



207 Dalton Street
Ellijay, GA 30536

RENTAL AGREEMENT AND PROCEDURE

GA 1005

Contact Person _____ **Organization** _____

Address _____

Phone (Home or Work) _____ **(Cell)** _____

Date(s) of Event _____ **Email** _____

Time(s): Open Building _____ Close Building _____

- Gilmer Arts is happy to reserve space for your event. A minimum nonrefundable payment of \$25% is required at the time of your reservation to confirm your rental. Full payment (non-refundable) is required 14 days prior to the event. Your signature as a representative of the group using the building constitutes an agreement to release Gilmer Arts of all liability during or resulting from your event.
- Our building is smoke free. Please use the receptacle located outside (at the left corner of the building) for cigarette debris No alcohol will be permitted in the facility without prior authorization from Gilmer Arts.

This completed form accompanied with your deposit and signed agreement reserves the space you requested. Gilmer Arts and the Renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the Gilmer Arts office so that your rental may be added to our calendar.

Gilmer Arts provides: a clean and orderly space, and orientation to the building & facilities. Gilmer Arts reserves the right to decline rental requests.

Renting Organization or Individual is responsible for the following:

- **Do NOT move or disturb any artwork on display!**
- Do your own set up and clean up, unless contracting our facilities manager for these services.
- The undersigned is at least 21 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group, or as a result of any windows or doors being left open or unlocked during or after use.
- Outdoor signage and decorations must be approved in advance by Gilmer Arts. Signs and advertisements used in the community to promote your event should only refer to 207 Dalton Street Ellijay, GA as the location of the event, and give no indication, implied or explicit, that Gilmer Arts is hosting or endorses your event.



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CLOSING THE BUILDING

LIGHTS

Turn off all the lights when you leave with the exception of one of the ceiling fluorescent lights in the Gallery, which remain on at all times.

AC/HEAT

In summer, please do not turn the AC below 72 degrees. Readjust any thermostats to 80 before leaving. In winter, please do not turn the heat above 70 degrees. Readjust thermostats to 64 before leaving.

TRASH REMOVAL

Please empty all trashcans of any trash and replace trash liners as part of the clean-up process. Trash liners are located in the cabinet underneath the kitchen sink. Trash is to be removed by the renter from the Gilmer Arts premises.

SOUND/LIGHT SYSTEM

Please notify the office in advance of your event if use of the Gilmer Arts sound equipment is to be used. Gilmer Arts will arrange for our sound representative to be available for your event. (See associated cost in pricing section).

I understand and agree to the outlined conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by _____ Date _____

Organization _____

Rental Fee: _____

Deposit: _____ **Date Paid**

Balance Due: _____ **Date Paid.**

_____ Date _____

Gilmer Arts Representative



FEES

Room	Price/Deposit (4 hr. event)	Price/Deposit (8hr event)
Hawthorne Hall*	\$100	\$150
Hawthorne Hall & Kitchen*	125	175
Hawthorne Hall, Kitchen, Classroom*	150	225
Classroom*	25	50
Classroom & Kitchen*	50	75
Kitchen/Pantry Supplies	25	25
Sound Engineer	30	50
Linens	25	25
Cleaning & Reset Fee **		
Hawthorne Hall, Classroom & Kitchen	50	50
Hawthorne Hall, & Kitchen	40	40
Classroom & Kitchen	30	30
Hawthorne Hall	30	30
Classroom	20	20
Security Deposit***	50	50

***Hourly Charge of \$10 per hour for events running past normal business hours and all day Sunday or for events that run over contracted hours.**

****Cleaning includes reset of tables and chairs to pre-event configuration unless other arrangements have been made with the Gilmer Arts Office.**

*****Refundable if facility and its contents are left undamaged.**

Guidelines

1. Rental agreement includes use of specified room(s) only (Hawthorne Hall, Classroom, Hawthorne Hall + Kitchen, etc.). Do NOT use any portion of the facility for which your agreement does not grant expressed use privileges.
2. Kitchen maintenance (see Kitchen Maintenance Procedure, attached.)
3. No Art is to be moved or removed without written authorization the Gallery Director.
4. Renters are responsible and liable for any damage to the property or contents of Gilmer Arts due to misuse or negligence on the part of the renters and/or their invited guests.
5. Security Deposit will be refunded after it is determined that all procedures have been successfully completed.
6. Empty all trash receptacles. Remove trash created by and during the event from Gilmer Arts, unless other specified arrangements have been made with the office in advance of your event.
7. Do not use Gilmer Arts supplies unless included in rental agreement.
8. The Gallery is NOT to be used for any rental event.



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FACILITY REFERENCE INFORMATION

COFFEE MAKING EQUIPMENT

Our kitchen has a Keurig coffee maker that makes single cups for .75 each. We have other options available, including a 12-cup, and a 40 cup coffee maker. Notify the office in advance if you will require either of these items.

PROJECTION SCREEN AND EXTENSION CORD

Please notify the office well ahead of your event if you require a projection screen or extension cords (Supplies are limited).

CLEANING SUPPLIES

Normal household cleaning items may be found under the kitchen sink in the cupboard. Trash can liners are also located there. A vacuum, mop and broom are located in the attic stairwell (items hang on the wall behind the door). If you turn right in the Gift Shop toward the rear classroom, the first door on the left is the attic stairwell. Some small tools are also there. Be certain to return any items you use to their original location.

TABLECLOTHS, PAPER PLATES, CUPS & UTENSILS

Please bring your own supply items. If you use any of our tablecloths, they must be laundered and returned within a day of the event (excluding Sunday).

HAWTHORNE HALL LIGHTING HINTS

- **Gallery Lights to Illuminate Artwork** – on the wall to the left of the door as you enter are 3 sliders switches to light up the artwork. Be certain to slide them all the way down to off when you leave.
- **Fluorescent Ceiling Lights** – single light switch on wall to the left of the door, next to the sliders
- **Perimeter Can Lights** – Step up into the lighting booth at the rear of the room and face the stage. On the wall on the right-hand side of the booth is a large rocker-style light switch that turns the perimeter cans on and off. There is even a small slider switch to one side of the rocker that dims and brightens those lights.
- **Can Lights Over Stage** – If you face the stage, there is a switch on the wall behind it, on the right-hand side, just to the left of the door.
- **Leko Stage Lights** – You will need advance instruction to operate these, as a power box on each of the 3 main fixtures must be turned on, and sliders on the light board are used to control them.