

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

**UTILIZATION AND OPERATIONAL  
POLICIES AND FEES  
FOR THE  
GLENNVILLE CITY AUDITORIUM**

**REVISED: APRIL 1, 2009**

## **TABLE OF CONTENTS**

### **LIST OF SUBJECTS COVERED IN UTILIZATION OF GLENNVILLE CITY AUDITORIUM AGREEMENT**

**Paragraph numbers:**

- 1. Information about rules, regulations, policies and laws-local, state and federal.**
- 2. USER/CITY OF GLENNVILLE/GLENNVILLE CITY AUDITORIUM COMMITTEE safety responsibility/claims/etc.**
- 3. Scheduling an event**
- 4. Smoking rules**
- 5. Food and drink rules**
- 6. Auditorium sound and lighting equipment use**
- 7. Auditorium seating capacity**
- 8. Parking**
- 9. Additional rules**
- 10. USER' admission charges/tax responsibility**
- 11. Discrimination rules**
- 12. Types of shows permitted in auditorium**
- 13-19. Safety policies**
- 20-21. Personnel requirements**
- 22-27. Utilization fee schedule**

**Page 2 contains Table of Contents (list of subjects covered in the utilization of the Glennville Auditorium agreement)**

**Page 7 contains the Utilization Agreement.**

**Page 8 contains the Auditorium Rental Fees.**

**Page 9 contains a list of approved lighting and sound personnel contacts.**

**Page 10 contains a list for all sound equipment and lighting equipment available for use by USER.**

**GLENNVILLE CITY AUDITORIUM  
207 TILLMAN STREET  
GLENNVILLE, GEORGIA 30427  
RENTAL AGREEMENT**

**UTILIZATION AND OPERATIONAL POLICES**

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**It shall be the purpose of the Glennville City Auditorium Committee 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 approved herein by the Glennville City Council.**

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1. 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 **USER** 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. Violations by the **USER** will result in the cancellation of the **USER'S** access to the facility.
2. The City of Glennville or Glennville City Auditorium Committee assumes no responsibility whatsoever for **USER'S** claim(s) for personal injury, loss of life, theft, damages, or otherwise, arising out of **USER** of said facility. **USER** waives, releases, and agrees to indemnify and save harmless the City of Glennville or Glennville City Auditorium Committee, and it's respective officials, employees, agents, and members from all liabilities, and the cost and expense of defending all claims of liability arising out of **USER** of the Glennville City Auditorium.
3. Request for utilization of the Glennville City Auditorium facilities may be picked up at the Glennville City Hall. The application must be completed, all agreements signed, and returned to City Hall along with a \$100.00 refundable deposit in order for the **USER** to schedule an event. **USER** must notify City Hall 60 days or more prior to the scheduled day's event should it become necessary to cancel the day's event or the \$100.00 refundable deposit fee will be forfeited.

The applicant may be required to meet with the Glennville City Auditorium Committee or its official representative for final approval. A master schedule for utilization of the Glennville City Auditorium will be maintained at the Glennville 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.

4. Smoking is not permitted within the auditorium or outside on the premises of the auditorium grounds, except in designated areas. The chewing of gum or tobacco is not allowed in the auditorium.
5. 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.
6. 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 the Glennville City Auditorium Committee. 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'S** 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**.
7. 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.
8. A parking lot is provided at the rear of the Glennville City Auditorium. Parking in places not designated for parking is prohibited and may be ticketed.
9. The Glennville City Auditorium Committee reserves the right to impose any additional rules or regulations or to set special use arrangements, whether or not expressly provided herein, in order to protect the interest and care of the Glennville City Auditorium. Such regulations shall be binding upon the **USER**.
10. 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.
11. Reasonable accommodations for individuals with disabilities will be made. However, in order to provide auxiliary accommodations, advance notice is requested. **USER** contracting for the use of the facilities will be responsible for the additional cost associated with providing 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.
12. 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 POLICIES**

13. All rules and regulations set by the local fire department and the State Fire Marshal shall be adhered to and acknowledged upon signing the Rental Agreement.

14. The use of tobacco products including but not limited to cigarettes, cigars, smokeless tobacco, chewing tobacco, and snuff is strictly prohibited within the auditorium or on the grounds of the auditorium.

15. 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.

16. Anytime the Glennville City Auditorium is in use a person or persons designated by the Glennville City Auditorium Committee 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. No vehicles will be parked next to any exit doors, except for loading and unloading. The vehicles are to be moved as soon as loading or unloading is completed.

17. 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.

18. No gasoline, explosives, oils, or artificial lights will be permitted within the facilities and no electricity will be permitted to be used therein, except from the present outlets.

19. No alcoholic beverages of any kind are allowed inside, on the grounds or in the rear parking lot of the Glennville City Auditorium. .

### **PERSONNEL REQUIREMENTS**

20. The **USER** will assume responsibility for providing ticket sellers, door attendants, ushers, or any personnel needed during the time of their event.

21. The Glennville City Auditorium's sizable investment in sound equipment, stage lighting equipment, fly lines, and spotlights 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 and the Glennville City Auditorium Committee. **USER** of the Auditorium will be required to hire the locally trained technicians to operate the equipment. These expenses to be paid by the **USER are in addition** to the refundable deposit and rental charge and must be negotiated with the sound and lighting personnel **before the event takes place**. (See paragraph #24 & #25 below) **USER** will be required to pay a base rate of \$75.00 each to the locally trained sound and/or lighting personnel technician(s). Prior to the scheduled event these personnel base rates will be paid directly to the technicians. All other lighting and/or sound personnel fees will be paid after the last rehearsal or before schedule day's event will take place.

### **FEE SCHEDULE**

22. 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 Glennville City Auditorium Committee. Fees are as follows:

#### **23. 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 Glennville City Auditorium Committee member or City of Glennville representative, before the event took place. Each main day's event that is scheduled will require a \$100.00 refundable deposit before it will be listed on the day's event calendar at City Hall.

**24. Base Rental Rate-\$450.00** (Includes janitorial fees)

This fee includes the day's event and up to two rehearsals not to exceed three hours each. The full Base Rental Fee shall be paid for each day's(s') event(s). In other words, if the **User** schedules events on separate days, for example, "Dancing With The Stars" Friday, Mar 18<sup>th</sup> and "Dancing With The Stars, Saturday, Mar. 29<sup>th</sup>, and "Dancing With The Stars", Sunday Matinee, Mar. 30<sup>th</sup> the total payment for main events will be \$1350.00. 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 does not include sound and lighting technicians as these are to be paid separately. (see paragraph #21 above and paragraph #25 below).**

**25. Personnel-Sound and/or Lighting Technician(s)' Fees: \$75.00 minimum for one 3 hour event.**

In addition to the basic fee the **USER** is to negotiate and arrange minimum hourly fees of \$25.00 an hour with the approved trained technicians before the first practice. Failure to make the arrangements or non-payment to the technicians will forfeit the **USER'S** right to the Auditorium.

**26. Extra rehearsals and Decorating Time Use: \$50.00 (minimum)**

The 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** (Paragraph #24.) and are to be paid at the time **the Rental Fee is paid. Up to 48 hours will be given renters to remove their decorations, etc. unless there is a next day/night event pending. It is the responsibility of the USER to inquire if this additional time (up to 48 hours) is needed.**

**27. Janitorial Fees: (included in the Base Rental Rate)** (See paragraph #24 above)

This insures that the facility will be cleaned prior to the first use entry and after the main event. Cleaning between the rehearsals and the main event will be the responsibility of the **USER**.

**GLENNVILLE CITY AUDITORIUM  
UTILIZATION 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.

1. Name and address of organization/agency requesting the use of the Glennville City 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 Day's (s') Event(s): \_\_\_\_\_

5. Time(s): Event will begin: \_\_\_\_\_ Event will end: \_\_\_\_\_

6. Rehearsal Dates: (1) \_\_\_\_\_ / (2) \_\_\_\_\_

7. Extra Rehearsal Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

8. Other comments: \_\_\_\_\_

\_\_\_\_\_  
**USER'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**City of Glennville  
City Clerk  
134 S. Veterans Boulevard Highway  
Glennville, GA 30427**

**Make checks payable to: City of Glennville**

**GLENNVILLE CITY AUDITORIUM  
FEES**

**DATE OF USE:** \_\_\_\_\_

1. Refundable Deposit (paid at the time event is scheduled) \$100.00      \$ \_\_\_\_\_

2. Base Rental Rate-\$450.00      \$ \_\_\_\_\_

(includes 2 (two) 3-hour rehearsals & one day's event(s)). Total rental fee(s) should be paid no later than 2(two) weeks prior to the scheduled event(s). **(NO EXCEPTIONS)**

Other Day's(s)' Event(s) {if applicable}-\$450.00 for each day

**DATE RENT PAID** \_\_\_\_\_

3. Extra Rehearsals and Decorating Time: \$50.00 for each use time.      \$ \_\_\_\_\_

These are defined as rehearsals not included in the 2(two) 3-hour rehearsals (see #2 above). At the time of signing of the Utilization Agreement, this number should be given and the fees paid 2 (two) weeks prior to the day's event.

4. Sound and Lighting Technicians Base Fee: \$75.00 each      \$ \_\_\_\_\_

This is for one (1) 3-hour event (see paragraph #24 on page 4). In addition to the basic fee the **USER** is to negotiate and arrange minimum hourly fees of \$25.00 an hour with the approved trained technicians before the first practice. Failure to make the arrangements or non-payment to the Technicians will forfeit the **USER'S** right to the Auditorium.

**DATE(S) EVENT(S) SCHEDULED** 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

The **USER** hereby acknowledge(s) that he/she has read, understands, and agrees to all **operational policies, safety policies, personnel requirements, and fee schedule** associated with the use of the **Glennville City Auditorium**.

\_\_\_\_\_  
**USER'S SIGNATURE (PERSON RESPONSIBLE)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**DATE**

**LIST OF CITY OF GLENNVILLE/GLENNVILLE CITY AUDITORIUM COMMITTEE  
APPROVED LIGHTING AND SOUND TECHNICIANS**

- |                   |                           |                           |
|-------------------|---------------------------|---------------------------|
| 1. Stuart Bland   | Cell: <u>912-237-3760</u> | Home: <u>912-654-3760</u> |
| 2. Aric Clements  | Cell: <u>912-237-1171</u> | Home: <u>912-654-0292</u> |
| 3. Steven DeLoach | Cell: <u>912-320-9653</u> | Home: <u>912-654-1445</u> |
| 4. Alan Knight    | Cell: <u>912-237-1966</u> | Home: <u>912-654-9467</u> |
| 5. Steve Blocker  | Cell: <u>N/A</u>          | Home: <u>912-654-2465</u> |
| 6. Lamar Cook     | Cell: <u>912-270-1122</u> | Home: <u>912-370-2191</u> |

Arrangements must be made with the sound and lighting technicians well before the event so that sound booth access can be arranged by them. No one except authorized technicians may operate the sound and lighting equipment. Stuart Bland is to be contacted if the USER or RENTER feels their own sound/lighting technicians can be used. He has to approve them. **NO EXCEPTIONS.**

A complete copy, Pages 1-8, of the agreement plus the list of sound technicians should be given to the USER or RENTER at the time the auditorium is booked. This way they will have the information about the facility as well as the full fees to be paid for rent and personnel for the use of the auditorium for the day's event.