

THE CENTRE FOR PERFORMING AND VISUAL ARTS OF COWETA COUNTY

1523 Lower Fayetteville Road
Newnan, Georgia 30265
Phone: 770-254-ARTS Fax: 678-423-1854
www.thecentreonline.net

Application for Facility Rental

The Centre for Performing and Visual Arts (the “Centre”) was opened on April 1, 2004 and is owned by the Coweta County School System (the “School System”). It is our vision to connect the community of Coweta County to every aspect of the Arts. In regards to booking, all Coweta County school events have priority. The Centre is available for rent to the community.

Applications/Contracts for rental of the Centre can be picked up in the administrative offices.

Office hours are **Monday through Friday, 8:30am to 4:30pm.** *(Note: The Centre is closed for every recognized school holiday including Thanksgiving holidays, Christmas holidays, winter break and spring break.)*

FILLING OUT THIS FORM DOES NOT GAURANTEE DATES REQUESTED

This application is not officially binding until this document has been executed by the Centre Director **and** a proper deposit has been obtained from the applicant.

IMPORTANT BOOKING INFORMATION

The Centre’s calendar runs from July to June in the same line with the School System. Scheduling is done among Coweta County Schools first and then the remaining dates are opened to the public for rental.

RENTAL PROCEDURES

To Secure a Date:

- In order for any date(s) to be considered for booking the client must return a completed and signed application **at least 2 months** before requested date(s). Please send “Centre Copy” to the address listed at top of page.
- The Centre office must be notified of all intentions for rental and a review of your event must be done by the Centre office. **No date will be guaranteed without confirmation from the Centre office.** The Centre office will contact the person who is stated on the application form as the “contact person/party”, to notify status of application and approval of date(s).
- A 50% deposit of estimated rental fees (minus tech and service fees) is due at the time the contract has been approved and dates have been booked. If deposit is not received within 10 business days of the application, the contract will not be approved; the reserved dates will be re-released to others. **NO DATES WILL BE HELD WITHOUT A DEPOSIT.**
- Final payment of additional balance will be due **at least 15 days** after the last performance. The Centre will issue an invoice to the client for the remaining balance immediately following the last day of the event. **If remaining balance is not paid within a 15 period after the last event, there will be an additional 10% charge of the unpaid balance added to the remaining total.**

After Date is Confirmed:

- After your date(s) have been confirmed with the Centre office, it is then vital to schedule an appointment with the Centre office and Technical staff to discuss important details of your event and go over Centre guidelines. You can schedule a meeting by calling 770-254-2787.

Set Up & Technical Requests:

- All set-up requests and technical needs must be submitted (in hard copy form) to the Centre office **TWO WEEKS** before the first date of event. Some requests may need approval of Centre Director and/or Technical Director. You may email you requests to artscentre@cowetaschools.net. If further information is needed, you may contact the Centre office at **770-254-2787**

Overtime Hours:

- *HOURS EXCEEDING CONTRACTED TIME:* All rentals exceeding time contracted will be charged **DOUBLE** all rental and personnel fees for time involved.
- Rental of the Auditorium includes dressing rooms, star dressing rooms, green room and North gallery, but **REQUEST FOR USE MUST BE SPECIFIED IN APPLICATION**
- Rental of the Lobby includes use of concessions and ticket booths, but **REQUEST FOR USE MUST BE SPECIFIED IN APPLICATION**
- Rental of Lecture Hall includes catering kitchen and North Gallery, but **REQUEST MUST BE SPECIFIED IN APPLICATION**

**Please note that if your event does not run all day, but space is not able to be rented because of your event you will be charged for those hours the facility can not be rented because of your occupation.*

**Note: When filling out application/contract please check below ALL areas you are requesting for use. Any areas that are not checked will NOT be available for your use and can be rented to others on the same day as your event.*

Additional Fee Regulations:

- It is required that all performances have 2 professional technicians and 1 house manager, unless otherwise noted by the Centre Director
- All organizations must provide 4-6 ushers to work each performance. These ushers are to meet with the Centre staff at least one hour prior to each performance for guidelines to be given. It is required that all ushers stay at assigned area unless Centre staff member dismisses usher from duty. If ushers are not present or do not follow guidelines, ushers will be provided by the Centre for the additional fee previously listed.
- All organizations with an expected audience of 500 or more are required to have 1 security officer on duty throughout the time period of the scheduled event. The additional cost is previously listed.
- Custodial fees are required.
- For any additional fees required after deposit will be added to the final balance due to be paid within 30 days of invoice.

Concessions and Vendors:

- All selling must be pre-approved by the Centre director before entering the premises. In the event that concessions are sold it is **REQUIRED** that the booking organization provide at least 4 ushers to monitor auditorium doors at all times.

Damages:

- **NO** food or beverages (including water) is permitted in the auditorium. Following an event, if the remains of concessions are found in the auditorium, your organization will be fined \$50 per item!
- Charges for damages to the facility will be billed and added to balance due following the event and invoiced to the organization to be paid within 30 days of invoice.

Technical Notes:

- The Centre is equipped with state-of-the-art sound and lighting equipment. For performances and rehearsals needing sound and/or lights, the Centre requires the use of Centre technicians at all times. The contact person/party is responsible to meet with the Centre technical staff at least **2 weeks** prior to the event to establish technical requirements. **You must make an appointment for all meetings.**

Description of Areas

- **Auditorium:** (approx. 9,800 sq. ft., stage is approx. 3,009 sq. ft.), can seat up to 998 people with an orchestra level and mezzanine level, has state of the art sound system, sound booth and light booth, 2 spot light rooms with spot lights, orchestra pit (approx. 851 sq. ft.), 2 main entrances, access to dressing rooms, backstage, scene shop, lecture hall and front lobby, built-in projector screen and projector
- **Lecture hall:** (approx. 3,330 sq. ft.) , provides conference style seating for up to 115 people and banquet style seating for up to 80 people, includes access to a catering kitchen, has 2 built-in projector screens, internet access, sound system and can be divided into 3 smaller meeting rooms with large wall dividers
- **Lobby:** (approx. 6,112 sq. ft.), provides banquet seating for 100 people or recital seating for 80, is a “U” shaped area, provides access to 2 ticket windows, sound system available, Gilot Gallery and 2 concession stands
- **Conference Room:** part of the lecture hall, seats 10 people and includes large conference table and armed chairs, internet access
- **Gilot Gallery:** (approx. 697 sq. ft.), can seat up to 24 adults for a small banquet or luncheon
- **North Gallery:** (approx. 560 sq. ft.), can seat up to 24 adults conference style, access to restrooms, entrance off of the parking lot, access to conference room and lecture hall
- **South Gallery:** (approx. 600 sq. ft.), can seat up to 24 adults conference style, outside access to dressing rooms
- **Group Dressing Rooms** (2 available): (approx. 705 sq. ft. each), can accommodate a group of 16 adults per room, includes restrooms with showers, make up area and hanging space for costumes/clothing, please NO food or drink in dressing rooms, water only!
- **Star Dressing Rooms**(2 available): (approx. 141 sq. ft. each), designed for individual artist, provide private bathrooms including showers, offers walk-in closets and make-up vanity, easy access to backstage, please NO food or drink in dressing rooms, water only
- **Green Room:** (approx. 390 sq. ft.), designed as a hospitality room to accommodate casts and crews, not for use as a dressing room, furniture and décor may not be moved from the green room
- **Scene Shop:** (approx. 1850 sq. ft.), designed to store and create props, backdrops and scenery, includes access to the stage and dressing rooms and a loading dock
- **North Concession:** (approx. 234 sq. ft.), limited size and resource space designed for the purpose of supplying refreshments for audience members, includes large cooler, sink, ice

- machine, counter space, shelving areas and serving window
- **South Concession:** (approx. 234 sq. ft.), limited size and resource space designed for the purpose of supplying refreshments for audience members, includes large cooler, sink, ice machine, counter space, shelving areas and serving window
- **North Box Office:** (approx. 62 sq. ft.), small enclosed room used for ticket sales, provides a service window and cash drawer
- **South Box Office:** (approx. 62 sq. ft.), small enclosed room used for ticket sales, provides a service window and cash drawer
- **Catering Kitchen:** (approx. 276 sq. ft.), located off of the lecture hall, this kitchen provides limited resources for caterers, includes an oven with 4 burner stove top, refrigerator, food warmer, sink, dishwasher, ice machine and counter space, all utensils and other accessories or stocked food items are for Centre use only
- **North Vestibule:** (approx. 388 sq. ft.), small room on parking lot side of building, holds 1st main entrance into theatre house, can be used for small art exhibits as small gallery
- **South Vestibule:** (approx. 410 sq. ft.), small room located on the main office side of building, holds 2nd entrance into theatre house, can be used for small art exhibits as small gallery

Materials Available Upon Request

(All materials listed below must be included in your set up needs you are required to send to the Centre office at least two weeks prior to your event!)

14 round tables, 68" in. diameter
 25 round tables, 72" in diameter
 50 long conference tables, 6ft. In length, 2ft. In width
 120 green upholstered conference chairs
 200 black concert chairs
 2 podiums (one black, one dark mahogany)
 1 Steinway Concert Grand Piano (stage only)
 1 Baldwin Grand Piano (lobby only)
 1 Allen Organ (stage only)
 2 Screens and projectors in lecture hall (these items are stationary and can not be moved)
 1 Screen and projector in auditorium (these items are stationary and can not be moved)
 Microphones
 9 performance risers
 75 black music stands
 2 conductor's stands
 1 conductor's platform (single step or double step)
 1 acoustic sound shell
 6 monitors
 1 keyboard
 24 black pedestals, large
 2 black pedestals, short
 22 black pedestals, medium
 10 black pedestals, small

Complete the following:

Event Name: _____

Type of Event: _____ (ex. Concert, meeting, recital, etc)

Name of Organization: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Contact Person/Party: _____

Title: _____ Email: _____

Work Ph: _____ Home Ph: _____

Cell Ph: _____ Other: _____

Is admission to be charged? ____ yes ____ no Prices: Adult\$ _____ Child\$ _____ SR.\$ _____

Additional note on admission charges _____

Number of Expected Participants in Event _____

Number of Expected Audience _____

Requested Date(s) and Time(s)

Date: _____ 20____

Times: Begin Access _____ End Access _____ Start _____

Date: _____ 20____

Times: Begin Access _____ End Access _____ Start _____

Date: _____ 20____

Times: Begin Access _____ End Access _____ Start _____

Date: _____ 20____

Times: Begin Access _____ End Access _____ Start _____

Spaces Available for Rent

Space		Capacity	
Auditorium		1,000	
Lecture Hall		Conference style 115	Banquet style 80
Lobby		Banquet Style 100	
Conference Room		10	
Area	Rental rate	Utility rate	Total Hours for Use
Auditorium	\$125 per hour	\$15 per hour	
Lecture Hall	\$100 per hour	\$5 per hour	
Lobby	\$75 per hour	\$5 per hour	
Conference Room	\$20 per hour	\$2 per hour	

Please indicate all areas requested for use:

Auditorium Lecture Hall Lobby Concessions Dressing Rooms

Star Dressing Rooms Green Room Shop N. Gallery S. Gallery Gilot Gallery

Additional Services

Staff Available	Number Available	Cost per hour
Professional Technician	2	\$35
Student Technician	unlimited	\$10
Custodian	2	\$20 <i>(effective on all events after 07/01/2010)</i>
House Manager	1	\$20 <i>(effective on all events after 07/01/2010)</i>
Floor Usher (if not provided by booking organization)	4-6	\$15 per usher
Security (required for expected audience of 500+)	unlimited	\$30

OFFICE USE ONLY

Calculation of Rental Fees

Auditorium # of hours _____ X \$125 = _____

Utilities # of hours _____ X \$15 = _____

Lecture Hall # of hours _____ X \$100 = _____

Utilities # of hours _____ X \$5 = _____

Lobby # of hours _____ X \$75 = _____

Utilities # of hours _____ X \$5 = _____

Conf. Room # of hours _____ X \$20 = _____

Utilities # of hours _____ X \$2 + _____

Technician Fee 1 # of hours _____ X \$35 = _____

Technician Fee 2 # of hours _____ X \$35 = _____

Custodial Fee # of hours _____ X \$20 = _____

House Mgr. Fee # of hours _____ X \$20 = _____

Additional Fees

Student Tech # of hours _____ X \$10 = _____

Security Fee # of hours _____ X \$30 = _____

Usher(s) Fee # of hours _____ X # of ushers _____ X \$ = _____

TOTAL: _____

Deposit: _____ **date paid** _____

Remaining Balance _____

Additional Cost (if necessary) _____

ADDITIONAL RULES AND REGULATIONS

1. School System programs, school sponsored activities and school related activities shall have priority for the use of the Centre
2. An employee of the School System must be present to unlock the building and supervise the use of the building facilities. Group activities on the grounds will be permitted upon request with the approval of the Centre Director, provided supervisory personnel for the particular group shall assume complete responsibility for the liability for personal injury and/or damage to the buildings and or premises.
3. School equipment shall be operated by an employee of the School System as authorized by the Centre Director.
4. The person or entity allowed to use the Centre shall be responsible for securing adequate police protection.

5. All activities shall be in compliance with local, state and federal laws and any applicable polices, rule and regulations of the School System. Authorization for use of the Centre shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purpose they represent.
6. As set forth more fully below, all applicants for use of the Centre shall hold the School System free and without harm from any loss or damage liability of expenses that may arise during or be caused in any way by such use or occupancy of the Centre or any School System property.
7. All applicants must recognize and consider the risk they are assuming under the save harmless agreement and covenant not to sue which they must accept and agree to the terms thereof prior to any approval for use of the Centre or any School System property.
8. Any applicant wishing to appeal the decision of the Centre Director may appeal directly to the Coweta County Superintendent of Schools, then to the Board of Education.
9. The Centre Director reserves the right to cancel any permission granted to use the Centre.
10. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
11. The use of tobacco products, alcoholic beverages, profane language or gambling in any form is not permitted in the Centre.

CERTIFICATE OF APPLICANT

I, _____, certify that I am authorized to execute this application on behalf of the applicant and legally bind the applicant to the terms and conditions contained herein. I further certify that I have read this application/contract and hereby bind applicant to the said terms and conditions. I hereby acknowledge and agree that in the event this application is approved the terms and conditions set forth in this application shall have the binding effect of contractual terms. I further acknowledge that this application may be accepted in part and modified by the School System and that I will be bound by those modified terms and conditions as well. I also understand and agree that the Center Director reserves the right to cancel this agreement upon applicant's failure to comply with the procedures and application set forth.

Further, by executing below the undersigned hereby covenants and agrees that the Coweta County School System, their officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as the "School System") shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, any use of property owned by the School System, the Centre, or any part thereof, or by defect in any building structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its employees, agents, affiliates, representatives, invitees, licenses or other persons entering upon or using said premises of the Centre not shall the School System be liable for any loss, damage or injury from any cause whatsoever to the property or persons entering upon or using said Centre or any part of thereof, or to any property stored or placed thereon.

Notwithstanding anything to the contrary herein contained or irrespective of any insurance carried by the undersigned for the benefits of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not the sue and hold the School System harmless from and against any and all costs, expenses (including, without limitation, attorneys

fees), damages, losses, actions, causes of actions, fees or liabilities of any nature arising out of or in any way related to the School System or the use or occupancy of the Centre or arising from any state or condition of said premises or any part thereof.

Sworn to and subscribed before me.

This _____ day of _____, 20____ By_____

Signature

_____ Title_____

The Coweta County School System accepts this application on the terms set forth herein.

Donald W. Nixon, Centre Director
(with express authorization by the Coweta County Board of Education)

Date(s) and Time(s) Received
Office Use ONLY

• Date: _____
20_____
Times: Begin Access_____ End Access _____
Start _____

• Date: _____
20_____
Times: Begin Access_____ End Access _____
Start _____

• Date: _____
20_____
Times: Begin Access_____ End Access _____
Start _____

• Date: _____
20_____
Times: Begin Access_____ End Access _____
Start _____