chairs.
- Premium projection and sound
- Podium
- Limited tables available per request.\*

*\*please note that no food or drink is allowed in the choral room*

*\*additional hours may be purchased at \$125 per hour.*

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**TERMS AND CONDITIONS**

**FOOD AND BEVERAGE** are not permitted inside the theater or on stage at any time. All exceptions are made at the discretion of the CCAC Superintendent.

**NAILS, TACKS, STAPLES, BOARDS, ECT.** Are not to be driven into or attached to any part of the facility. This includes but is not limited too; any stage curtain or drop, the stage floor, or any wall in the facility. The facility will not furnish any tools or materials.

**LESSOR RESERVES THE RIGHT** to limit the number, amperage, and wattage of lights, fixtures or equipment for any event.

**LESSEE AGREES** that at no time will the ticket sales exceed the facility and/or seating capacity.

**LESSOR WILL PROVIDE** air conditioning, electrical power, water and normal pre-event cleaning for the auditorium and stage areas. Lessee acknowledges that CCAC does not provide any security service in conjunction with the rental of the facility. Also, CCAC shall not be liable for any loss of or damage to any personal property or personnel, which the Lessee or its personnel may bring onto the premises of the facility.

**THE CCAC WILL INTERRUPT AND TERMINATE ANY ACTIVITY** to protect the public or in the event that the Lessee is in violation with this agreement. This is at the sole discretion of the facility management.

**CCAC PERSONNEL WILL HAVE THE RIGHT TO ENTER** any part of the facility at any time.

**SETS, COSTUMES, PROPS, SMOKE MACHINES, LASER LIGHTING EQUIPMENT,** and any other equipment must conform to all fire and safety codes. The CCAC has the right to refuse any equipment that may prove to be a risk or a disturbance to safety and regular facility operations. Delivery of any materials prior to the contracted time will not be permitted unless arrangements have been made with a facility representative and payment for additional time and space has been made. Construction of sets is limited to designated areas. The work area must be kept clean and be cleared upon completion of construction.

**USHERS** must be provided by the Lessee for the event. For ticketed events the Lessee must provide at least 4 ushers (6 is encouraged). Ushers must attend a training provided by CCAC 1 hour prior to events start.

**DOORS** to the lobby will be opened one hour before the event. Doors to the theater will be opened 30 minutes before each event.

**FACILITY FURNITURE AND/OR EQUIPMENT** may not be moved by anyone except facility personnel and may not be moved without consent from management. Anyone found abusing furniture, art, or any other facility property may be banned from the premises.

**ONLY AUTHORIZED TECHNICIANS** will operate lights, sound, rigging or stage equipment in the theater. No one is permitted to touch or use any technical equipment (**THIS INCLUDES FLY GALLERY, SOUND AND LIGHTING CONSOLES**) except CCAC technicians.

**THE LESSEE IS REQUIRED** to provide all necessary technical information to the technical coordinator no later than 15 business days before the event.

**BROADCASTING AND RECORDING** of any kind, is not permitted without the consent of the CCAC management. The locations of cameras and video equipment are subject to the approval of the CCAC technical staff.

**ADVERTISING AND PROMOTION** via media, must be approved by the management of the CCAC in writing. Please do not use the CCAC's logo without the permission of management.

**CCAC RESERVES THE RIGHT** to cancel a reservation do to inclement weather, act of God, or other event beyond CCAC's control. In such an event, no refund

will be given, but CCAC will make the reserved facility available on the same terms and conditions when the next available date occurs.

**ALCOHOL** is permissible only if an alcohol permit in the name of the Lessee is granted by the City of Carrollton. Permitting is located on the first floor of city hall. Caterer and restaurant licenses are not acceptable. The lessee is responsible for making sure that no one underage and no one obviously intoxicated is served alcohol. (The City of Carrollton's permit fee is \$250)

**TABLES AND CHAIRS** are available by request. There are 20 circular and 20 rectangular tables. Tablecloths are also available for a fee of \$15 per tablecloth.

**ALL REQUESTS FOR TECHNICAL STAFF** must be coordinated with the Technical Coordinator **two weeks** prior to the event, confirming the contract. There is a **MANDATORY** meeting with the technical coordinator **two weeks** prior to any event.

**RELEASE AND INDEMNITY LESSEE** (for itself and its successors, assigns, trustees, executors, and administrators) does hereby release and forever discharge the CCAC and all of its respective parents, subsidiaries, and affiliates as well as the agents, employees, officers, directors, attorneys, shareholders, consultants, partners, past and present employees and agents, together with their successors, assigns, heirs, executors and administrators, from any and all actions, causes of action, suits, debts, dues, sums of money, accounts, damages, judgments, claims and demands whatsoever in law or in equity, whether known or unknown, which LESSEE has or may in the future have that relate in any way to LESSEE's use of the facilities. LESSEE further agrees to indemnify, defend, and hold harmless the CCAC against any and all actions, causes of action, suits, debts, dues, sums of money, accounts, damages, judgments, claims and demands whatsoever in law or in equity, whether known or unknown, which any third party may assert resulting from LESSEE's use of the facilities.

**FULL PAYMENT IS DUE 2 WEEKS BEFORE THE EVENT DATE. ALL EXCEPTIONS ARE MADE EXCLUSIVELY AT THE DISCRETION OF THE CCAC SUPERINTENDENT.**

**TICKETING AND ADVERTISING:**

- Lessor can print their own tickets and manage their own tickets as long as they do not exceed the number of seats available in the theater. No discounts will be given if Lessor decides to print and sell their own tickets.
- Tickets are provided with different packages. If the CCAC staff provide box office support, a \$1.00 fee per ticket sold will be assessed. If Lessor wants the CCAC to provide Box Office support the day of their event, a fee of \$100 will be assessed to the Lessor for the labor to operate box office. In order to regulate attendance, all tickets must be sold exclusively by the CCAC Box office via in person or online.
- Tickets may be purchased at the CCAC box office Tuesday - Friday from 12pm to 5:30pm and one hour before the event starts. Tickets are available for purchase by phone.
- There will be additional fees if the ticket is purchased online.
- With each event open to the public, the CCAC offers different forms of advertising as a part of each package. The Technical Coordinator will put a graphic on the marquis in front of the building 2 weeks prior to the event. CCAC will also include the event in email blasts and in our semester brochure as long as CCAC has been given the marketing information in plenty of time before marketing pieces are disseminated to the public. All other advertising must be purchased and organized by the Lessee. Again, any form of multi-media advertising must be directly approved by CCAC staff.
- Checks for ticket sales will be received within 30 days.

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**Lessee's Name**

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**Lessor (CCAC) Representative**

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**Date**

*By signing both parties agree to the full terms of this contract as well as to abide by all Carrollton Cultural Arts Center policies and procedures stated below. Both parties also agree to follow laws and procedures set forth by the City of Carrollton, as well as the State of Georgia.*