



7022 Evans Town Center Boulevard, Evans, GA 30809  
706-868-3349

# Venue Rental Packet

Rental Rates, Forms, and Policies



[www.savannahrapids.com](http://www.savannahrapids.com)

# Jabez Sanford Hardin Performing Arts Center

## Rental Rates

<b>Theater Performance Rates</b> <i>(Includes usage of 4 dressing rooms)</i> <i>Up to 6 Hours</i>			<b>Rehearsal &amp; Load In/Out Rates</b> <i>(Dressing rooms not included)</i> <i>Up to 4 hours</i>	
Tax Status	Sep – May (In Season)	Jun - Aug	Sept – May (In Season)	Jun – Aug
<b>Resident / For Profit</b>	\$425	\$275	\$150	\$120
<b>Resident/ Non Profit</b>	\$400	\$240	\$100	\$ 80
<b>Non-resident/ For profit</b>	\$600	\$450	\$200	\$140
<b>Non-resident / Non Profit</b>	\$450	\$300	\$125	\$ 90

- *A refundable damage deposit of \$300 is required for all Theater rentals.*
- *Additional Theater Event time will be charged at \$150 for 4 hours or \$50/hour Sun-Thurs; \$100/hour Fri-Sat.*
- *Additional Rehearsal time will be charged at \$25 per hour.*
- *All performances using A/V and/or lighting require use of a Technical Services Provider. Separate fees apply. See “Staffing/Deputies” under the JSH Performing Arts Center Venue Rental Packet.*

<b>Lobby Rates</b>
\$125 per hour plus a \$100 refundable Damage Deposit
<ul style="list-style-type: none"> <li>• <i>There is an additional fee of \$150 for set up of tables/chairs when more than 2 tables + 4 chairs will be used</i></li> </ul>

<b>Standard Room Rates</b>					
Rental Space	5 Hour (Sun – Thurs)	10 Hour (Sun – Thurs)	5 Hour (Fri – Sat)	10 Hour (Fri – Sat)	Damage Deposit
<b>Entire PAC</b>	\$400	\$475	\$425	\$525	\$300
<b>Theater Only</b>	\$275	\$425	\$300	\$450	\$300
<b>Rooms A, B, C or D</b>	\$125	\$175	\$130	\$200	\$50
<b>Rooms B &amp; C Combined</b>	\$150	\$200	\$175	\$220	\$100

<b>Capacity Chart</b>				
Rental Space	Theater Style Seating		Classroom Style Seating	Round Table Seating
<b>Theater</b>	289 Standard	5 Handicap	N/A	N/A
<b>Rooms A, B, C or D</b>	30, 20, 35, 30		16, 12, 20, 16	28, 21, 28, 28
<b>Rooms B &amp; C Combined</b>	70		40	56

<b>Audio/Visual Equipment Rates</b>	
<i>Dukane Cart; a single unit that offers: LCD Projector &amp; VCR/DVD player</i>	\$ 100 per day
LCD Projector	\$ 75 per day
Standard Projection Screen	\$ 20 per day
Flip chart easel w/pad of paper	\$ 25 per unit/per day
Lavaliere microphone (clip on)	\$ 50 per unit/per day
Wireless handheld microphone	\$ 15 per unit/per day
Wired microphone	\$ 10 per unit/per day
Podium	Free
Theater Movie Screen	\$ 100 per day
Theater Movie Projector	\$ 150 per day
6’3” Petrof Piano	\$ 50 per day (tuning is an additional \$85)

# Jabez Sanford Hardin Performing Arts Center

## Theater Overview

Management and Sales of the Jabez Sanford Hardin Performing Arts Center is handled by the Rental Facilities & Venues Department under the Community and Leisure Services Division of Columbia County Board of Commissioners. The facility is located at the corner of North Belair Road and Evans Town Center Blvd in Evans, Georgia; sharing its space with the Evans Library. Performances, events, movies, and meetings can be accommodated within the Performing Arts Center. Performances can accommodate 294 guests, meetings can accommodate up to 70 guests in select areas, and 4 dressing rooms are available for use during performance rentals. The facility also offers state-of-the-art lighting and sound equipment giving performances a professional edge and movies a digital surround sound experience. All bookings are handled by Sales Coordinators at the Savannah Rapids Pavilion Sales Office: 3300 Evans-to-Locks Road, Martinez, GA 30907; (706) 868-3349; [www.savannahrapids.com](http://www.savannahrapids.com). Phone inquiries may be made Monday- Friday from 8:00am-5:00pm. Walk-ins are accepted until 4:30 pm. Additional facility information may also be found at [www.columbiacountyga.gov](http://www.columbiacountyga.gov).

## Policies

- Prior to confirming any rental of the facility, the client must consult with a departmental Sales Coordinator, review their exact needs, and submit a completed application with a deposit.
- One of the pre-qualified Technical Service Providers must be secured in order to guarantee a reservation for performance rentals needing use of technical equipment.

## Rental Fees:

- 50% of the space rental fees are due at the time of contract. No date will be guaranteed without a signed contract, a deposit, and confirmation by the Sales Office. For bookings made less than 1 month prior to event date, 100% of the total costs are due at submission of contract.
- Remaining balance is due 1 month prior to the event date. A 10% late fee will be charged if any remaining balance has not been paid before the final payment due date.
- Damage deposit is due before final payment due date. Damage deposit fees will cover any/all use of the theater in one series of shows. Multiple uses in one year's time require separate damage deposits. Property damage, misrepresented use of the property, not following policies, or a falsely pulled fire alarm all warrants the loss of the damage deposit. If repair of any damage exceeds the cost of the deposit, then the Renter is responsible for the difference. Damage deposit refund will be processed when the Sales Office has confirmed that all contractual requirements have been fulfilled. A check-out sheet must be completed and signed by the Manager on Duty before leaving the facility. Refund of damage deposit will be issued by the Columbia County Finance Department and received approximately 21 business days after function date. Refund will be mailed to the contact name and address on the contract unless otherwise specified.
- Additional fees will be charged for any additional hours added to the original contracted rental time. Any changes or extension must be pre-approved by the Sales Office.
- If Renter should arrive or depart outside of contracted time frame 10% of the total rental cost will be charged per each additional hour.

## Cancellations:

- Any cancellation must be made in writing to be considered valid and processed.
  - Cancellations made within 24 hours of contract signing will receive a 100% refund.
  - Cancellations made more than 120 days prior to event will receive a 100% refund minus a \$25 administrative fee.
  - Cancellations made 60-119 days prior to event will receive a 50% refund minus a \$25 administrative fee.
  - Cancellations made less than 60 days prior to event will only be refunded the damage deposit if paid.
  - Cancellations due to emergency Military deployment will receive a 100% refund minus a \$25 administrative fee.
  - Cancellation of an event that has previously changed dates will only be refunded the damage deposit if paid.
  - Cancellation of a single-day corporate function (Monday-Friday, 8AM-5PM) must be made 1 week prior to the event in order to receive a full refund. Cancellations of multiple day corporate events must be made 30 days prior to the event.
- Any cancellations will require the Renter to immediately publicize the cancellation at the Renter's expense.  
(Continued next page)

- The Columbia County Rental Facilities & Venues Department reserves the right to cancel any event that has been misrepresented, is publicly offensive, or does not comply with venue rental rules. The event can be cancelled at any time, even if the event has already begun.
- If a performance has to be cancelled or interrupted due to a catastrophe or dangerous situation, the first available date will be offered to the Renter at no additional fee. If a new date is not available or accepted, no refund will occur.

**Box Office/Ticket Sales:**

- Ticket Sales are not provided. Arrangements must be made with an outside source.
- Renter must provide the Sales Staff with the price, location, and a contact number for ticket sales.

**Insurance:**

- Renters providing ticketed or open-to-the-public events must provide a \$2 million one-day Liability Insurance Policy listing Columbia County Board of Commissioners as the secondary insured.

**Merchandising:**

- Any sales of merchandise must first be approved by a departmental Sales Coordinator. Proof of Business License is required before any sales may take place.
- 2 rectangular tables can be set up in the lobby area for sales of merchandise. If the lobby is unavailable, then the covered area outside the main entrance may be used if no walkways are blocked. The Manager on Duty will make the final decision on location of tables.

**Advertising/Promotions/Publicity:**

- Renter may not advertise the event until a final contract has been signed and a deposit has been paid. Columbia County Rental Facilities & Venues Department assumes no liability for any advertising made without first securing a rental through departmental Sales Staff.
- Renter is responsible for outside advertising of the event but must provide the Savannah Rapids Pavilion Sales Office with the following information: a brief synopsis of the show, dates and times of all shows, price and locations of ticket sales, date when tickets will go on sale and the appropriate age of the audience.
- Any advertising must contain the proper name of the theater, the Jabez Sanford Hardin Performing Arts Center.
- If a performance contains “objectionable” material that may be age restrictive, all advertising must contain clear information regarding the sensitivity of the material with an appropriate age restriction.
- Included publicity of the event is limited to an add on the Access TV located in the Lobby and Café of the JSH Performing Arts Center for up to 1 month prior to the event. Standard display is text only. If graphics wish to be submitted renter must contact the Savannah Rapids Pavilion Sales Office.
- Promotional posters may be hung in the Air-Lock area of the Performing Arts Center only (area between the lobby and Library book drop-off).
- All other publicity is to be handled by the Renter.

**Concessions/Catering/Food & Beverage Use:**

- No affiliated concession use is available. Café use through an independent vendor is available. The Café is located near the Lobby and will be open during regular Library business hours. Renter must contact Café owner independently to make extra arrangements. Any sales of concessions by the Renter must be approved by the Sales Office.
- No on-site catering is available. Renter must arrange for an outside caterer, if desired, and provide Sales Staff with chosen caterer’s proof of business license and health inspection.
- No food or beverage is allowed in the Theater; with the exception of bottled water.
- A Columbia County Deputy must be present at all events serving alcohol. Alcohol may only be served in the Lobby and after Library hours. No alcohol is allowed in the Theater. Additional fees apply. (See Staffing/Deputies).
- Any sales of alcohol or “cash bars” require a one-day alcohol license permit. All permits are arranged by the Columbia County Development Services Division and can take between 30-45 days to receive on average. Renter must submit the required permit to the Savannah Rapids Pavilion Sales Staff at least 10 days prior to event date.

**Parking:**

- Parking is available adjacent to the facility at no charge to the guests attending the contracted event.
- Reserved parking is not available. All Renter-affiliated-staff must use standard parking spaces.
- Parking spaces located behind the Performing Arts Center Load In/Out areas are for Load In/Out only and may only be used by the Manager on Duty or Technical Service Staff.
- No traffic control is offered with the Theater. Columbia County Deputies can be assigned for an additional fee. Fees are arranged by and paid to Deputies day of event.

### **Dressing Rooms:**

- 4 dressing rooms are available with payment of the performance fee only. These rooms can accommodate a combined total of up to 60 people. Intent to use dressing rooms must be declared at time of rental.

### **Theatrical A/V and Lighting/ Equipment Usage:**

- *Standard A/V & Lighting Package:* Includes one handheld microphone (fees apply; see pg. 2) and one podium at no charge. Anything beyond this standard set-up requires the services of one of our approved Technical Service Providers.
- Use of A/V equipment and lighting, and “booth” access, is limited to the Technical Service Provider and their designated representatives only (See “Staffing/Deputies”). The installation of additional sound or lighting control panels will only be done by the Technical Service Provider. No outside personnel are to interact with on site equipment.
- Renters choosing to bring in their own equipment may do so but will only be allowed to set it up in the wing or in the audience seating area.
- The main curtain cannot be removed or altered for any performances or event.

### **Staffing/Deputies:**

- Event Staff included in the contracted pricing is limited to a Manager on Duty. Manager on Duty must be present at all rehearsals or shows. Renter will not be given access to the Theater without a Manager on Duty. No exceptions will be made.
- No staffing is provided for Load In/Out. All Load In/Out of equipment is to be handled or arranged by the renter.
- Technical Service Staff is offered but not included in the contracted pricing. A Technical Services Technician must be present if lighting or sound requirements are greater than what is offered in the Standard A/V & Lighting Package. Payment is determined by and paid to the provider. Four technical service companies have been pre-approved to work in the JSH Performing Arts Center (see pg. 7). No contract will be accepted until correct paperwork has been completed by the Technical Service Provider and submitted to Savannah Rapids Pavilion. Access to the ‘booth’ is limited to only the approved technical staff and their designated representatives.
- A Columbia County Deputy must be assigned for any event where alcohol is being served, events for people ages 13-21, and large events. Departmental Sales Staff will arrange for the Deputy. Renter may request a Columbia County Deputy but requests are not guaranteed. The Deputy must be assigned during all hours guests are present, hours alcohol is served, as well as clean up hours. Fees are paid directly to the deputy day of event with either cash or check. . Cost is \$20/hour, minimum of 4 hours.

### **Cleanup/Tidiness:**

- The last hour of rental time (at minimum) must be designated towards clean-up.
- All debris larger than a quarter must be removed from the floor.
- Any trash generated by the event must be taken to the dumpster on-site during clean-up.
- No aisles, walkways, or doorways may be blocked. Dressing rooms must also be kept in neat order so as to keep all walkways clear in case of emergency.
- All clean-up and loading out is to be done by the Renter and their designated personnel. The clean-up includes, but is not limited to, removal of all trash generated by the event, sweeping the stage of any debris left by the performance, removal of all items brought in by the Renter, etc. Clean-up must be done daily for multiple day events
- During clean-up the dressing rooms and coinciding restrooms must also be cleared of all debris and any items brought in by the renter. Normal use is expected in the restrooms therefore any debris left behind must be easily vacuumed up.
- The Rental Facilities and Venues department reserves the right to impose cleaning penalties depending on the condition of the facility after the contracted event.

### **Decorations/Effects:**

- Confetti, glitter, Mylar shapes, hay/straw, sparklers, fireworks, and bubbles are not allowed.
- Candles are allowed but must be enclosed in glass and flames must burn below the rim of the enclosure.
- Smokeless, drip-less, Chase candles must be used in Candelabras and during Unity ceremonies and may only be lit during the Ceremony portion of the event.
- No real flower petals may be scattered inside, only artificial flower petals may be used indoors. No artificial flowers may be scattered outside, only real flower petals may be used outdoors. All artificial petals used indoors must be picked up during clean-up.

*(Continued next page)*

- Birdseed and eco-friendly rice are the only two items that may be thrown during events. In order to keep the facility clean, items must be bagged separately for each guest, only given out directly prior to use, and may only be thrown outside of the facility.
- No nails, staples, double-sided tape or tacks are allowed. ONLY painter's (sensitive) masking tape is allowed on the walls and must be removed carefully during clean-up. Push pins are only allowed along the top ledge of the window trim. Poster putty can be used on walls but not on chairs.
- Nothing causing permanent damage may be used in the facility.
- Any property not conforming to fire code or safety regulations will not be allowed. No fire, open flames, objects considered hazardous to life or limb, or dangerous sound levels are allowed in the facility.
- No special affects will be permitted without written documentation showing that all are safe for indoor use and conform to fire regulations. The Rental Facilities and Venues department has the right to refuse any use of any "unsafe" item. Use of such items will constitute an immediate halt to any performance or event.

**Additional Policies:**

- All rentals must take place during consecutive hours.
- No date will be guaranteed without a signed contract, 50% deposit, and confirmation from the Sales Office. All dates are on a first-come, first-serve basis.
- Deposit dates and amounts may be varied depending on the date of event and length of rental. Special permission for these requirements and qualifications must be requested in writing to the Sales Office.
- Date changes made after contract signing can be made only once and if the date of the event is more than 120 days away.
- Events may not be scheduled later than midnight and premises must be vacated by 1 AM.
- No event may be scheduled in the Lobby during Library hours.
- Smoking is strictly prohibited in the facility and anywhere on Columbia County property.
- Reservation of the Theater does not guarantee exclusive rights over all other surrounding rentable areas. There may be more than one group using the Performing Art Center at one time.
- The Contact Person specified on the Contract must be present at all rehearsals, performances, and events. Any changes in stage/lighting set ups can only be made by the Contracted Contact Person.
- Renter agrees to take full liability relating to the use of any trademarked, franchised or copyrighted music, materials and devices, processes, or dramatic rights used on the premises or incorporated in the performance.
- Renter agrees to indemnify, defend, and hold harmless the Rental Facilities and Venues department & Columbia County from any claims or costs, including attorneys' fees and costs reasonably incurred, which might arise from the use of the facility by the Renter.
- Under no circumstances does the Rental Facilities and Venues department assume responsibility of any articles left after or delivered ahead of an event.
- Any damage done to any area of the facility, whether intentional or accidental will be the responsibility of the user.
- Any person or people remaining inside the facility after specified hours will be asked to leave.
- The Manager on Duty will have final say on all facility operations including opening time, start of program, length of intermission and safety of staff and audience.

**Mail signed contract to: 3300 Evans-to-Locks Road, Martinez, GA 30907**

**Fax signed contract to: (706) 868-3435**

**Email signed contract to: [Ehill@columbiacountyga.gov](mailto:Ehill@columbiacountyga.gov)**

**Make checks payable to Savannah Rapids Pavilion.**

**Visa or Master Card accepted.**

**Jabez Sanford Hardin Performing Arts Center  
Technical Service Form**

**Renter Information**

(Please fill out information below, have it reviewed by chosen Technical Service Provider,  
then submit it to the Sales Office at Savannah Rapids Pavilion)

**Performance dates & times technical services will be needed :**

\_\_\_\_\_

**Rehearsal dates & times technical services will be needed:**

\_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**Please list any specific technical needs here:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I understand that before I can be guaranteed a date and time in the Jabez Sanford Hardin Performing Arts Center I must contact one of the four approved Technical Service Providers (listed below) to receive a quote for services. All technical needs must be reviewed for a valid quote to be given. I also understand that no rental will be guaranteed without this form's return to the Savannah Rapids Pavilion Sales Office.*

**Approved Technical Service Providers:**

Bruce Balk            [bbalk@mindspring.com](mailto:bbalk@mindspring.com)            Phone: 706-738-2312

Moretz Prod.        [moretzproduction@bellsouth.net](mailto:moretzproduction@bellsouth.net)        Phone: 706-724-6566

Stage Front Prod.    [keris@sfps.net](mailto:keris@sfps.net)                            Phone: 912-721-5788

Tracer Audio        [traceraudio@aol.com](mailto:traceraudio@aol.com)                      Phone: 706-826-1666

**Signature of Renter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Technical Service Provider Information**

**Chosen Technical Service Provider:** \_\_\_\_\_

Provider has reviewed the information and will be working with the renter.

Provider has reviewed the information and will not be needed to handle the event.

**Signature of Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Jabez Sanford Hardin Performing Arts Center  
Rental Application**

**Renter Information**

**Contact Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**Organization Tax Status:**

Resident/Non-Profit\*  Non-Resident/Non-Profit\*  Resident/For-Profit  Non-Resident/For-Profit

*\*Any organization claiming Non-Profit status must submit correct 501c3 documentation.*

**Columbia County Function?** Y / N *(If Yes, 30% discount applies to space rental fees only.)*

**Event Information**

**Rental Space:** \_\_\_\_\_

**Rental Dates:** \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

**Rental Times:** \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

**Event Title:** \_\_\_\_\_

*Theater, meeting, & lobby rentals please complete the Application Supplement on pg 9 of the Venue Rental Packet*

<b>Number of people in your group?</b> _____	<b>Alcohol Being Served?</b> Y / N	<b>Alcohol Being Sold?</b> Y / N <i>Special permits required.</i>
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**Deputy Required?\*\*\*** Y / N **Number of Deputies:** \_\_\_\_\_ **Hours Scheduled:** \_\_\_\_\_ - \_\_\_\_\_

*\*\*\*Separate fees apply. See "Staffing/Deputies" under the JSH Performing Arts Center Venue Rental Packet.*

**Using Theater A/V and/or lighting?\*\*\*** Y / N *(If Yes, please complete the Technical Service Form on pg 7)*

*\*\*\*Separate fees apply. See "Staffing/Deputies" under the JSH Performing Arts Center Venue Rental Packet.*

<b>Promotional merchandise being sold?</b> Y / N <i>(If Yes, please complete the Application Supplement on pg 9)</i>	<b>Lobby set-up needed?</b> Y / N <i>(Please refer to the Application Supplement on pg 9)</i>
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**Summary of Fees**

*(Please input pricing here and, if applicable, carry over totals from the Application Supplement on pg 9)*

Event Space	Rehearsal Space	Audio/Visual	Lobby Set-Up	Damage Deposit	Total
\$	\$	\$	\$	\$	\$

<b>Deposit/Amount Paid</b> <i>(At least 50% of the total rental space fees due at signing)</i>	<b>Total Remaining Balance</b> <i>(Due 1 month prior to event)</i>
\$	\$

*Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the Rental Facilities & Venues department from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.*

*The Renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the facility in a clean and safe condition. Failure by the Renter to adhere to this provision, will subject Renter to forfeiture of damage deposit. The Renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The Renter is responsible for damage or breakage to any portion of the facility and its property.*

*The Jabez Sanford Hardin Performing Arts Center Venue Rental Packet and all policies and pricing within are incorporated into this contract and by signing this contract Renter is agreeing to all stipulations. In the event that the Lessor shall learn that the Renter intends to violate said rules, Lessor reserves the right to cancel this contract without further liability.*

**Patrons must be at least 21 years of age to sign rental contract.**

**Signature of Renter:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Sales Staff:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Jabez Sanford Hardin Performing Arts Center  
Application Supplement**

<b>Event Space Rentals</b> <i>(Performances, movies, meetings, etc. Please list rehearsals below.)</i>						<b>Total Fees</b>
<b>Dates:</b>						\$
<b>Space Rental Entry/Exit Times:</b>	/	/	/	/	/	
<b>Performance Start/End Times:</b>	/	/	/	/	/	
<b>Fees:</b>	\$	\$	\$	\$	\$	

<b>Rehearsal Space Rentals</b>						<b>Total Fees</b>
<b>Dates:</b>						\$
<b>Space Rental Entry/Exit Times:</b>	/	/	/	/	/	
<b>Fees:</b>	\$	\$	\$	\$	\$	

<b>Audio/Visual Rentals</b>						<b>Total Fees</b>
<b>Dates:</b>						\$
<b>Items:</b>						
<b>Fees:</b>	\$	\$	\$	\$	\$	

<b>Lobby Set-Up</b>						<b>Total Fees</b>
<p>If Lobby set-up is desired, please check an option below and add cost to Rental Application.</p> <p><input type="checkbox"/> Set-ups of 2 tables &amp; 4 chairs or less= FREE</p> <p><input type="checkbox"/> Set-ups of more than 2 tables &amp; 4 chairs= \$150</p> <p>Number of tables needed: _____ Number of chairs needed: _____</p>						\$

<b>Damage Deposit</b>						<b>Total Fees</b>
<b>Space:</b>	<b>Entire PAC</b>	<b>Theater Only</b>	<b>Rooms A, B, C, or D</b>	<b>Rooms B&amp;C Combined</b>	<b>Lobby</b>	\$
<b>Fees:</b>	\$ 300	\$ 300	\$ 50	\$ 100	\$ 100	

<b>Merchandise Sales</b>
<p>Briefly describe the types of merchandise to be sold before/after your event or performance.</p> <p>_____</p> <p>_____</p>

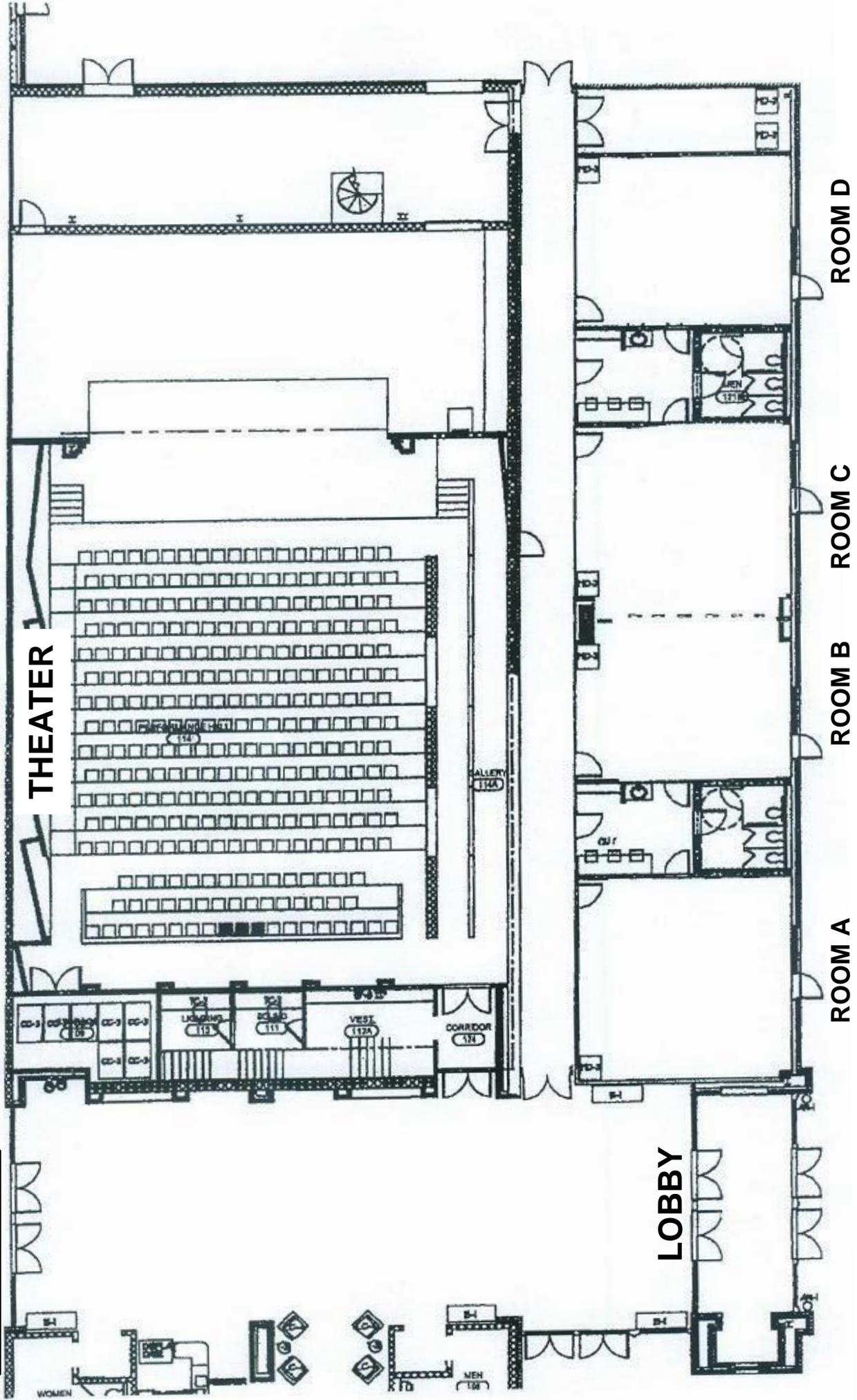
*Renter agrees to all terms set forth in the Jabez Sanford Hardin Performing Arts Center Rental Application and Venue Rental Packet.*

**Signature of Renter:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# JSH PERFORMING ARTS CENTER



Please draw and label your table layout in the appropriate spaces on this floor plan. Layout must be submitted back to Savannah Rapids Pavilion at least 10 days prior to your event.