

# CARROLLTON CENTER FOR THE ARTS

251 ALABAMA STREET | CARROLLTON, GA 30117 | 770-838-1083 | WWW.CARROLLTONARTS.COM

---

## FACILITY RENTAL CONTRACT

This agreement is made and reserved for this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between 'The Carrollton Center For The Arts' (hereinafter the "CCA" 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**

\_\_\_\_\_  
**CCA Representative**

Mailing Address:

\_\_\_\_\_

Street Address (If different from above):

\_\_\_\_\_

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

Load In: \_\_\_\_\_ Load Out: \_\_\_\_\_

*\*Reservation times should include setup and breakdown (including cleaning)*

*\*Schedule must be submitted and approved by CCA Representative*

Number of Guest Expected: \_\_\_\_\_ Number of Tables Needed: \_\_\_\_\_

Packages / Rooms Requested: \_\_\_\_\_

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

Needs / Amendments: \_\_\_\_\_

\_\_\_\_\_

Additional items (i.e. Tablecloths) \_\_\_\_\_

Cost: \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Rental Fee**

**Additional Items**

**Grand Total**

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

Total Remaining Rental Fee (due two weeks prior to rental): \$ \_\_\_\_\_

# TERMS & 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 CCA 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 drops, 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 CCA does not provide any security service in conjunction with the rental of the facility. Also, CCA 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 CCA 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 facility management.

**CCA 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 CCA 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 CCA 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 CCA 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 CCA management. The locations of cameras and video equipment are subject to the approval of the CCA technical staff.

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

**CCA RESERVES THE RIGHT** to cancel a reservation do to inclement weather, act of God, or other event beyond CCA's control. In such an event, no refund will be given, but CCA 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. The Center offers both rectangular and round tables. Tablecloths are also available for a fee of \$15 per tablecloth.

**ALL REQUESTS FOR TECHINCAL 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 CCA 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 CCA 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 1 WEEK BEFORE THE EVENT DATE. ALL EXCEPTIONS ARE MADE EXCLUSIVELY AT THE DISCRETION OF THE CCA 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 CCA staff provide box office support, a \$1.00 fee per ticket sold will be assessed. If Lessor wants the CCA 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 CCA Box office via in person or online. Tickets may be purchased at the CCA 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.
- Checks for ticket sales will be received within 30 days.

---

Lessee

---

CCA Representative

---

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.

# PACKAGES

## THEATER

### **BASIC PACKAGE** (4 Hours)

**Non-Profit: \$450**  
**For-Profit: \$550**

*Our 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.*

- General Stage Wash
- Podium
- 1 Mic
- 1 Line Input
- Front or Rear Projection
- House Manager
- 1 Technician

### **CONCERT PACKAGE** (6 Hours)

**Non-Profit: \$700**  
**For-Profit: \$800**

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

- Lighting Technician
- Sound Technician
- Use of dressing rooms
- 4 Vocal Microphones
- General Admission Ticketing
- Drum Microphones
- General Wash, Cyclorama Lighting, Stage LEDs
- Grand Piano (addition tuning charge \$100)
- House Manager

### **THEATRICAL PACKAGE** (12 Hours)

**Non-Profit: \$1,400**  
**For-Profit: \$1,500**

*Enjoy out theater's full potential of our theater with this Package. Ideal for dance and theatrical companies seeking the best venue for their performance.*

- Lighting Technician
- Sound Technician
- Full Theatrical Lighting Design
- Full Theatrical Sound Design
- Use of dressing rooms
- Use of Telecom System
- Use of Fly Gallery
- Use of Cyclorama
- Reserved Ticketing
- Use of Lobby
- House Manager
- CCA Stagehand

## CLASSROOMS

*Our classrooms provide a versatile meeting space for most any event.*

### **RENTAL INCLUDES**

**(\$40/HR, 2 HR MIN.)**

- Tables & chairs
- 1 sink
- 55" TV With Cart Available upon request

## SPECIAL PACKAGES

### **EXECUTIVE PACKAGE** (8 Hours)

**Non-Profit: \$1,000**  
**For-Profit: \$1,100**

*The executive package is ideal for business professionals' corporate conferences and trainings.*

- Sound Technician
- Lighting Technician
- 4 Microphones
- Projection
- Podium
- Use of Telecom System
- Use of Dressing Rooms
- Use of Lobby

### **LOBBY PACKAGE** (4 Hours)

**Non-Profit: \$400**  
**For-Profit: \$500**

*Enjoy our sun-lit atrium for your next party, reception or special occasion.*

- Podium
- 1 Microphones
- Tables & Chairs
- Background Music

## WEDDINGS

*Our venue is perfect for your small wedding, rehearsal dinner or reception.*

### **WEDDING PACKAGE A** (4 Hours)

**Cost: \$400**

- Use of Lobby
- 2 Microphones
- 8 High Top Tables
- Music Through Lobby

### **WEDDING PACKAGE B** (4 Hours)

**Cost: \$600**

Package B includes the "Basic Theater" package and the "Lobby" Package.

## PRESENTATION HALL

*Our Presentation Hall provides a slightly larger meeting space for trainings, Lectures and workshops. Lecture style seating allows for a clear view of the speaker.*

- 55" TV With Cart
- Podium
- Tables Upon Request

## EXHIBIT

*The Galleria, located in an atrium-style walkway, receives heavy foot traffic from visitors, especially during performances and special events.*

\*See Visual Arts Coordinator for Galleria Exhibit Contract\*