



*Clayton County Public Schools
Performing Arts Center*

Facility Use Price List

Theatre	Rehearsal Prices	Type of Organization	
		Tax Exempt Non Profit Prices	Commercial Performance Prices
Complete Facility (1798 seats)	\$250.00/hr	\$300.00/hr	\$450.00/hr
Ernest L. Stroud Hall (1209 seats)	\$175.00/hr	\$250.00/hr	\$350.00/hr
Lloyd Tarpley Theatre (339 seats)	\$130.00/hr	\$160.00/hr	\$210.00/hr
Recital hall (250 seats)	\$110.00/hr	\$130.00/hr	\$160.00/hr
Deposits: \$500.00 – Non Refundable Deposit to “Hold” date			
Personnel Charges:			
Theatre Technicians:	\$45 per hour per technician		
Security:	\$45 per hour per officer		
(2nd officer required on events with an anticipated audience of more than 500 in attendance)			
Supervisor:	\$60 per hour		
Custodial:	\$35 per hour		
Emergency Maintenance Support (as needed):	\$60 per hour		
Additional Rental Equipment:			
Floor Marley:	\$60.00 per piece (minimum of 3 pieces – includes labor. We have seven (7) pieces that can be installed on the stage. The Marley Floor is only rented to dance companies for the exclusive use the <i>ballet point shoes</i> – no tap shoes are allowed on the Marley.		
Lectern with Microphone:	\$35.00 per event		
Grand Piano:	\$120.00 per event (Additional tuning - \$125 extra per event)		
Baby Grand Piano:	\$75.00 per event (Additional tuning - \$125 extra per event)		
Microphone & Stand:	\$25.00 each per event (hand held, solo, and lavalieres)		
Risers:	\$20.00 per riser per event		
Keyboard:	\$60.00 per event		
Acoustic Shell:	\$125.00 per event – full setup \$75.00 – partial setup		
Special Lighting:	\$35.00 per hour setup-labor charge		
Lights & Sound:	Additional will be added if technicians set up labor 1. House Charge (Beyond General Wash) - \$50.00 per hour 2. Labor Charge (including tech & maintenance) 3. Gobo’s – Additional 1 hour labor charge		
LCD Projector & Screen	\$100.00 per event		
Concession Fee:	\$150.00 per event		



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1. The Performing Arts Center is owned and operated by the Clayton County Public Schools for the primary purpose of providing state-of-the-art performance space to its students enrolled in fine arts courses of study. The school system has first priority on reserving dates at the Performing Arts Center and school system dates are scheduled one year in advance. Requests for rental by organizations and/or individuals outside of the Clayton County Public Schools are subject to space available and cannot be considered beyond the time for which school system dates have been set. All requests for rentals must be made through the Administrator of the Performing Arts Center.
2. The Performing Arts Center is closed for events on the following holidays: Easter, Memorial Day, Independence Week, Labor Day, Thanksgiving holidays and Winter holidays (including Christmas Eve, Christmas Day, New Year's Eve and New Year's Day). No events are scheduled during holidays and school closings.
3. All Performing Arts Center facility areas require a four (4) hour minimum charge. Any rental that extends past midnight will be billed \$5.00 per minute.
4. All events shall have a building supervisor from the Clayton County Public Schools, a minimum of one police officer, a building maintenance/custodian, and theatre technical staff (number depends on type and complexity of the event).
5. Contracted personnel utilized for the facility use who are not employed by Clayton County Public Schools will be paid by charging the organization the cost of the service plus a 20% up-charge for coordination of the service and the handling of the funds.
6. A completed application (available on PAC website) must be completed and a non-refundable application deposit of \$500 is required to "hold" dates for the calendar.
7. All facility use charges are calculated from the time the Lessee enters the facility until they exit the facility. All payments must be made with Cashier's check or Postal money order. No personal or company checks will be accepted. All Cashier's checks and Postal money orders are to be made payable to the Clayton County Public Schools. All rentals are to be paid 45 days in advance for school facilities. Performing Arts Center (PAC) terms are 1/3 of the total charges will be paid at the time of signing of the contract. The balance is due forty-five (45) calendar days prior to event. The \$500.00 hold deposit will be applied to the final balance. If the balance is not paid in 45 days, Lessor has the right to cancel the performance. No refunds will be given. Cancellation of contract for a PAC event by Lessee shall result in forfeiture of the deposit. If an event exceeds the contract time, each minute of overtime will be charged at a rate of \$5.00 per minute.
8. Concessions are allowed in the facility for a flat fee of \$150.00 per event. No cooking or grilling is allowed inside the building, except for food warmers.
9. Cancellation of a contract by Lessee shall result in forfeiture of the deposit. For multiple day contracts, the deposit shall be applied equally to each day of the contract. Therefore, cancellation of any (and each) day of a multiple day contract shall result in the forfeiture of the deposit for said day(s). A fee of \$50.00 will be charged to lessees requesting a new contract after previous cancellation(s) of a contract for which no deposit was made.
10. All Guidelines/Terms/Conditions must prevail on all facility use. Prices are subject to change should extenuating circumstances occur.



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RENTAL APPLICATION

Please complete the following information regarding the upcoming event. Mail the form along with a \$500 non-refundable deposit to the address at the bottom of the form. The deposit will be applied to the contract balance.		
Event Description:	Event Preferred Date:	Event Start Time:
	Event Preferred Date:	Event Start Date:
	Event Preferred Date:	Event Start Time:
	Event Load Time:	Event Load-Out Time:
Company Name:	Organization Type: <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit (please attach 501©(3) form) <input type="checkbox"/> Church <input type="checkbox"/> Government <input type="checkbox"/> Other _____	
Contact Person: Last Name: _____ First Name: _____ Address 1: _____ Address 2: _____ City: _____ State: _____ Zip: _____ Email Address: _____ Phone Number: _____ Fax Number: _____ Mobile Number: _____	Will admission be charged? If so how much? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____	
Provide two references with address and phone numbers: Company Name: _____ Contact Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____	What space(s) would you like to reserve? <input type="checkbox"/> Stroud hall (seats 1209) <input type="checkbox"/> Tarpley Theatre (seats 339) <input type="checkbox"/> Recital hall (seats 250) <input type="checkbox"/> Lobby <input type="checkbox"/> Kitchenette	
Company Name: _____ Contact Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____	<p>Please mail this completed form, equipment needs, a copy of your non-profit 501(c)(3), if applicable, and your non-refundable cashier's check for \$500 to the address below. Please make your cashier's check payable to <u>Clayton County Public Schools</u>.</p> <p style="text-align: center;">Clayton County Public Schools Attn: Rentals 2530 Mt. Zion Parkway Jonesboro GA 30236</p>	



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EQUIPMENT NEEDS

Equipment	Number Needed	Date Needed
Lectern with Microphone		
Grand Piano		
Baby Grand Piano		
Risers		
Keyboard		
Acoustical Shell		
LCD Projector		
Marley Floor		
Special Lighting		
Set Up Gobo's		
Additional Lighting		
Microphones		