



HARDIN

A U D I T O R I U M



COLUMBIA COUNTY'S AFFORDABLE THEATER COMPLETE WITH A FLY LOFT, LIGHTING CATWALKS, SCENE SHOP, FOLLOW-SPOT BOOTHS, CONTROL ROOMS, DRESSING ROOMS...AND MORE.

(706) 447-7670 • info@hardinauditorium.com

7022 Evans Town Center Blvd, Evans GA 30809



THEATER PERFORMANCE RATES

TAX STATUS	PERFORMANCE RATES (ENTIRE FACILITY) (6 HRS)	REHEARSAL & LOAD-IN/OUT (4 HRS)*	ADDITIONAL TIME (MON - THUR) (4HRS / PER HR)	ADDITIONAL TIME (FRI - SUN) (PER HR)	DAMAGE FEE (REFUNDABLE)
RESIDENT	\$425	\$150	\$150 / \$50	\$100	\$300
RESIDENT/NON-PROFIT	\$400	\$100	\$150 / \$50	\$100	\$300
NON-RESIDENT	\$600	\$200	\$150 / \$50	\$100	\$300
NON-RESIDENT/ NONPROFIT	\$450	\$125	\$150 / \$50	\$100	\$300

THEATER ONLY RATES

VENUE	5 HRS (MON - THUR)	10 HRS (MON - THUR)	5 HRS (FRI - SUN)	10 HRS (FRI - SUN)	DAMAGE FEE (REFUNDABLE)
THEATER ONLY	\$275	\$425	\$300	\$450	\$300

CLASSROOM ONLY RATES

VENUE	5 HRS (MON - THUR)	10 HRS (MON - THUR)	5 HRS (FRI - SUN)	10 HRS (FRI - SUN)	DAMAGE FEE (REFUNDABLE)
ROOM A, B, OR C	\$125	\$175	\$175	\$300	\$50
ROOMS B & C	\$150	\$200	\$300	\$450	\$100

LOBBY RENTAL RATE

RENTAL FEE	SET UP FEE (OVER 2 TABLES & 4 CHAIRS)	DAMAGE FEE (REFUNDABLE)
\$150 (2 HRS)	\$150	\$100

CAPACITY CHART

VENUE	THEATER STYLE SEATING	CLASSROOM STYLE SEATING	ROUND TABLE SEATING
THEATER	289 STANDARD (5 HANDICAP)	N/A	N/A
ROOM A, B, OR C	30, 20, 35	16, 12, 20	28, 21, 28
ROOMS B & C	70	40	56

*Does not include entire facility; only the theater.

IN-HOUSE AUDIO / VISUAL EQUIPMENT (PER DAY & UNIT)

CLASSROOM PROJECTOR & SCREEN	\$75	LAVALIERE MICROPHONE (CLIP ON)	\$50
EASEL	FREE	WIRELESS HAND-HELD MIC	\$15
PODIUM	FREE	WIRED MIC	\$10
PIANO	\$200 (+\$120 FOR TUNING)	THEATER MOVIE PROJECTOR & SCREEN	\$150

OVERVIEW

ABOUT HARDIN AUDITORIUM

The Hardin Auditorium is located at the corner of Ronald Reagan Drive and Evans Town Center Blvd in Evans, Georgia; sharing its space with the Columbia County Library. Performances, events, movies, and meetings can be accommodated within the auditorium and its classrooms. Performances can accommodate 294 guests, meetings can accommodate up to 70 guests in select areas, and 3 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. For more information or to inquire about booking the Hardin Auditorium, visit www.hardinauditorium.com, contact by phone (706) 447-7670 or by emailing info@hardinauditorium.com.

CONFIDENTIALITY

Your privacy and the integrity of your event are very important to us. This is why we can only accept changes, alterations, or cancellations of any part of your event by the person who signed the contract. You can specifically indicate another person to make changes on your behalf at the time of signing. Feel free to inquire for more information, or how to do so.

SAFETY

Just as important as your confidentiality is safety at your event. This is why you will be required to have one or more deputies at your event if you are: (a) serving alcohol; (b) expecting over 100 guests; or (c) having a "young adult party," where the majority of those in attendance will be between 13 and 25.

There is no need to worry about securing deputies for your event, or contacting the Sheriff's Office. The Columbia County Library works in conjunction with the Sheriff's Office to make sure you have adequate coverage for your event.

As the renter, you will be responsible for payment, directly to the deputy(ies), for the full payment amount. This is not included in the overall fees. The current rates set by the Sheriff's Office are \$40/per for each deputy (at a minimum of four hours). The deputies only accept cash and require payment at the event.

For more information, please see Section XI of the Rules and Regulations.

YOUR EVENT PLANNING TIMELINE

To reserve the venue, a signed contract and damage deposit is due (*unless within the full payment due period*).

120 Days before event: your last time to cancel and receive a full refund.

119 - 60 Days prior: If canceling, the rental deposit is not refunded.

60 Days prior: Full payment is due.

55 Days prior: A 10% late fee will be added to unpaid balances.

3 Weeks prior: Event details (*floor plans, linen orders, A/V equipment rentals, caterer information, etc.*) are due.

2-3 Weeks after: Final fees assessed (*any time overages, damage, etc.*) and remaining damage fee is refunded. For more details, please review all of the following rules and regulations.

VITAL RESERVATION POLICIES

1. 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 and a rental deposit
2. One of the qualified Technical Service Providers must be secured in order to guarantee a reservation for performance rentals needing use of technical equipment.

I: RENTAL FEES

1. Damage deposit is 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 cost is due at submission of contract.
2. Remaining balance is due 1 month prior to the event date. Rentals will be canceled if payment has not been made in full by 7 days prior to rental.
3. Damage deposit fees will cover any/ all use of the theater in one series of shows. Multiple uses in one years' time require separate damage deposits. Property damage, misrepresented use of the property, not following policies, or a negligently pulled fire alarm all warrants the loss of the damage deposit. If repair of any damage exceeds the cost of the deposit, 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 14 business days after function date. Refund check will be mailed to the contract name and address unless previously specified.
4. Additional fees will be charged for any additional hours added to the original contracted rental time. Any changes or extension must be approved by the Sales Office.
5. Early arrival or late departure will result in a fee of \$100 per additional hour, this begins accruing at the beginning of the hour. There is a 15 minute grace period for departure only.

II: CANCELLATIONS

1. 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.
 - Cancellations made less than 14 days prior to event will lose the damage deposit.
 - Cancellations made less than 7 days prior to event will forfeit all funds paid.
 - Cancellations for emergency Military deployment will receive a 100% refund.
 - Cancellation of an event that has previously changed dates will only be refunded the damage deposit.
 - 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 first scheduled event date.
2. Any cancellations will require the Renter to immediately publicize the cancellation at the Renter's expense.
3. The Columbia County Library 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 canceled at any time, even if the event has already begun.
4. If a performance has to be canceled 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, a partial refund may be processed, depending on the circumstances.
5. A transfer of date is allowed one-time, if the event was originally more than 120 days away and paid in full.

III: BOX OFFICE / TICKET SALES

1. Ticket Sales **are not** provided.

IV: INSURANCE

1. 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.

V: MERCHANDISING

1. Any sales of merchandise must first be approved by a departmental Sales Coordinator. Proof of Business License is required before any sales take place.
2. Two small rectangular tables can be set up in the lobby area for sales of concessions or of merchandise pertaining to the event **only**.
3. Renter may not sublease space to vendors, but may work out a percentage of sales agreement.

VI: ADVERTISING, PROMOTIONS AND PUBLICITY

1. Renter may not advertise the event until a final contract has been signed, a deposit has been paid, and a confirmation number has been issued. The Columbia County Library assumes no liability for any advertising made without first securing a rental through departmental staff.
2. Renter is responsible for outside advertising of the event but must provide the Columbia County Library 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.
3. Any advertising must contain the proper name of the theater, 'Hardin Auditorium'.
4. 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.
5. Graphics for website promotion should be 16:9, a ticket link must be given for your event to be promoted on the Hardin's website.
6. Graphics for website will also be used for promotion on the TVs located in the Lobby and Café of the Columbia County Library for up to no less than 2 weeks prior to the event. Renter must provide graphics.
7. Promotional posters may be hung in the in the window of the classroom hallway. Posters should be 11"x17" to fit in display areas, either landscape or portrait is acceptable. Please give your poster to a staff member for placement.
8. All other publicity is to be handled by the Renter.

VII: CONCESSIONS, CATERING, FOOD AND BEVERAGE USE

1. No affiliated concession use is available. Café use and any sales of concessions by the Renter must be approved.
2. 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.
3. **No food or beverage is allowed in the Theater; with the exception of bottled water.**
4. 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 Section XI.*
5. Any sales of alcohol or "cash bars" require a one-day alcohol permit. All permits are arranged by the Columbia County Development Services Division and can take between 30-45 days for processing. Renter must submit the required permit to the Columbia County Library staff at least 10 days prior to event date, and it must be on display behind the bar, on the night of the performance.

VIII: PARKING

1. Open parking is available adjacent to the facility at no charge to the guests attending the contracted event.
2. Reserved parking is not available. All event personnel must use standard parking spaces.
3. 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.
4. No traffic control is offered with the Theater. Columbia County Deputies can be assigned for an additional fee. Scheduling will be arranged by the Sales Staff. Payment to the deputy is renter's responsibility on the day of the event.

IX: DRESSING ROOMS

1. Rehearsal rates **do not** include use of Dressing Rooms.
2. 3 dressing rooms are available with payment of the performance fee only. These rooms can accommodate a combined total of up to 80 people. Intent to use dressing rooms must be declared at time of rental.
3. Dress rehearsals, using the dressing rooms, warrants payment of the performance rate.

X: THEATRICAL AUDIO / VISUAL AND LIGHTING EQUIPMENT USAGE

1. To schedule your Technical Service Provider call Rob Boggs, he is the Technical Director for the Columbia County Performing Arts Center. Rob will discuss the needs for your event and provide you with the cost, this is separate from the venue rental costs.
Cell: 706-993-7560
Office: 706-447-6769
2. Use of A/V equipment and stage lighting, and "booth" access, is limited to the Technical Service Provider and their designated representatives only (*See Section XI*). 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.
3. Renters choosing to bring in their own equipment may do so, but will only be allowed to set it up in the wings or in the audience seating area.
4. The main curtain cannot be removed or altered for any performances or event.

XI: STAFFING AND DEPUTIES

1. Event Staff included in the contracted pricing is limited to a House Manager. House Manager will be present at all rehearsals or shows. Renter or affiliated personnel will not be given access to the Theater without a House Manager. No exceptions will be made. If children arrive prior to an adult supervisor, access to the theater will be denied.
2. No labor is provided for Load In/Out. All Load In/Out of equipment is to be handled or arranged by the renter.
3. Technical Service Staff is offered but not included in the contracted pricing. A Technical Services Provider must be present if stage lighting or sound are required.
4. The Technical Services Providers from the Columbia County Performing Arts Center are the only technicians allowed to work at the Hardin Auditorium. No contract will be accepted until correct paperwork has been completed with Rob Boggs and submitted to the central sales office.
5. Access to the 'booth' is limited to only the approved technical staff and their designated representatives.
6. A Columbia County Deputy will be assigned for any event where alcohol is being served, events for people ages 13-25, and large events. The library 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 in cash. Cost is \$40 per hour with a minimum of 4 hours payment.

XII: CLEANUP AND TIDINESS

1. 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.
2. **The last hour of rental time (at minimum) must be designated towards clean-up.**
3. All debris larger than a dime must be removed from the floor.
4. Any trash generated by the event must be taken to the dumpster on-site during clean-up.
5. 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.
6. 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.
7. The Columbia County Library reserves the right to impose cleaning monetary penalties depending on the condition of the facility after the contracted event.

XIII: DECORATIONS AND EFFECTS

1. Confetti, glitter, Mylar shapes, hay/straw, candles, sparklers, fireworks, and bubbles are not allowed.
2. 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.
3. 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.
4. Nothing causing permanent damage may be used in the facility.
5. 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.
6. No special effects will be permitted without written documentation showing that all are safe for indoor use and conform to fire regulations. **Mist, smoke, or fire effects are not permitted.** The Columbia County Library 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.

XIV: ADDITIONAL POLICIES

1. All rentals must take place during consecutive hours.
2. No date will be guaranteed without a signed contract, damage deposit, and confirmation from the Sales Office. All dates are on a first-come, first-serve basis.
3. 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.
4. Date changes made after contract signing can be made with Sales Office approval only.
5. Rentals will only be allowed between the hours of:
 - Sunday: 11 AM - 9 PM
 - Monday - Thursday: 7 AM - 11 PM
 - Friday & Saturday: 7 AM - 11 PM
6. No event may be scheduled in the Lobby during Library hours.
7. Smoking is strictly prohibited in the facility and anywhere on Columbia County property.
8. Reservation of the Theater does not guarantee exclusive rights through all other surrounding rentable areas. There may be more than one group using the Performing Art Center at one time.
9. **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.
10. Renter agrees to take full responsibility for all event attendees. This includes, but is not limited to, food or drink being brought into the theater, damage to property, attendees conduct.
11. 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.
12. Renter agrees to indemnify, defend, and hold harmless the Columbia County Library & 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.
13. Under no circumstances does the Columbia County Library assume responsibility of any articles left after or delivered ahead of an event.
14. Any intentional or accidental damage done to any area of the facility will be the responsibility of the renter.
15. Any person or people remaining inside the facility after specified hours will be asked to leave and renter may be charged for the additional time.
16. The House Manager will have final say on all facility operations including opening time, start of program, length of intermission and safety of staff and audience.

Hardin Auditorium 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

Number of people in your group? _____	Alcohol Being Served? Y / N	Alcohol Being Sold? 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 Hardin Auditorium Venue Rental Packet.*

Using Theater A/V and/or lighting?* Y / N

***Separate fees apply. See "Staffing/Deputies" under the Hardin Auditorium Venue Rental Packet.*

Promotional merchandise being sold? Y / N	Lobby set-up needed? Y / N
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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	Add-Ons	Damage Deposit	Total
\$	\$	\$	\$	\$

Deposit/Amount Paid <i>(Damage Deposit due at signing)</i>	Total Remaining Balance <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 Columbia County Library from any claims of any kind, including but not limited to; attorney's 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 Hardin Auditorium 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:** _____

Hardin Auditorium Application Supplement

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

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

Add-On for Rentals						Total Fees
Dates:						\$
Items:						
Fees:	\$	\$	\$	\$	\$	

Damage Deposit						Total Fees
Space:	Entire PAC	Theater Only	Rooms A, B, or C	Rooms B&C Combined	Lobby	\$
Fees:	\$ 300	\$ 300	\$ 50	\$ 100	\$ 100	

Summary of Fees				
Event Space	Rehearsal Space	Add-Ons	Damage Deposit	Total
\$	\$	\$	\$	\$

Deposit/Amount Paid <i>(Damage Deposit due at signing)</i>	Total Remaining Balance <i>(Due 1 month prior to event)</i>
\$	\$

Signature of Renter: _____

Date: _____

Hardin Auditorium Application Supplement

Please initial next to all the items below signifying that you understand the rules and regulations, as well as understanding the consequences should you chose to violate any of the rules listed below or in the full contract.

- _____ 1. Renter agrees to be present for the entire length of their rental. They will not leave their performers, attendees, etc. unattended.
- _____ 2. Renter agrees to vacate the premises by the end of the rental period stated in the contract. Early arrival or late departure will result in a fee of \$100 per additional hour, this begins accruing at the beginning of the hour. There is a 15 minute grace period for departure only.
- _____ 3. No food or beverage is allowed in the Theater; with the exception of bottled water.
- _____ 4. Renter agrees to take full responsibility for all event attendees. This includes, but is not limited to, food or drink being brought into the theater, damage to property, attendees conduct.
- _____ 5. Confetti, glitter, Mylar shapes, hay/straw, candles, sparklers, fireworks, and bubbles are not allowed.
- _____ 6. 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. Poster putty can be used on walls but not on chairs.
- _____ 7. 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.
- _____ 8. All debris larger than a dime must be removed from the floor.
- _____ 9. Any trash generated by the event must be taken to the dumpster on-site during clean-up.
- _____ 10. 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. Our policy is you leave the facility as you found it. The Columbia County Library reserves the right to impose cleaning monetary penalties depending on the condition of the facility after the contracted event.

Renter agrees to all terms set forth in the Hardin Auditorium Rental Application and Venue Rental Packet.

Signature of Renter: _____

Date: _____