



135 Dalton Street, Ellijay, GA 30540 706-635-5626

FACILITY RENTAL FEES AND PROCEDURES PACKAGE

RENTAL FEE AGREEMENT

Organization Information

Name of Organization _____

Representatives Signature _____

Phone _____ Email _____

Street Address _____

City _____ State _____ Zip Code _____

Representative Information

Phone _____ Email _____

Date of Event _____ Start Time _____ End Time _____

GEORGE LINK, JR. GILMER ARTS PLAYHOUSE RENTAL AGREEMENT

_____ **Auditorium Setup \$275.00** (4 hours) _____ **\$450.00** (8 hours)

Includes: A Building Representative attending the event, background recorded music, up to 130 seats in the auditorium, a podium on the stage, and a microphone for a speaker.

_____ **Auditorium Table Setup \$350.00** (4 hours) _____ **\$550.00** (8 hours)

Includes: A Building Representative attending the event, recorded background music, up to 100 seats at covered tables in the auditorium, use of the catering kitchen, a podium on the stage, and a microphone for a speaker.

_____ **Auditorium / Lobby Table Setup \$400.00** (4 hours) _____ **\$650.00** (8 hours)

Includes: A Building Representative attending the event, recorded background music, 100 seats at covered tables in the auditorium, 50 seats at covered tables in the lobby, use of the catering kitchen, a podium on the stage, and a microphone for a speaker.

_____ **Add-on Contracted Technician \$100.00** (4 hours) _____ **\$150.00** (8 hours)

Includes: A technician for audio and lights, additional audio and lighting equipment as needed.

_____ **Cleaning Fee \$50.00**

* Refundable

PROCEDURE AGREEMENT

Gilmer Arts is happy to reserve space for your event. A nonrefundable deposit of 25% of the total contracted fees is required to confirm your reservation. The non-refundable fee balance is due 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 on Sand St. for cigarette debris. No alcohol is permitted in the facility without prior authorization from Gilmer Arts Board of Directors. Gilmer Arts reserves the right to decline rental requests. A Gilmer Arts representative must approve any indoor or outdoor signage or decorations in advance. Signs and advertisements used in the community to promote your event should only refer to 135 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.

Gilmer Arts and the Renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line provided and returning this agreement to the Gilmer Arts office so that your rental may be added to our calendar.
GEORGE LINK, JR GILMER ARTS PLAYHOUSE FACILITY RENTAL AGREEMENT

Gilmer Arts provides the initialed service(s) contracted on the **RENTAL FEE AGREEMENT**, an orientation to the building and facilities, and a clean and orderly space for your use during the contracted time of the event.

GEORGE LINK, JR. GILMER ARTS PLAYHOUSE RENTAL AGREEMENT

Contracting Organization agrees to not move or disturb any artwork, furniture or display, leave the facility setup, clean, and orderly as provided, and deposit trash in Sand Street receptacles. The undersigned representative 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.

I understand and agree to the outlined conditions. Failure to comply will result in the loss of deposit, rental privileges, and the additional repair expenses for damages to the building or its contents.

Representatives Signature _____

Date _____

Gilmer Arts Representative _____

Date _____

FEE SCHEDULE

Rental Fee	_____
Cleaning Fee	_____
Add-on Technician	_____
25% Deposit	_____
Balance Due	_____

Security Deposit \$250 *

*Refundable