

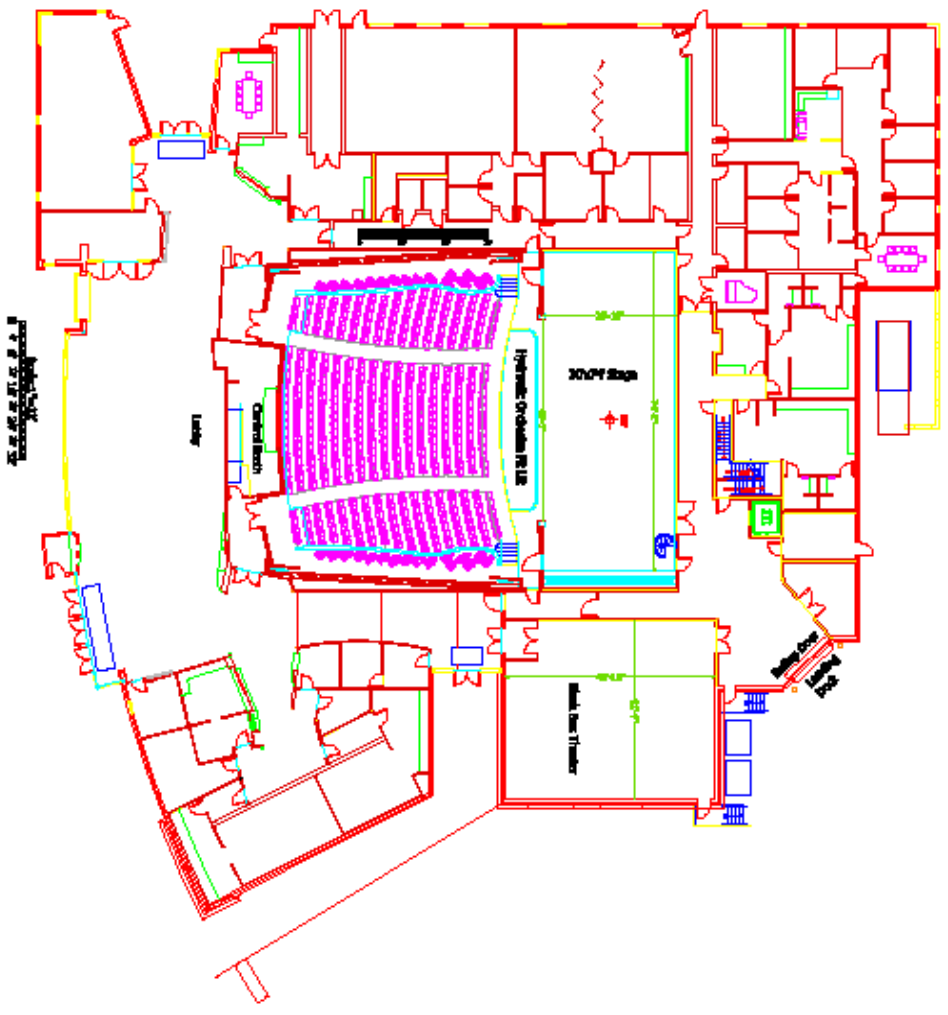


The Porter Sanford III Performing Arts & Community Center is a state-of-the-art, 500 seat Theater in the historic Candler Road district, bringing a diverse range of programming possibilities to Southern DeKalb County.

LOCATION: 3181 Rainbow Drive, Decatur, Georgia 30034
404-286-7262
www.yourdekalb.com

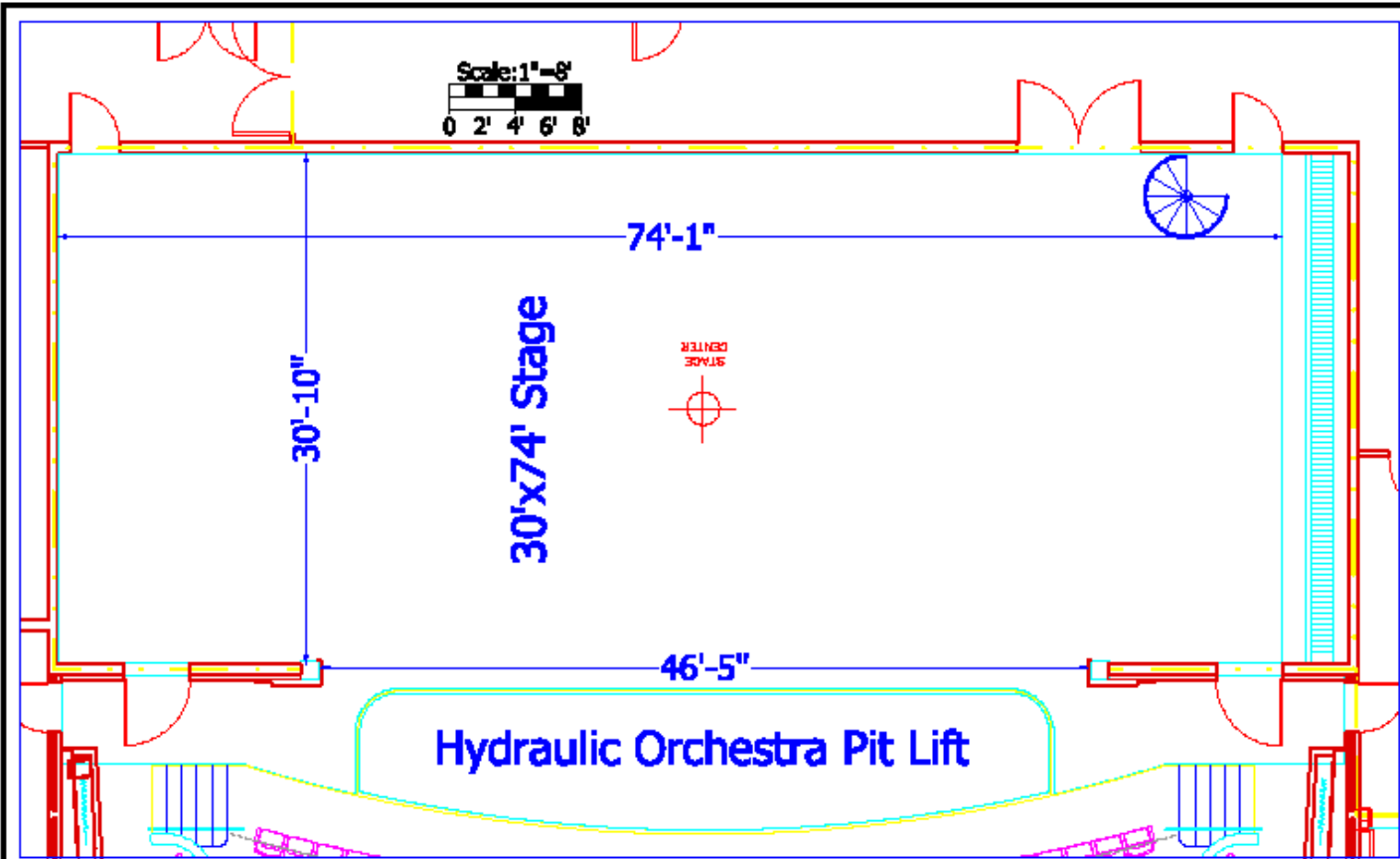
SEATING:

- Theater:** 500 seats
includes dressing rooms, (Green room)
- Lobby:** 536 for a standing buffet style reception or
200 for a seated style reception includes up to
25 tables and 200 chairs. Setup fee required
- Black Box:** 104– setup fee required
- Exhibit Room:** 50 – setup fee required
- Music Room:** 50 – setup fee required
- Art Room:** 15 – setup fee required
- Community Room:** 10 – no charge



Porter Sanford III Performing Arts and Community Center
Facility Overview

Plotted by:
Chip Gooding
 (404) 325-5857
chip@silpsadk.com
www.silpsadk.com



Porter Sanford III Performing Arts and Community Center
 Stage Floor plan

Plotted by:
 Chip Gooding
 (404) 325-5857
 chip@5lbsack.com
 www.5lbsack.com



DATE HOLD APPLICATION

404-286-7262 office 404-286-7360 fax beleavell@co.dekalb.ga.us or cgbenefield@co.dekalb.ga.us

Thank you for your interest in presenting your event at the Porter Sanford III Performing Arts & Community Center (PSPACC) in South DeKalb.

Please (Print) complete the following form in its entirety to place a hold on the PSPACC Calendar. Incomplete applications will not be accepted. There is a \$250 refundable mandatory deposit to insure that the building is left clean and free of damage. No signs or decorations of any kind should be placed on walls, doors, or drapes. If Lessee fails to follow this policy the \$250 deposit will not be refunded. Please note that dates are booked in first-come, first-serve fashion.

**REQUESTING A HOLD DATE DOES NOT GUARANTEE AVAILABILITY.
PSPACC MUST CONFIRM THE DATE IS IN FACT AVAILABLE.**

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

Website: _____

Title of your event: _____

1st Date Preference: _____ **2nd Date Preference:** _____

Total Number of Days needed: _____

Brief Description of event: _____

PLEASE PROVIDE A TENTATIVE SCHEDULE FOR YOUR EVENT:

Rehearsal Date/s & Times: _____

Setup Arrival Time: _____

Event Start Time: _____

Event End Time: _____

Pre-Performance Activity, i.e. Reception Start: _____ End: _____

Post-Performance Activity, i.e. Reception Start: _____ End: _____

Load-Out Complete by: _____

Rental Space/room Requested: _____



Main Theater									
	Event Performance 5 hrs			Event/Performance up to 10 hrs			Setup/Rehearsal 4 hrs		
CATEGORY	Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun	
1	\$450	\$600		\$900	\$1,100		\$150	\$200	
2	\$495	\$660		\$990	\$1,210		\$165	\$220	
3	\$570	\$760		\$1,140	\$1,390		\$190	\$250	
4	\$800	\$1,050		\$1,585	\$1,935		\$265	\$350	
Black Box									
	Event Performance 5 hrs			Event/Performance up to 10 hrs			Setup/Rehearsal 4 hrs		
CATEGORY	Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun	
1	\$250	\$375		\$375	\$500		\$85	\$125	
2	\$265	\$410		\$410	\$550		\$90	\$135	
3	\$315	\$470		\$470	\$630		\$105	\$155	
4	\$435	\$650		\$655	\$880		\$145	\$215	
Lobby				Exhibit Room - Classrooms					
	Event/Performance per hr			Event per hr			Event 4 hrs		
CATEGORY	Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun	
1	\$85	\$120		\$75	\$100		\$275	\$370	
2	\$90	\$130		\$80	\$110		\$295	\$400	
3	\$100	\$150		\$90	\$130		\$335	\$480	
4	\$135	\$220		\$120	\$190		\$445	\$700	
Technical, Equipment and Staff Fees									
	Concessions			\$175		Orchestra Shell			\$200
	Catering Kitchen			\$200		Technical Operator			\$25
	Grand Piano			\$250		Security per hr/per Officer			\$45
	Baby Grand Piano			\$150		Single Day Alcohol Permit			\$75
	Spot Light			\$25		Choral Risers - (5 available)			\$175
	Floor Mic			\$25		Table 60"			\$12
	Wireless Mic			\$30		Table 36"x 96"			\$7
	Projector System - screen included			\$100		Chair			\$4
	68" Lobby Monitor			\$100		Box Office/Will Call			\$150
	DVD Player			\$75		Refundable Cleaning Deposit			\$250
	Note: 50% deposit due upon booking, remaining balance due 30 days prior to event.								
	Note: Setup fee determined by requested # of tables & chairs.								
	Note: Make payable to DeKalb County in cashiers check or money order.								
	Category 1 - Government, Schools, Community Service & Churches: Government sponsored organizations, Public/Private schools, dance/music/art, schools/studios, organized churches, community service clubs/organizations.								
	Category 2 - Private Users: Private individuals, families, and non-formal associations.								
	Category 3 - Non-profit Organizations: Groups with legal non-profit tax status.								
	Category 4 - Corporate: Profit oriented companies, associations, and/or businesses.								



INSURANCE REQUIREMENTS:

Porter Sanford III Performing Arts & Community Center organizations should provide the following insurance coverage for use of the arts center:

- DeKalb County should request a minimum \$1M of General Liability coverage. Higher limits should be considered for the largest events.
- General Liability policy to be primary and non-contributory with waiver of subrogation in favor of DeKalb County. Policy to name DeKalb County as an additional insured.
- Statutory Workers Compensation for organizations with employees
- Commercial Auto Liability coverage at limits of \$1M and primary and non-contributory, with waiver of subrogation in favor of DeKalb. Policy to name DeKalb County as Additional Insured (To the extent that the exposure exists)
- Crime coverage with a Third Party Endorsement should be considered if there are any valuable works of art housed at the facility.

Organizations that serve alcohol shall provide General Liability Host Liquor Liability Endorsement.

All insurance must be evidenced on the standard ACORD form certificate of insurance. All insurers must be licensed to do business in the state of Georgia. Acceptable insurers shall be rated "A" or higher from the rating agency *A. M. Best*.

EVENT CATERER

- A. The Event Caterer must be licensed and must have liquor liability insurance coverage of not less than **\$1,000,000** per occurrence. A copy of the Event Caterer's insurance policy must be submitted to Risk Management in a form acceptable to the Porter Sanford III Performing Arts & Community Center no less than two weeks before the involved Event or the Event will be cancelled.
- B. The Event Caterer must require delivery of the alcoholic beverages by the Event Sponsor to the Event Caterer at least 24 hours prior to the Event.
- C. Uniformed DeKalb County Police Officer(s) must be present for any Event at which: (1) alcohol is served and seventy-five people or more may be in attendance; or (2) alcohol is to be served for more than 2 hours, regardless of the number of people who may be in attendance. The number of officers necessary to manage the Event will be at the discretion of DeKalb County. A greater number of Police Officers will be required at all Events at which alcohol is to be served for more than 2 hours.
- D. At Events where 75 or more people may attend, uniformed DeKalb County Police Officers will maintain a security presence and will respond to requests for intervention. The Officers will also maintain contact with the Event Sponsor's contact person, the Event Caterer, and Event Facility staff. Officers providing Event security are to intervene when circumstances warrant intervention, when there is a duty to act, and as requested by the Event Sponsor, Event Caterer or Event Facility staff. DeKalb County Police are not responsible for checking the identification of Event attendees.
- E. The Event Sponsor is solely responsible for paying the cost of hiring the number of DeKalb County Police Officers required to provide security at the Event pursuant to DeKalb County's policy.

Signature of Lessee _____ Date _____



PARK AND RECREATION – SPECIAL PERMIT

Issued to:		
Representative:		
Address:		
City:	State:	Zip Code:
Work Phone:	Fax Phone:	
DeKalb County Park:		
Purpose 1:	Fee 1:	
Area of Impact Pavilion		
Purpose 2:	Fee 2:	
Area of Impact (Purpose 2)		
Purpose 3:	Fee 3:	
Area of Impact (Purpose 3)		
Purpose 4:	Fee 4:	
Area of Impact (Purpose 4)		
Date of Use:		
Event Duration:	Guest Total:	

AGREEMENT CONDITIONS

1. The undersigned hereby acknowledges responsibility for adherence to all of the terms and conditions herein as well as all Federal and State laws and DeKalb County ordinances and park regulations (as stated on the front and back of this permit and attached materials).
2. The undersigned assumes liability for any real damages occurring as a result or in connection with the undersigned's use of this facility.
3. The undersigned acknowledges that DeKalb County, Georgia, and the DeKalb County Park and Recreation Department assumes no liability for any damages, injuries, or expenses incurred as a result of or in connection with the above described event.
4. The undersigned certifies that the information contained herein and in all reservation documents pertaining to this event is true and correct. Acknowledged today, the _____ day of (month) _____, 2009.

I (we) hereby personally guarantee the above stated obligations and agreements and agree to personally attend the function herein described.

Signed _____
Client Signature

Date _____

Approved for Issue _____
Park and Recreation Director

Date _____

SPECIAL PERMIT POLICIES AND CONDITIONS

1. A special permit entitles the individual or group to use the indicated area only, and only during the hours listed on the permit. The agreement does not entitle reserver to private use of other park areas.
2. A special permit is for the number of guests indicated on the permit. Overextending the capacity indicated is a violation of the permit conditions.
3. Open-ended invitations to functions being held on DeKalb County Park property are expressly prohibited. All invitations must be directed toward a specific group with a definable membership. Open-ended invitations are considered: open distribution of flyers or announcements, invitations for members to bring unlimited guests, PSA's on television or radio, and notices in newspapers inviting the general public (indefinable membership) thereby suggesting that the function is open.
4. Food sales, admissions, fees, private for profit services and fund raising are prohibited in DeKalb County parks without the written approval of the Parks and Recreation Director.
5. Special parking arrangements and/or transportation methods must be made by the reserver to adequately meet the needs of the group in comparison with available parking to minimize the impact on parking and surrounding neighborhood.
6. Parking attendants must be assigned by the reserver to assist with traffic flow within the park. These persons should wear fluorescent or reflective safety vests or clothing. This is not the responsibility of off-duty police officers on the premises in relation to an alcohol permit.
7. No alterations may be made to County property unless requests have been reviewed and approved by the Parks and Recreation Director.
8. The Park and Recreation Department reserves the right to revoke or change the provision of this special permit when and where deemed necessary.

“ADDITIONAL CONDITIONS”

(1) Amplified Device requires that Section 16.46 of the DeKalb County Code must be followed. DO NOT DISRUPT RESIDENTS OF THE SURROUNDING COMMUNITY.
(2) Alcoholic beverage consumption is confined to the PAVILION area ONLY.
Patron is not permitted to walk in park with open containers. This is a violation and patron can be cited by public safety.
OTHER:

“FAILURE TO COMPLY WITH ADDITIONAL CONDITIONS LISTED ABOVE, WHERE APPLICABLE, MAY LEAD TO PERMIT REVOCATION.”

Signed _____ Date _____

GENERAL RULES & REGULATIONS

MERCHANDISE SELLING AGREEMENT

The Porter Sanford III Performing Arts & Community Center shall determine, in its sole discretion, whether to allow any merchandise for sale by or on behalf of Lessee to be sold during the Event(s) and reserves the right to refuse the sale of specific Lessee – related promotional items in its sole discretion.

Should Lessee request that The Porter Sanford III Performing Arts & Community Center personnel sell Lessee’s merchandise/items/Food, then a cost of \$12.00 per hour (four-hour minimum) or any part there of must be paid in cash at the end of the evening or event period for each seller which shall be Ambassadors.

Lessee will be responsible for a rental fee for the use of selling space per the fee sheet attached.

Lessee is responsible for paying all applicable sales tax on merchandise sold during the event(s) to appropriate taxing authorities.

Lessee shall receive no compensation from the sale of merchandise items developed by sale or on behalf of DeKalb County.

Absolutely no food or drinks allowed in theatre.

If food or drinks are sold, the Lessee must provide at least four (4) ushers per show throughout the performance. Two at each door leading into the theater. Ushers must monitor food & beverages and make sure no one brings food or drinks into the theatre (this includes bottled water).

CANCELLATION POLICY

Lessee may terminate the Event Agreement without cause with 60 days advance written notice.

If Lessee cancels less than 60 days out from the first day of usage, the Lessee will forfeit all payments made up to the amount of one day facility rental fee.

PERFORMERS ENTRANCE POLICY

All performers and support personnel are **required to enter through backstage entrance** in the rear of the building. **Lessee is required to have an assigned person to meet and direct performers.**

CLEANING & PROPERTY DAMAGE POLICY

There is a \$250 mandatory refundable deposit to insure that the building is left clean and free of damage. All trash should be taken to dumpster at the loading dock in rear of building. No signs or decorations of any kind should be placed on walls, doors, or drapes. If Lessee fails to follow this policy the \$250 will not be refunded.

SUPPLIES

PSPACC **will not** provide supplies for any event that includes table cloths, ink pens, safety pins, paper, decorations, easels, etc.

USHERS & TICKET SALES

If food or drinks are sold the lessee must provide at least four (4) ushers per show. Two per door into the seating area of the theatre. If unable to provide ushers, PSPACC will provide Ambassadors for your usage.

Ushers must monitor food & beverages and make sure no one brings food or drinks into the theatre (this includes bottled water).

The lessee must provide adequate ticketing staff of the lessee’s performances. The Porter Sanford III Performing Arts & Community Center Staff will not handle any lessee ticket issues. The ticket booth should be manned for at least fifteen minutes after the performance has started and at intermission.

LOBBY

Concessions must be approved by the management of the theatre.

Do not move existing furniture or add furniture without permission of the management.

No signs are to be posted on windows, walls, doors or curtains or any other surfaces.

No scotch tape or duct tape is to be used in the theatre (this includes the entire theatre).

HOUSE – THEATRE SEATING AREA

Absolutely no food or drinks are allowed in theatre.

Strollers cannot block aisles or steps.

Use only theatre seats (no additional chairs by order of the Fire Marshal).

STAGE AND WINGS

AUDIENCE MEMBERS ARE NOT ALLOWED ON STAGE BEFORE OR AFTER PERFORMANCES.

Please make arrangements to meet the actors/performers at the stage door or in the lobby.

This is a safety issue and must be adhered to.

For your safety, keep the area clean and do not block fire exits.

Please do not touch the cyc (do not use the area behind the cyc). The cyc is not to be moved or “bagged”.

All props and set displays must be removed on the day of move-out. There will be a charge of \$50 per day for any items left after the move-out date.

No one under eighteen (18) years of age should be on the cat walk or the weight bridge.

No painting or construction of prop/sets or the stage floor.

No smoking anywhere in the theatre (If you must smoke please stay clear of all doors).

DRESSING ROOMS

At the end of each rehearsal, please pick up all trash and clothing from floors, so staff can sweep and clean without disturbing your personal items.

No food is to be left in the dressing rooms or on the stage. Please make sure each night everything is placed in the trash cans so it can be removed at the end of the night.

When you move-out please make sure all dressing rooms are the same as when you moved into the theatre (bathrooms, floors, mirrors, etc.)

GENERAL

Provide own GAF Tape, Gels, Batteries, etc. Please bring your own scissors, pens, staples, etc.

Please make sure PSPACC has a phone number where your patrons can get information about your performance and where to purchase tickets.

SOMEONE WHO IS IN CHARGE (AN ADULT) MUST STAY UNTIL ALL CHILDREN ARE PICKED UP BY THEIR PARENTS OR A RESPONSIBLE ADULT. CHILDREN CANNOT BE LEFT WITH THEATRE STAFF.

Please share these rules with Parents and Groups prior to your event!