

**GLENNVILLE CITY AUDITORIUM
207 SOUTH TILLMAN STREET
GLENNVILLE, GEORGIA 30427
TELEPHONE NUMBER: (912) 654-3178
RENTAL AGREEMENT**

UTILIZATION AND OPERATIONAL POLICIES

It shall be the purpose of the City of Glennville to authorize the utilization of the Glennville City Auditorium facility by agencies, businesses, industries, schools, civic organizations, groups and individuals, within the guidelines, procedures, and fee schedules as recommended by the Glennville City Auditorium Committee and as approved herein by the Glennville City Council.

1. **INFORMATION ABOUT USE OF FACILITY:** The facility of the Glennville City Auditorium shall not be utilized: for the purpose or activity that is in violation of federal, state, or local laws; by any group which espouses a political, social, economic, or other doctrine that is contrary to the Constitution of the State of Georgia or the Constitution of the United States of America; for the purpose or activity that is in violation of any other policy of the City of Glennville or Glennville City Auditorium Committee; or by any group, who through previous utilization of the city's facilities has displayed a disregard for proper care of the facilities, safety procedures or other rules and regulations promulgated for the use of said facilities. All **USERS** shall comply with the laws of the United States and the State of Georgia and with all ordinances, rules and regulations of the City of Glennville and the Glennville City Auditorium Committee. All rules and regulations set by the local fire department and the State Fire Marshal shall be adhered to and acknowledged upon by signing the Rental Agreement. Violations by the **USER** will result in the cancellation of the **USER'S** access to the facility and payment for damages.
2. **SCHEDULING OF EVENT / COST & PAYMENT:** Application for rental of the Glennville City Auditorium may be picked up at Glennville City Hall. Rental Fee is \$450 plus a \$100 Refundable Deposit. The \$100 deposit **MUST** be paid in order to secure the date. The \$450 rental amount **MUST** be paid within two (2) weeks of the event with all agreements signed and returned to City Hall. **USER** will **NOT** advertise any performance or the appearance of any performer or meeting prior to signing of the agreement of all parties, scheduling the event and paying the refundable \$100.00 deposit.
3. **FEE SCHEDULE:**

- **Refundable Deposit Fee - \$100.00**

This fee will be refunded if the auditorium is found to be in the same condition, as to the Auditorium Checklist walk-through by a City of Glennville representative (to include turning off all HVAC, lighting and securing of facility), before the event took place. **Each event that is scheduled requires a \$100.00 refundable deposit before it will be listed on the event calendar maintained at City Hall.**

NOTE: Failure to cancel the date 60 days prior to the event will result in loss of the deposit.

- **Base Rental Rate - \$450.00** (Includes Janitorial Fees)

This fee includes the event day and up to two rehearsals, not to exceed three hours each. The full "**Base Rental Fee**" shall be paid for each event or any event if exceeds the three hours rehearsal time included in fee. Example, if having same event for three consecutive days with event lasting three (3) hours and

NO rehearsals, no additional cost would be incurred. However, if same event is offered for three (3) days with event over 3 hours, rental fee of \$1,350 would be due and would include up to six (6) rehearsals.

The Rental Fee shall be paid in full two weeks prior to the scheduled event. The use of all sound and lighting equipment is included in this rental fee, but it does **NOT** include sound and lighting technicians as these are to be paid separately.

- **Extra rehearsals and Decorating Time Fee: \$50.00 each (Minimum)**

Extra rehearsals and decorating time are defined as any rehearsals or decorating time the Auditorium is used that is NOT included in the “**Base Rental Rate**” and are to be paid at the time the Rental Fee is paid. **NOTE: Up to 48 hours will be given to USER to remove their decorations, etc. IF there is NOT a next day / night event pending.** It is the responsibility of the USER to inquire if this additional time is available.

- **Janitorial Fees – (Included in the Base Rental Rate):**

This insures that the facility will be cleaned prior to the first-use entry and after the main event. However, any additional cleaning between the rehearsals and the main event will be the responsibility of the **USER**.

- **SOUND AND LIGHTING PERSONNEL REQUIREMENTS AND COST – Contact Stuart Bland at (912) 237-3760 for list of approved technicians.**

The Glennville City Auditorium contains a sizable investment in sound equipment, stage lighting equipment, fly lines, and spotlights which make it impossible to allow any outside personnel to operate them without a technician trained on all equipment and approved by the City of Glennville or its appointed sound and lighting representative.

USER of the Auditorium will be required to hire the locally trained technician(s) to operate the equipment. These expenses are to be paid by the **USER IN ADDITION** to the rental fee and refundable deposit and rental charge and **MUST** be negotiated with the sound and lighting personnel **PRIOR TO THE EVENT**. If the technician and his approved list area not available, **USER** cannot have event or must do so without use of the sound and lighting.

USER will be required to pay a \$75 base rate (for one 3-hour event) **PRIOR** to the event. Minimum hourly rate is \$25.00 per hour. These fees and all fees for technicians are paid at the negotiated rate and paid directly to the locally trained sound and/or lighting personnel technician(s). All other lighting and/or sound personnel fees will be paid after the last rehearsal or before the scheduled day of event. Failure to make the arrangements or non-payment to the technician will result in forfeiture of the **USER**’s right to the auditorium and possible deposit.

4. **HOURS OF OPERATION:** Available hours of operation for the day’s event at the Glennville City Auditorium are from 8:00 a.m. to 12:00 a.m. (midnight). Any deviations from this must be approved by the City of Glennville.
5. **SMOKING:** The use of tobacco products including but not limited to cigarettes (including vapor-type), cigars, smokeless tobacco, chewing tobacco, and snuff is strictly prohibited within the auditorium or on the grounds of the auditorium. Smoking is **NOT** permitted within the auditorium or outside on the premises of the auditorium grounds, except in designated areas.

6. **FOOD & DRINK:** The sale and/or consumption of food or drink are prohibited within the auditorium. Bottled water may be used only downstairs in the dressing room. No alcoholic beverages of any kind are allowed inside, on the grounds or in the parking areas of the Glennville City Auditorium
7. **USE OF SOUND BOOTH & EQUIPMENT:** No persons are allowed in the sound and lighting booth EXCEPT those who are designated, trained and authorized by the City of Glennville and/or Authorized Sound Personnel. No persons may use, disturb, or in any way come in contact with stage equipment, fly loft, sound equipment or lighting equipment, including, but not limited to, the ladder leading to the stage riggings and curtains, the stage lighting equipment, spotlights, the light control board, audio and speakers, audio control board and control room containing any of the above equipment. **The keys to the sound booth and the piano may only be used by authorized personnel.**

City Hall must be notified at the time of **USER** scheduling the event if the piano will be needed. **USER** will NOT unlock any doors inside the auditorium without permission. If for any reason merchandise is missing due to the **USER** tampering with, taping locks, or propping doors open, the City of Glennville will charge the **USER** for missing or damaged merchandise. **USER** shall be responsible for the payment of any and all damages to the building, furnishings, fixtures, or equipment whether caused by **USER** or his/her patrons. Damages to the premises shall be at the expense of the **USER**.

8. **SEATING CAPACITY:** The seating capacity of the Glennville City Auditorium is 558 seats. Permitting occupancy that exceeds the seating is NOT lawful. **USER** agrees that at no time will ticket sales exceed that of the seating capacity. **USER** shall be on duty to determine compliance with the seating capacity of the building, check exits, maintain safe and unobstructed exits and maintain order. No standing, loitering or obstruction of any kind will be permitted in or near the exit doors, sidewalks, passageways, halls, stairways or aisles.
9. **PARKING:** Parking area is shared with Onshore Outsourcing and Southeastern Technical College. Parking is available at the rear of the Glennville City Auditorium to include the grassy area, side parking lot and on one side of Bolton Street (as marked). Parking in places not designated for parking is prohibited and may result in towing and/or citations issued. **PLEASE ANNOUNCE TO YOUR VISITORS.** The circular driveway is for use for dropping off and picking up ONLY, NO PARKING. The side entrance (from Bolton St.) is available for loading and unloading equipment. **USER** may park here but ONLY on the paved area. **NOTE:** The grassy area contains sprinkler heads and if broken, **USER** will be held liable for repairs/damages. No vehicles shall be parked next to any exit doors, except for loading and unloading to provide access in the event of need for emergency personnel.
10. **USE OF ITEMS INSIDE FACILITY / REMOVAL OF ITEMS:** Any items used at the facility shall be returned to its appropriate location, i.e., use of tables and chairs shall be returned to the closet area and NOT left in the foyer or behind the stage. All items shall be removed the same day as the event unless prior arrangements or additional day's rental has been paid.

If you need the additional curtains installed in the side area of the stage or in the downstairs areas to allow for more dressing rooms, please let staff know at City Hall. If used, these will be put up and removed by City Staff.

11. **ADDITIONAL RULES:** The City of Glennville reserves the right to impose additional rules or regulations or set special use arrangements, whether or not expressly provided herein, in order to protect the interest and care of the Glennville City Auditorium. Such additional rules shall be binding upon the **USER**.

12. **ADDING ITEMS TO CURTAINS, WALLS OR DOORS IS FORBIDDEN:** Items can **NOT** be placed onto the curtains, walls or doors. Corkboards have been placed in the lobby area for use in posting information. This is to prevent damage, i.e. tears, removal of paint from walls, etc. to these items.
13. **GEORGIA SALES AND USE TAX, GEORGIA STATUTE:** Under current Georgia statute, any charge for admission to a place of entertainment, amusement/amusement activities, exhibition, and display may be subject to the Georgia Sales and Use Tax. The **USER** shall be solely responsible for filing and paying sales tax to the Georgia Department of Revenue on all admission and ticket sales.
14. **HANDICAP ACCESSIBILITY:** Reasonable accommodations for individuals with disabilities have been made. Handicap ramp is available on the Howard St. side of the auditorium and is accessible from the rear parking lot as well as the side parking lot (following the sidewalk). Use of the circular drive can be used for drop-off and pick-up of handicap persons as well. **USER** contracting for the use of the facilities will be responsible for providing any additional auxiliary aids. **USER** of the Glennville City Auditorium shall not discriminate against persons on the basis of race, color, sex, creed, national origin or handicap.
15. **FACILITY NON-USE AND USE EVENTS:** The Glennville City Auditorium shall not be used for any of the following type events or activities: animal shows, shows that include any type of fireworks, gun shows, funerals, weddings, or any other event or activity that the City of Glennville or the Glennville City Auditorium Committee deem inappropriate for this facility. The Glennville City Auditorium may only be used for wholesome family-oriented events and activities.

SAFETY CONCERNS – WEAPONS: The possession and/or use of any weapon or material that may maim or endanger the life of others are strictly prohibited inside or on the grounds of the Glennville City Auditorium. These weapons and materials include, but are not limited to: firearms, knives, razors, dynamite and fireworks.

SAFETY CONCERNS – FLAMMABLE MATERIALS: Only nonflammable or noncombustible material shall be used for decorations. Only flame-retardant material should be used. No person will be permitted to bring into the City Auditorium anything which will increase the rate of the fire insurance of the property. No gasoline, explosives, oils, or artificial lights will be permitted within the facilities.

SAFETY CONCERNS – ELECTRICAL: No electricity will be permitted to be used except from the present outlets.

16. **USER** assumes responsibility for providing all staff necessary for their event to include, but not limited to, door attendants, ushers, parking attendants, door attendants, etc.

**GLENNVILLE CITY AUDITORIUM
UTILIZATION RENTAL AGREEMENT**

The use of the facility of the Glennville City Auditorium is regulated by established policies and procedures. Approval of this utilization contract is contingent upon availability of the facility on the dates and times specified by this request and the purpose for which the facility will be used. A refundable deposit of \$100.00 is required to reserve the auditorium.

Name: _____

Address: _____

City/State/Zip Code: _____

Contact Person: _____

Telephone(s): Work: _____ Cell: _____ Home: _____

Additional Contact Person: _____

2. Purpose for which the facility will be used: _____

3. Estimated Number of Participants: _____ Estimated Attendance: _____

4. Date(s) for the Event(s): _____

5. Time(s): Event will begin: _____ Event will end: _____

6. Rehearsal Dates: (1) _____ / (2) _____

7. Extra Rehearsal Dates: _____ / _____ / _____ / _____ / _____ / _____

8. Other Comments: _____

By signing below as the USER, I hereby acknowledge(s) that I have read, understands, and agrees to all operational policies, safety policies, personnel requirements, fee schedules, etc. contained herein and associated with the use of the Glennville City Auditorium.

Also, to the fullest extent permitted by law, I shall indemnify, defend and hold harmless the City of Glennville, the Glennville Auditorium Committee and all approved sound personnel to include their respective officials, officers, supervisors and employees from and against all claims, damages, demands, losses, expenses, fines, causes of actions, suits or other liabilities (including all costs, reasonable attorneys' fees, consequential damages and punitive damages), arising out of or resulting from, or alleged to arise out of or arise from, the issuance of permits or permitted uses of city facilities.

USER'S SIGNATURE (PERSON HELD RESPONSIBLE **MUST BE 18 YEARS OR OLDER**)

DATE

CITY OF GLENNVILLE REPRESENTATIVE

Make checks payable to: City of Glennville

PART I: GENERAL INFORMATION (Refer to Floor Plan for items listed below, alphabetically):

- A. Electrical Panel, “A”
- B. Electrical Panel, “B”
- C. Main Electrical Disconnect Panel
- D. Thermostat, Heating and Cooling
- E. Alarm Panel Board
- F. Main Auditorium Ceiling Lights Control Panel (Control Panel located in Sound Room as well)
- G. Florescent Stage Lights Switch
- H. Sound Room Door
- I. Storage Cabinet for Janitorial Supplies (Toilet Paper, Paper Towels and extra Light Bulbs)
- J. Main Foyer Entrance
- K. Main Auditorium
- L. Stage Area
- M. Right Side of Stage, Piano Storage
- N. Left Side of Stage, Electrical Panels
- O. Left Side Side/Rear Entrance
- P. Right Side Side/Rear Entrance
- Q. Ladies’ Restroom
- R. Men’s Restroom
- S. Mechanical Rooms for Storage – NOT FOR PRIVATE USE BY USER
- T. Front Entrance Side Rooms – FOR USE BY USER
- U. Left Side Side/Rear Entrance, Loading / Unloading Dock
- V. Right Side Side/Rear Entrance, Handicap Ramp
- W. Outside Emergency Entrance / Exit to Dressing Room Level (Sump Pump located here also)
- X. Storage Room for Tables, Chairs and Vacuum Cleaner

PART II: GENERAL INFORMATION WHEN RENTING THE AUDITORIUM:

1. Upon entering the building from the main entrance door (Tillman St.), go directly to the alarm panel (Location “E”) and turn off alarm. Panel should say “all systems off” if completed properly.
2. Wall light switches for main foyer lights and front porch are located near the main entrance doors on the right side. Porch lights should be turned off when you leave.
3. A flashlight is helpful when entering the main auditorium area (Location “K”). Go to right side of stage to turn on auditorium ceiling lights (Location “F”). Dimmer switches are also located on this control panel. **NOTE:** If this isn’t working, City Staff will give you access to control room.
4. Only authorized sound / lighting technicians are allowed in sound room (Location “H”).
5. Set heating / cooling thermostats at appropriate temperatures (Location “D”).
6. When using aisle floor lighting, circuit breaker #7 (Electrical Panel, Location “B”) should be in “on” position. There is a separate switch located on the wall of the left side side/rear entrance. This switch is labeled as “Switch for Aisle Lighting” and should be turned on if not on already. If this item doesn’t work, contact Stuart Bland.
7. When using ceiling disco ball, turn on circuit breaker #11 (Electrical Panel, Location “A”). If this item doesn’t work, contact Stuart Bland.
8. During use of the downstairs dressing room area, do **NOT** turn off the humidifier (HVAC) located in the far dressing room. Temperature can be controlled by the remote hanging on the wall but should **NEVER** be turned off. Additional window HVAC unit is located downstairs as well. Please be sure this is turned off when leaving. Exhaust fans are located in the restroom areas and are controlled by Circuit Breaker #19 (Electrical Panel “B”). This breaker controls the sump pump located outside the dressing room level exit door (Location “W”) and should be “ON” during heavy rains to prevent water from coming into the downstairs area. Be sure exhaust fans are turned off when leaving.

PART III: Checklist when exiting the auditorium:

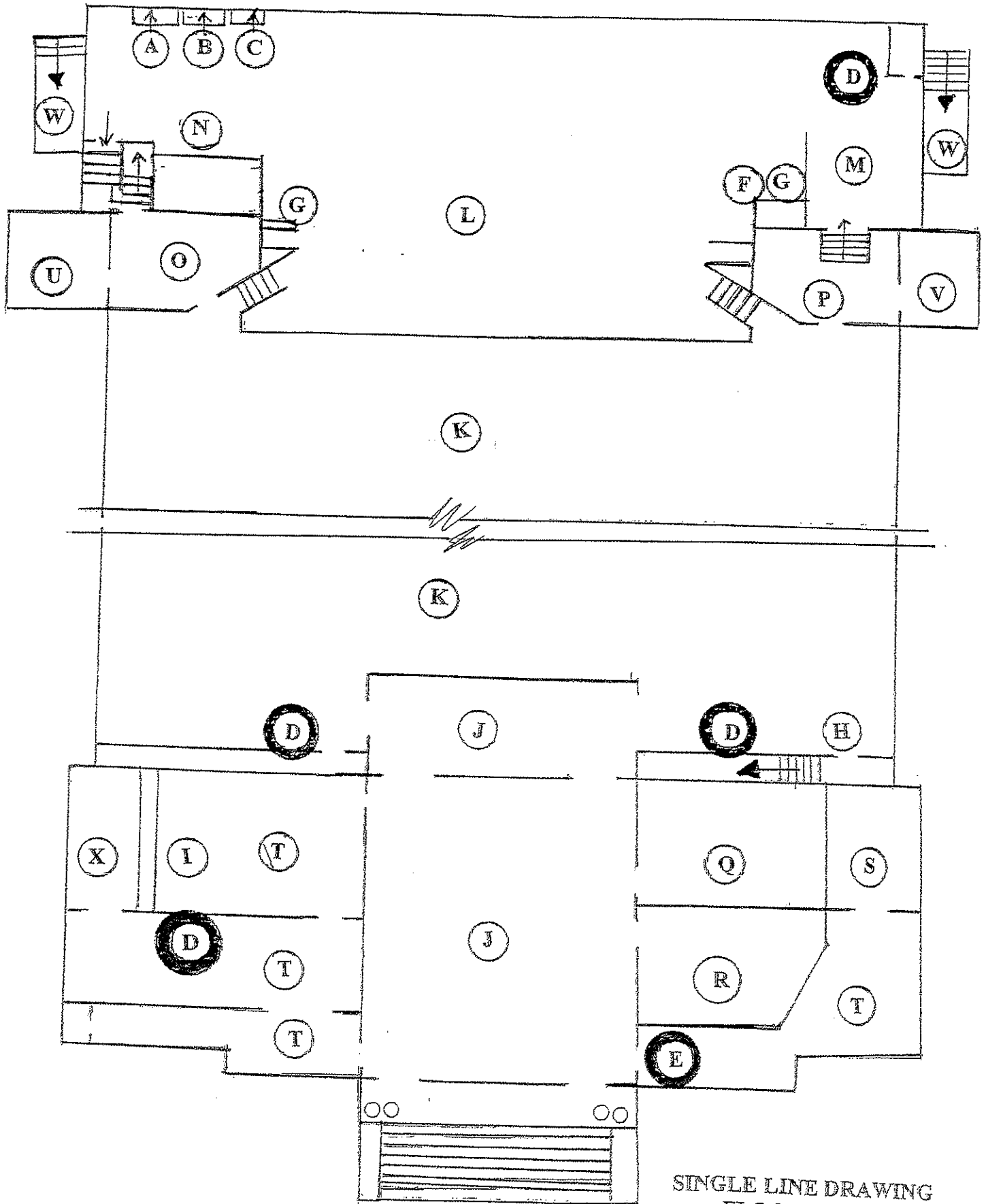
ITEM NO.	DESCRIPTION OF TASK	INITIALS OF RESPONSIBLE PERSON	COMMENTS
1	Sound/Lighting Technician – Turns off all sound and lighting equipment and locks the sound room door.		
2	Turn off all lights, exhaust fans, AC and heaters in the downstairs dressing room area. DO NOT TURN OFF HUMIDIFIER!		
3	Be sure all downstairs and side doors are locked.		
4	Turn off all other thermostats (4 total) to the “OFF” position (Two in main auditorium, one on left side of stage and one located in left side room off of front entrance).		
5	Turn off any special lighting (aisle or disco ball).		
6	Turn off any other lighting that may had been used during the event, bathrooms, stage area, downstairs, side rooms, etc.		
7	Remove all props and personal items used in the event.		
8	Return any tables, chairs or other items used to storage room (Location “X”) or their appropriate place.		
9	Enter the alarm code and set the alarm. Panel should show “all systems on”.		
10	Immediately exit the building and be sure all front doors are locked.		
11	Return key – Can place in drop box located on Welcome Center side of City Hall drive-through		
12	Notify City Hall on next business day to arrange exit walk-through.		

IMPORTANT NOTICE: IF ANY ITEMS ON THIS PAGE ARE NOT COMPLETED PROPERLY, THE CITY RESERVES THE RIGHT TO RETAIN YOUR DEPOSIT.

SIGNATURE OF PERSON RESPONSIBLE FOR EVENT
 (Should be same as on rental agreement).

RETURN THIS FORM TO CITY STAFF MEMBER WHEN COMPLETING EXIT WALK-THROUGH

CITY AUDITORIUM
GLENNVILLE, GEORGIA



SINGLE LINE DRAWING
FLOOR PLAN
CITY AUDITORIUM