

Policies and Procedures

**Garner Performing Arts Center
742 W. Garner Rd
Garner, NC 27529**



Mailing Address:
**Garner Performing Arts Center
900 7th Ave.
Garner, NC 27529**

Revised January 15, 2013

1. All dates and times stated on the Contract will be strictly enforced. The facility will remain locked until the time stated on the contract.
2. The Town of Garner will NOT accept deliveries on behalf of Users. Users renting equipment must make arrangements to be on hand for delivery and/or pick-up during the period(s) of time the facility is reserved for use. Equipment left in the building beyond the requested rental period is the responsibility of the renter. The Town of Garner and/or the Garner Performing Arts Center (GPAC) shall not be held liable for damages to or theft of equipment and property. All show materials and equipment must be removed from the property immediately after the event. If equipment is not removed, GPAC reserves the right to have the equipment removed at the renters' expense. Expenses incurred by the immediate removal and subsequent disposal will be deducted from the Security Deposit. Perishable items will be disposed of at Users' expense.
3. The Auditorium, Lobby and Multipurpose Room are available only from 8:00 am until midnight. Set-up cannot begin before 8 am. All functions may not commence before 9 am and must end at 11:00 pm. The building must be cleared of equipment as well as people, cleaned and locked no later than midnight. Anyone using the building or grounds after this time will be subject to any applicable criminal charges. Town of Garner Noise Ordinance begins at 11:00 pm: No electronically driven sound after this point or before 9:00 am will be allowed.
4. Only authorized personnel may operate light, sound, and fly system equipment.
5. The User or User representative must be at least 21 years of age. There must be one adult age 21 or older for every 10 minors below the age of 18 in attendance. This ratio applies to performers as well as audience members.
6. The maximum Auditorium capacity is 471. Fire code precludes any standing room or additional seating in the Auditorium. The maximum Lobby capacity is 100 standing or 50 seated at tables. The maximum Back Lobby capacity is 60 or 30 seated at tables.
7. Alcoholic beverages are prohibited anywhere on the premises except as outlined in the Alcoholic Beverages Policy and Permit Requirements (attached). No smoking and tobacco products, red or purple beverages (Hawaiian Punch, Kool-Aid, etc.) or cooking inside the facility. Food served from the concession stand is allowed in the auditorium.
8. No alterations may be made to the building or its contents. No nails, thumbtacks or tape in lobby, multipurpose room or auditorium. The piano cannot be removed from the stage area.

9. The Town of Garner may deny use of the facility to any group whose proposed activity is illegal or poses a significant threat of damage to the facilities or persons in attendance, or that fails to establish responsible supervision. The Town of Garner reserves the right to terminate any rental in progress without a refund due to situations arising out of the rental.
10. Infractions of these rules or any law or ordinances while occupying the building or violations of any rule contained herein, will be grounds for immediate termination of use of the building without a refund, for forfeiture of the Security Deposit, as well as for any applicable criminal charges.
11. Concessions or refreshments (optional) are the responsibility of each renter to provide. The Concessions area may be obtained for a fee as stated in the Contract. Proceeds remain the renter's to keep. Concessions area must be left clean. Food/drink is not allowed inside the auditorium or on the stage. Food/drink must be kept in the main lobby or backstage lobby areas.
12. To guarantee return of full Security Deposit, the space must be left in the condition it was found within the time requested on the contract.
13. No oil based paints or solvents on the premises; only latex based paints are allowed—with prior permission.
14. COPYRIGHTED MATERIAL LESSEE warrants that all copyrighted material to be performed has been duly licensed or authorized by the copyright owners or their representatives and agrees to indemnify and hold the Town of Garner harmless from any and all claims, losses, or expenses incurred with regard thereto, including reasonable attorneys' fees, incurred in defense of or as a result of any claims respecting copyrights and related matters.
15. INSURANCE The Town of Garner requires the Renter to provide a copy of Renter's Certificate of Insurance for general liability coverage, and Town of Garner further reserves the Right to require the Renter to purchase additional insurance coverage, as may be determined in the discretion of the Town of Garner.
16. INDEMNITY Renter shall indemnify and save harmless the Garner Performing Arts Center and the Town of Garner from and against any and all claims, costs, expenses, and/or liability for damages to person or property arising from or relating to the use or occupancy of the Garner Performing Arts Center by Renter during the rental period or permitted to be done by the Renter in or about the Garner Performing Arts Center, or otherwise resulting from any breach or default in the performance of Renter's obligations under this agreement, including attorney's fees and court costs.



Town of Garner

Garner Performing Arts Center

Alcoholic Beverages Policy and Permit Requirements

The following policy applies for individuals or groups wishing to serve or sell alcohol during rentals and special events at the Garner Performing Arts Center (GPAC). The only forms of alcohol allowed are beer, wine and champagne.

General Policy Information

Special events and rentals at which alcohol is allowed may be limited to weddings, reunions, receptions, performances and fundraising events. The only forms of alcohol allowed are beer, wine and champagne. Alcohol use is only allowed at Garner Performing Arts Center. Normal facility rental fees will be required in addition to all fees associated with serving alcohol.

Permit Requirements

Facility users requesting the use of alcohol must complete and provide the following:

1. Facility user is responsible for normal facility rental fees and deposits.
2. An alcohol use permit for GPAC must be completed by requesting user to serve or sell beer, wine or champagne. *Alcohol permit fee is \$100, non-refundable.*
3. The alcohol use permit should include a detailed description of event, audience type, expected number of attendees, percentage of attendees under the age of 21, etc. Final decisions on approval or disapproval will be made by the Parks and Recreation Director. Appeals may be made to the Town Manager.
4. Facility user will be required to obtain a Limited Special Occasion Permit from the North Carolina Alcohol Beverage Control Commission and must abide by all requirements of that permit. A copy of this permit must be provided to the auditorium manager a minimum of two (2) weeks prior to the proposed event. *Permit fee is \$50.*
5. User must provide proof of alcohol liability insurance with a minimum coverage of \$1,000,000, listing the Town of Garner as an additional insured. Proof of alcohol liability insurance must be submitted to the auditorium manager a minimum of two (2) weeks prior to the event. The Parks and Recreation Department can provide the names of local insurers providing such coverage.
6. User must secure the services of an off-duty Garner Police Officer at a ratio of one (1) officer per 250 people, minimum of 2 hours per officer. Services must be coordinated through Parks and Recreation Department.
7. The serving or selling of alcohol during special events or rentals should cease 1 hour prior to the end time of special events or rentals.
8. User will be subject to loss of security deposits, future use of Garner Parks and Recreation Department facilities, and misdemeanor charges as provided under the General Statutes of the

State of North Carolina and Ordinances adopted by the Town of Garner for violation of any state or local regulations regarding possession and consumption of alcoholic beverages in the facility, including but not limited to the following:

- A. Permitting intoxicated persons to loiter on the premises.
 - B. Permitting intoxicated persons to consume intoxicating beverages on the premises.
 - C. Permitting the use of loud, profane, or indecent language on the premises.
 - D. Allowing any improper, obscene or disorderly conduct to take place on the premises.
 - E. Leaving the premises under the responsibility of a minor (any person under 21 years of age).
 - F. Permitting or allowing any person under the age of 21 years to consume alcoholic beverages on the premises.
9. User is prohibited from storing alcoholic beverages in the facility except during the rental time of the proposed event as indicated on the Limited Special Occasion Permit and the Application/Contract.
10. "Brown Bagging" (bringing your own alcohol on the premises) is strictly prohibited. The facility user holding the Limited Special Occasion Permit must furnish all alcohol to be consumed on the premises.
11. User has received a copy of the Alcoholic Beverages Policy and Permit Requirements for the Town of Garner.

I hereby acknowledge that I carefully have read and understand all of the above regulations, and that I will be responsible for these regulations to be adhered to by the people in my party.

_____		_____
Name of Person Responsible for Rental/Special Event		Date

Address	City/State	Zip

Telephone Number		

Signature		