

THE DONALD W. NIXON CENTRE FOR PERFORMING AND VISUAL ARTS

1523 Lower Fayetteville Road

Newnan, Georgia 30265

TheNixonCentre.net

info@thenixoncentre.net

770.254.2787

Application for Facility Rental

The Donald W. Nixon Centre for Performing and Visual Arts (“the Nixon Centre”) opened on April 1, 2004 and is owned by the Coweta County School System (“the School System”). It is our vision to connect the community of Coweta County to every aspect of the Arts. In regards to booking, all Coweta County Schools and Patrons of the Centre events have priority. The Nixon Centre is available for rent to the community when dates are applicable. Rental applications may be picked up in the administrative offices or printed online. Office hours are **Monday through Friday, 9am to 5pm**. Please note: The Nixon Centre is closed for all recognized school holidays including Thanksgiving holidays, Christmas holidays, winter break, spring break, etc. The Nixon Centre’s calendar runs with the School System, July-June.

FILLING OUT THIS FORM DOES NOT GUARANTEE DATES REQUESTED

Rental Procedures

To Secure a Date

- In order for any date(s) to be considered for booking, the client must return a completed and signed application.
- The Nixon Centre office must be notified of all intentions for rental and the Nixon Centre Director must do a review of your event. **Dates will not be guaranteed without confirmation.** The client will be notified of the status of the application.
- A 50% deposit of **estimated** rental fees is required at the time the contract is approved and dates have been booked. **NO DATES WILL BE HELD WITHOUT A DEPOSIT. DEPOSITS ARE NONREFUNDABLE**
- **Final payment of the estimated balance will be due on the last day of the event.** On the last day of the event, the Nixon Centre will issue an invoice to the client for any overages and/or fees above the estimated amount. If this invoice is not paid within a 15-day period, there will be an additional charge of 10% added to this unpaid balance.

Set Up & Technical Request

- After your date(s) have been confirmed and the deposit has been paid to the Nixon Centre office, you will need to schedule an appointment to meet with the Technical staff.
- All set-up requests and technical needs must be submitted to the Nixon Centre office **TWO WEEKS** prior to the event for approval. Technical requests may be emailed to info@thenixoncentre.net.

Overtime Hours

- **HOURS EXCEEDING CONTRACTED TIME:** All rentals exceeding time requested, will be charged **DOUBLE** all rental and personnel fees for additional time involved.

Additional Fee Regulations

- It is required that all rentals use the Nixon Centre's professional technicians, house manager, and custodians. Personnel to be determined by rental needs.
- All organizations must provide ushers to work each performance. These ushers are to meet with the Nixon Centre staff at least one hour prior to each performance for guidelines to be given. The Nixon Centre can provide ushers at an additional cost.
- All organizations are required to have at least 1 security officer for the entire length of the event, including rehearsal times. When the expected audience is 500 or more 2 security officers must be on duty throughout the time period of the scheduled event. The Centre will arrange for security officers to be present. Client will be billed accordingly.

Concession and Vendors

- Items to be sold must be approved by the Nixon Centre director.

Damages

- **NO** food or beverages (including water) are permitted in the auditorium. Following an event, if remains of food or beverage are found in the auditorium, the client will be fined \$50 per item.
- **NO HELIUM BALLOONS, CONFETTI, GLITTER OR SIMILAR ITEMS ARE ALLOWED ANYWHERE IN THE BUILDING.**
- Client will be billed in the event of damage to or stolen property of the Nixon Centre.

Technical Notes

- The Nixon Centre is equipped with state-of-the-art sound and lighting equipment. For performances and rehearsals needing sound and/or lights, the Nixon Centre requires the use of the Nixon Centre technicians at all times. The client is responsible to meet with our technical staff at least **TWO WEEKS** prior to the event.

Description of Areas

Auditorium: (approx. 9,800 sq. ft., stage is approx. 3,009 sq. ft.) can seat up to 995 people with an orchestra level and mezzanine level. Has state of the art sound system, sound booth and light booth, 2 spot light rooms with spot lights, orchestra pit (approx. 851 sq. ft.), 2 main entrances, access to dressing rooms, backstage, scene shop, and built-in projector screen and projector.

Black Box: (approx. 4624 sq. ft.) can seat up to 250 people. This space has a state of the art sound system and lighting package. Has private lobby entrance with restrooms.

Lecture Hall: (approx. 3,330 sq. ft.) provides seating for up to 150 people. Includes 2 built-in large presentation monitors, internet access, sound system and can be divided into 2 smaller meeting rooms.

Lobby: (approx. 6,112 sq. ft.) provides banquet seating for 200 people, is a “U” shaped area, provides access to 1 ticket window, Gilot Gallery, and 1 concession stand. Sound system is available.

Conference Room: seats 10 people and includes large conference table, armed chairs, and internet access. **Furniture is NOT to be moved. If furniture is moved, the client will be charged.**

North Gallery: (approx. 560 sq. ft.) can seat up to 25 adults conference style, access to restrooms, and entrance off the parking lot.

Group Dressing Rooms: (2 available, approx. 705 sq. ft. each) can accommodate a group of 16 adults per room, includes restrooms with showers, make-up area and hanging space for costumes/clothing. Included in the rental of the Auditorium when requested. **NO food or drink in dressing rooms, this includes water!**

Star Dressing Rooms: (2 available, approx. 141 sq. ft. each), designed for an individual artist. Provides private bathrooms including showers and make-up vanity. Included in the rental of the Auditorium when requested. **NO food or drink in dressing rooms, this includes water!**

Kitchen: (approx. 1056 sq. ft.) located off the Black Box. Includes range, combi ovens, coolers, freezers, ice machine, and food warmers. Also contains institutional dishwasher, prep tables, and 3-compartment sink. **All Serving pieces, place settings, and other accessories or stocked food items are for Nixon Centre staff use only.**

RULES AND REGULATIONS

1. School System and Patron programming shall have priority for the use of the Nixon Centre.
2. A Nixon Centre employee must be present to unlock and lock the building and supervise the use of the building facilities. Rental supervisory personnel shall assume liability for personal injury and/or damage to the buildings and or premises.
3. Nixon Centre employees must operate Nixon Centre equipment.
4. The Nixon Centre shall be responsible for providing security and the client will be billed for the services.
5. All activities shall comply with local, state and federal laws and any applicable polices, rules, and regulations of the School System. Authorization for use of the Nixon Centre shall not be considered an endorsement of or approval of the activity, person, group or organization nor the purpose they represent.
6. All applicants for use of the Nixon Centre shall hold the School System free and without harm from any loss or damage liability of expenses that may arise during or be caused in any way by such use or occupancy of the Centre or any School System property.
7. All applicants must recognize and consider the risk they are assuming under the save harmless agreement and covenant not to sue which they must accept and agree to the terms thereof prior to any approval for use of the Nixon Centre or any School System property.
8. The Nixon Centre Director reserves the right to cancel any permission granted to use the Nixon Centre.
9. Any applicant wishing to appeal the decision of the Nixon Centre Director may appeal directly to the Coweta County Superintendent of Schools, then to the Board of Education.
10. Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times.
11. **The use of tobacco products, firearms, alcoholic beverages, profane language or gambling in any form is not permitted in the Nixon Centre.**

RATES
(Minimum 4 Hours per Area)

Area	Capacity	Rental Rates (per hour)	Utility Rate (per hour)
Auditorium	995	\$300	\$15
Black Box	250	\$250	\$5
Lecture Hall	150	\$175	\$5
Lobby	200	\$100	\$5
Conference Room with North Gallery	35	\$100	\$5
Kitchen	10	\$100	\$5
Staff			Rate (per hour)
Nixon Centre Technician			\$40
Nixon Centre House Manager			\$25
Nixon Centre Custodian			\$20
Security Officer			\$50
Tables and Linens			Rate (per item)
72" Round Table, Seats 10			\$10
60" Round Table, Seats 8			\$10
18" x 72" Conference Table			\$10
All Linens			\$15

Event Information			
Event Name			
Type of Event			
Name of Organization			
Organization Address			
	City:	State:	Zip:
Contact Person	Name:		
	Email:		
	Work Phone:	Cell Phone:	
Is admission being charged?	<input type="checkbox"/> Yes <input type="checkbox"/> No Prices:		
Number of Participants Involved		Number Anticipated in Audience	

Requested Dates			
1	Date:		
	Begin Access:	End Access:	Start Time:
2	Date:		
	Begin Access:	End Access:	Start Time:
3	Date:		
	Begin Access:	End Access:	Start Time:

Please Indicate All Areas Requested			
<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Black Box
<input type="checkbox"/>	Lobby	<input type="checkbox"/>	Lecture Hall
<input type="checkbox"/>	Star Dressing Rooms	<input type="checkbox"/>	Dressing Rooms
<input type="checkbox"/>	Conference Room with North Gallery	<input type="checkbox"/>	Kitchen

Rental Fee Estimate Worksheet				
<i>Areas</i>	<i>Minimum of 4 Hours Required</i>	<i>Per Hour</i>	<i>Total</i>	
Auditorium	# of hours		x \$300	
Utilities	# of hours		x \$15	
Black Box	# of hours		x \$250	
Utilities	# of hours		x \$5	
Lecture Hall	# of hours		x \$175	
Utilities	# of hours		x \$5	
Lobby	# of hours		x \$100	
Utilities	# of hours		x \$5	
Conference Room with North Gallery	# of hours		x \$100	
Utilities	# of hours		x \$5	
Kitchen	# of hours		x \$100	
Utilities	# of hours		x \$5	
<i>Required Personnel</i>				
Technician 1	# of hours		x \$40	
Technician 2	# of hours		x \$40	
House Manager	# of hours		x \$25	
Custodian 1	# of hours		x \$20	
Custodian 2	# of hours		x \$20	
Security 1	# of hours		x \$50	
Security 2	# of hours		x \$50	
<i>Tables and Linens</i>				
72" Round Table	# of tables		x \$10	
60" Round Table	# of tables		x \$10	
18" x 72" Table	# of tables		x \$10	
Table Linen	# of linens		x \$15	

Estimated Total:			
Deposit:		<i>Due at signing</i>	
Remaining Balance:		<i>Due at end of event</i>	

I, _____, certify that I am authorized to execute this application on behalf of the applicant and legally bind the applicant to the terms and conditions contained herein. I further certify that I have read this application of agreement and hereby bind applicant to the said terms and conditions. I hereby acknowledge and agree that in the event this application is approved the terms and conditions set forth in this application shall have the binding effect of agreement terms. I further acknowledge that this application may be accepted in part and modified by the School System and that I will be bound by those modified terms and conditions as well. I also understand and agree that the Nixon Center Director reserves the right to cancel this agreement upon applicant’s failure to comply with the procedures and application set forth.

Further, by executing below, the undersigned hereby covenants and agrees that the Coweta County School System, their officials, officers, employees, agents, members, representatives, volunteers or their respective insurers (collectively referred to hereafter as the “School System”) shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by, arising from, or in any way related to, any use of property owned by the School System, the Nixon Centre, or any part thereof, or by defect in any building structure or improvement thereon, or in any equipment to be used therein, or because of the same being out of repair or arising from any act or omission of the undersigned or its employees, agents, affiliates, representatives, invitees, licenses or other persons entering upon or using said premises of the Nixon Centre not shall the School System be liable for any loss, damage or injury from any cause whatsoever to the property or persons entering upon or using said Nixon Centre or any part of thereof, or to any property stored or placed thereon.

Notwithstanding anything to the contrary herein contained or irrespective of any insurance carried by the undersigned for the benefits of the above enumerated entities, the undersigned agrees to protect, indemnify, covenant not the sue and hold the School System harmless from and against any and all costs, expenses (including, without limitation, attorneys fees), damages, losses, actions, causes of actions, fees or liabilities of any nature arising out of or in any way related to the School System or the use or occupancy of the Nixon Centre or arising from any state or condition of said premises or any part thereof.

Applicant Signature Title Date

Cathe Nixon, Director of the Nixon Centre Date

Notary Name (Printed) Notary Signature

Date



Notary Seal