

**PERFORMING ARTS BUILDING
CIVIC RENTAL INFORMATION**



Contact:
Megan Wimberley
(229) 400-9183
101 South Broad Street
Bainbridge, Georgia 39817
meganw@bainbridgecity.com



BAINBRIDGE PERFORMING ARTS BUILDING POLICY USE STATEMENT

The following policy is established by the City of Bainbridge for the use of the Performing Arts Building located in the Boat Basin Park:

CIVIC USE

For events that are sponsored by a Bainbridge registered, non-profit civic, religious, charitable, or educational organization, the following requirements must be conformed to for use of the Performing Arts Building:

1. A tax-exempt number must be presented in order to be eligible for the non-profit organization rate; otherwise the commercial for profit rate will be charged.
2. The organization must provide the City of Bainbridge with a hold harmless agreement executed by the authorized person.
3. A refundable deposit of \$150.00 shall be required to ensure the proper clean-up of the Performing Arts Building and grounds. This deposit shall be returned in full when the necessary clean-up of the facility and grounds has been accomplished.
4. No city equipment located at the Performing Arts Building shall be operated by any person other than a city worker.
5. A city employee shall open, be present during an event, and close the Performing Arts Building.
6. The following charges shall be the civic rate:
 - a. \$100.00—for use of the stage, staging area, and restrooms. The minimum charge will authorize the use of the facility for three (3) hours; for each additional hour, an additional charge of \$20.00 shall be made.
 - b. \$5.00 per hour for use of stage lights.
 - c. \$20.00 per hour for use of the city sound system.
 - d. \$50.00 set-up fee for tables and chairs in the staging area.
7. If special stage lighting is required, the city's labor cost shall be charged. No use of the city's lighting system or sound system shall be authorized except by qualified city workers.
8. The user is responsible for clean-up of the facility and grounds.
9. For a public event, no alcoholic beverages shall be served or allowed to be consumed.
10. Restroom Facilities: For any event four (4) hours or more length, portable toilets are required. One toilet per two (2) hundred persons is the ration to determine the number needed. In cooperation with the Americans with Disabilities Act, at least one (1) portable toilet is to be handicap accessible. It is the coordinator's responsibility to make all



arrangements (drop-off and pick-up) and pay any rental fees. The City of Bainbridge will provide assistance (if necessary) in determining the placement of portable toilets.

INDEMNITY AND HOLD HARMLESS AGREEMENT

- 1. The applicant of the City of Bainbridge’s Performing Arts Building will indemnify and save harmless the City of Bainbridge and employees of the City of Bainbridge from and against any and all claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises or any part thereof, or any other party of the City of Bainbridge’s property, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of applicant, its sub-contractors, employees, promoters, agents, guests, invitees, contractors, etc.
- 2. The applicant also agrees to hold the City of Bainbridge harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc., to any and/or all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits of the applicant or any of its sub-contractors, employees, promoters, agents, guests, invitees, contractors, etc.
- 3. The applicant agrees that the City of Bainbridge will not be responsible for any medical costs associated with an injury of applicant, its sub-contractors, employees, promoters, agents, guests, invitees, contractors, etc.
- 4. The applicant agrees to defend, at its own expense against any claims brought or actions filed against the City of Bainbridge with respect to the subject of the indemnity contained herein, whether such claims or actions are rightfully or wrongfully brought or filed.
- 5. The applicant agrees to reimburse the City of Bainbridge for any necessary expenses, attorney fees, or costs incurred in the enforcement of this indemnity agreement.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing indemnity and hold harmless agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same, and I am authorized by the non-profit organization indicated below to sign this agreement.

IN WITNESS WHEREOF, I have hereunto set my hand the ____ day of _____, 20____.

Applicant’s Signature

Print Applicant’s Name (non-profit org.)

Applicant’s Address

City, State, Zip Code

Witness

Tax Exempt Number

STATE OF _____

COUNTY OF _____

On the ____ day of _____, 20____.

My term expires _____



Notary Public _____



**BAINBRIDGE PERFORMING ARTS BUILDING
EQUIPMENT USE AND RENTAL CONTRACT**

Organization/Individual Name: _____

Address: _____

Street City, State, Zip Code

Phone: _____ Email: _____

Type of Event: _____ No. of Guests: _____

Date of Event: _____ Time of Event: _____
From To

Refundable Deposit:	\$150.00	\$ _____
3 Hour Use of Stage, Staging Area, and Restrooms:	\$100.00	\$ _____
Additional hours: \$20.00/hr _____ hours x \$20.00		\$ _____
Stage Lights: \$5.00/hr _____ hours x \$5.00		\$ _____
Tables and Chairs Set-up Fee:	\$50.00	\$ _____
TOTAL RENTAL FEE INCLUDING DAMAGE DEPOSIT		\$ _____

The total rental fee must be paid in full three (3) days prior to the event. If payment is not received three (3) days prior to the event, the event shall be cancelled and the deposit may be subject to forfeiture.

All rental cancellations require a seven (7) day notice prior to date of event for deposit to be refunded. Checks should be made payable to: City of Bainbridge, P.O. Box 158, Bainbridge, Georgia 39818.

Signed: _____
Applicant

Date: _____

Signed: _____
City of Bainbridge Representative

Date: _____



OFFICE USE ONLY

Paid with: CHECK CASH CREDIT

Date Received (Deposit): _____

Dated Received (Rental Fee): _____

Amount Paid:

Refundable Deposit:	\$150.00	\$ _____
3 Hour Use of Stage, Staging Area, and Restrooms:	\$100.00	\$ _____
Additional hours: \$20.00/hr _____ hours x \$20.00		\$ _____
Stage Lights: \$5.00/hr _____ hours x \$5.00		\$ _____
Tables and Chairs Set-up Fee: \$50.00		\$ _____
TOTAL RENTAL FEE INCLUDING DAMAGE DEPOSIT		\$ _____

Key No.: _____ Date Key Picked Up: _____ Date Key Returned: _____

Date Deposit Returned: _____

Comments:

Application Processed and Approved By: _____