



5029 West Broad Street / Sugar Hill / Georgia 30518

While the eagle generally takes on significance to many for different reasons and holds its meaning in the higher echelons of symbology; Our Eagle Theatre's name finds its inspiration from the historic elementary school mascot formerly across the street from Sugar Hill's 406-seat performing arts facility. The facility was designed as a multi-purpose building to house traveling shows, community performances, concerts and even the occasional movie. The house is outfitted with state-of-the-art sound and lighting equipment and can host a variety of live productions. The facility is owned by the Sugar Hill Downtown Development Authority (DDA) and operated by contract with the City of Sugar Hill (City).

Rates, Fees and Vendor Contact Information

Building Rental Rates

Hourly: up to 6 hrs. (M)	Daily: Weekday (M, T, W, Th)	Daily: Weekend Day (F, S, Sun)	Full Weekend (F-Sun)	Full Week (M-Sun)
\$225/hr.	\$1,600*	\$2,000*	\$5,000*	\$7,000*
*Non-profit rates available - Tax ID required				

Production Fees

All Production **must** be done through our preferred vendor, The Show Business. Pricing will vary. Contact Steven Shelton at steven@theshowbusiness.com within **5 days** of receiving your approved rental packet. All fees must be **paid in full 30 days prior to the event date, no exceptions. Failure to pay either the rental or production fees in full prior to the event will result in either cancellation of the event or a late fee.**

Optional Additions

Rental of the lettered part of the Eagle Theatre marquee is available for \$50.00 per hour that the letters are on the marquee.

If your event is ticketed you are welcome, but certainly not required, to use the same ticketing company as the Eagle Theatre. The Eagle Theatre uses Big Tickets. To set-up an account with Big Tickets please reach out to support@bigtickets.com and let them know you are renting the Eagle Theatre and need to be added as a subaccount.

Operating Regulations, Policies and Lessee Information

INTRODUCTION

General operating policies and procedures have been established to ensure Eagle Theatre, its personnel, licensees, and related service industries are working in a safe, efficient, and orderly manner. These policies and procedures should serve as a guideline for all concerned and will be enforced by the DDA, Eagle Theatre management and the City of Sugar Hill. Any request variations or exceptions should be submitted in writing and approved by the management. *We are continually monitoring and re-evaluating our policies and procedures to ensure the safety of our staff, guests, and applicants during COVID-19. All rentals are subject to change pending government mandates and CDC developments regarding the virus.*

RENTALS

1. Contracts for the use of the Eagle Theatre shall be issued in print form only. NO verbal agreements shall be binding upon either party. The Rental Agreement must be completed and signed by Eagle Theatre Staff and the person(s) who is legally responsible and financially responsible for the event.

2. The rental of the facility includes **14 hours**, including load in and out time. It is \$50 for each additional hour over fourteen. Hours will be provided to Eagle Theatre staff **no less than 30 days out** from your rental via the provided Building Hours Sheet. Rates are based on a “four walls” policy and include front of house janitorial service, heat/air conditioning, basic lighting and sound and water. If the event goes beyond 11:59pm EST, a rental overtime charge of \$100 per hour will be assessed.
3. To reserve the Eagle Theatre, **a signed rental agreement must be submitted to the Eagle Theatre office.** An agreement is not considered confirmed until the Lessee receives an approved agreement from staff and has submitted the **required, non-refundable 50%** deposit. **The balance of the rental is due (30) days prior to the event date.** An additional deposit may be required for anticipated advance expenditures. The balance of the rental fee and any additional expenses (i.e., clean up, damage, and security deposit) is due (30) days prior to the event date. Failure to do so could cancel the event date. **The lessee must not wait until the event date to pay rental fees, no exception.** All Lessees are required to have insurance. Public liability insurance in the amount of \$1,000,000 for injuries sustained by one person, \$3,000,000 for injuries to two or more persons and \$1,000,000 for property damage coverage for each occurrence, naming the City of Sugar Hill, a municipal corporation, and the DDA as additional insured must be provided by the Lessee. **A certificate of insurance is due to the Eagle Theatre no less than 30 days prior to the start of your rental.**

Initial _____

4. A \$1,000.00 refundable security deposit is required to be paid by the Lessee in addition to the rental fees. The security deposit can be refunded to the Lessee after the event date if the Theatre is not damaged and is left in clean and reasonable order. If security of Eagle Theatre and its patrons are breached in such a way that law enforcement is called to retain order, or for any reason pertaining to civil matters the entire amount of the security deposit will be forfeited by the lessee.
5. Eagle Theatre books on a first-come, first-served basis and is not responsible for the rollover of any events that are held annually. It is the responsibility of the person/organization responsible for the event to reserve dates and follow the policies for Theatre rental.
6. Eagle Theatre will assign a designated representative to open and close the facility for each event. The Eagle representative is the exclusive liaison between the Lessee and the Manager. All problems during the Lessee’s occupancy must be directed to him/her/them. Eagle Theatre personnel are on site to supervise the use of the facility and to manage any facility issues that arise and will not be responsible for the load in or load out of a performance.
7. Parking is available, but not guaranteed, in the general area of Eagle Theatre. Access to the Loading Dock should be scheduled no less than (30) days ahead of the event load in date.
8. The approved methods of payment for all related expenses for event dates are as follows: Check, Cashier’s Check / Money Order, All Major Credit Cards.
9. All Lessees are beholden to the above policies as it applies to their rental of the Eagle Theatre space. They further acknowledge that the City of Sugar Hill has the right to refuse or cancel any event at the discretion of the theatre manager or city management.

I have read and understand the rentals policies. _____

LESSEE RESPONSIBILITIES

1. One performance shall not exceed a maximum period of fourteen (14) hours, ending no later than 12:00 am (Midnight). Failure to do so can result in a late fee, confiscation of the security deposit or cancellation of the event.
2. It is the responsibility of the Lessee to inform Eagle Theatre the full nature of the event for which the Eagle will be used. The event must be approved prior to accepting a booking date. The Lessee is also required to fill out and turn in the Event Information form no less than (30) days prior to event.
3. The Lessee is responsible for the actions of performers and patrons while using Eagle Theatre during all rehearsals and event dates. **Children under the age of 18 are always to be supervised and are not allowed in areas above the main floor or unattended in the backstage area. NO EXCEPTIONS.**
4. Lessee is required to provide the Eagle Theatre with the precise times they are expecting to be in the space. A building hours sheet will be provided to the lessee and must be given to the Eagle Theatre **no less than 30 days out from your event.**
5. Eagle Theatre reserves the right to require past performance references and reserves the right to use this information in leasing consideration.
6. Rehearsals include the use of the stage area ONLY. Children under the age of 18 are not allowed in the lobby during rehearsal. Cast, Crew and other personnel are required to use the stage door entrance. This door will be unlocked at the agreed upon hours provided by the Building Hours Sheet (see above). As a rule, the upper lobby doors will not be unlocked during your rehearsal period unless otherwise agreed upon in writing prior to your load-in date.
7. Scripted gestures, language, and conduct of an obscene nature will not be allowed and is the responsibility of the Lessee to control such behavior during the lease period/event.
8. Eagle Theatre does not accept responsibility for ticket sales, revenue collections, applicable sales tax, unless Lessee enters into a formal Ticket Sales Agreement with Eagle Theatre. The Lessee, if he/she/they chooses, may have use of the Eagle Theatre box office to sell tickets in advance at no extra cost, but must make prior arrangements to do so.
9. Eagle Theatre does not accept responsibility for advertising of events. Basic information will be provided to the media at no-cost and upon inquiries. Eagle Theatre requests that the Lessee provide an electronic version of all advertisement including flyers and posters. Eagle Theatre will post visual advertisements by the Lessee at the Theatre prior to an event.
10. LED Marquee advertising is the sole responsibility and discretion of Eagle Theatre and is provided in consecutive order of events and in accordance with facility lease. Dimensions for the marquee are 608x128 pixels
11. Eagle Theatre reserves the right to conduct background checks on potential Lessees.
12. Lessee waives and releases all legal claims against the Eagle Theatre and the City of Sugar Hill related in any way to this rental. Lessee Agrees to indemnify and hold the Eagle Theatre and the City of Sugar Hill harmless from all legal claims that may arise from this rental, including but not limited to claims for: 1) loss of personal property, 2) damage to personal property, or 3) personal injury of Lessee, Lessee's guests' employees or agents, or any third party.

13. Lessees are required to remove all property from the premises immediately following the event unless arrangements have been made with City staff for removal at another time. There are not exceptions to this rule. The Eagle Theatre will not ensure the safety of any property left in the building after an event. Property not collected within ten (10) days will be disposed of as necessary.
14. All ticket-takers, ushers, box office cashiers, doormen, promotional duties, catering, decoration, etc. are the responsibility of the lessee.

I have read and understand lessee responsibilities. _____

EQUIPMENT

1. General use of Theatre equipment by the Lessee is included in the base rental and use must be indicated on the contract. Batteries are not provided for wireless microphones or any other equipment. The Lessee will be required to approve and sign an equipment list at the start and end of their rental.
2. Additional equipment needed (i.e. sound and/or lighting specialties, risers, tables/chairs, etc.) must be provided at the expense of the Lessee and installation must be pre-approved by Eagle Theatre staff.
3. The operation of the Eagle Theatre sound and lighting equipment requires an approved sound/lighting technician- NO EXCEPTIONS. Rates will be determined by the technician and are at the expense of the Lessee.
4. Lessees cannot operate sound or lighting, nor designate anyone to do so or remove/change any equipment or lighting fixtures. Only theatre-approved sound and lighting technicians are allowed in the fly galleries.
5. Any programming of the board necessary for a production must be approved in writing by designated personnel, and Lessee is responsible to assure that all such programming be removed, and board returned to the original settings of Eagle Theatre. If equipment is not returned to original positions and operating condition, the Lessee will be responsible for all cost associated with resetting the board to original settings and returning equipment to original positions and focus. The Lessee will be notified of the oversight and billed all cost associated with the work and collection fees.
6. Sound and/or Lighting Equipment may only be moved or relocated by designated personnel and the Lessee is responsible for cost of assuring the equipment is returned to its designated position and reconnected to the circuits to which they were originally cabled.
7. Lessee is responsible for hiring a Licensed Electrician to tap into panels for additional power requirements. This will require prior written approval from the Eagle Theatre Staff. Power is to be removed immediately after the performance unless prior written approval is granted by the Eagle Theatre Staff.
8. Tables, chairs, and stanchions are limited in number and must be used inside but, are available upon request for an additional cost.

I have read and understand the equipment policies. _____

GENERAL BUILDING POLICIES

1. Eagle Theatre manages and operates the concession area. No other concessions are permitted into the building and/or sold by lessee, performer, or any other party. City ordinance regulates alcoholic beverage sales and consumption in any form in or around the premises. While inside The Eagle, all alcoholic beverages must be purchased from the city.
2. Eagle Theatre is a **NON-SMOKING and DRUG-FREE** facility (this includes all tobacco products, CBD products and all types of vapes). It is a responsibility of the Lessee to enforce this policy.
3. Fog machine use must be approved prior to the event due to its potential to set off the fire alarm. If approved, a "Material Safety Data" sheet is needed to confirm that information.

Initial _____

4. Animals and pets are **NOT** permitted in the building except in conjunction with an approved performance legitimately requiring use of animals. **EXCEPTION: SERVICE ANIMALS.**
5. Decorations must not be attached to any surface without prior approval. Absolutely no props / set decorations are to be hung from stage drapes. **NO EXCEPTIONS.**
6. Eagle Theatre permanent graphics, signs, or displays may not be visibly blocked in any manner nor may temporary signs and decorations be attached to permanent building graphics including portraits. Banners, overhead signs, and special decorations may not be hung from the Theatre ceiling or walls without prior approval.
7. Do not drag any item across the stage floor. This includes equipment, instruments, props, sets, etc. Such items must be picked up and put in place or rolled via casters. The floor and/or walls cannot be marked in any fashion such as duct tape or the like. The Lessee is responsible for providing specialized stage tape (i.e., high-quality gaffers tape, spike tape, and glow tape) and this will be the only approved item to be used. If used it is the responsibility of the Lessee to remove it immediately after the event. Contact Eagle Theatre personnel if you need to use it. Failure to do so constitutes damage to the facility.

Initial _____

8. Damage to Eagle Theatre's property and/or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Event management is invited to inspect areas prior to Load In. Damages should be reported immediately to Eagle Theatre/DDA personnel.
9. House Lighting, ventilation, heat, or air conditioning will be provided as required during opening show times. Energy conservation is of primary concern and minimal light and comfort levels will be maintained during Load In and Load Out.
10. Lessees, performers, and patrons are restricted to lower & main floor areas. Only sound and lighting technicians, maintenance workers and Eagle Theatre/ DDA personnel are allowed in "Authorized Personnel" areas.
11. No equipment, props, etc. can be left on the stage or in the loading/ unloading area. Eagle Theatre accepts very little "donated props" due to limited storage space. Such intentions would have to be approved by Eagle Theatre Staff prior to any action.
12. **No "on-site" construction will be allowed.**
13. Due to the theatre's historic overlay, a sound reproduction limit of 100db is enforced. No exceptions.

I have read and understand the general building policies. _____

SAFETY POLICIES

1. Lessee must provide the Eagle Theatre with a safety and security plan no less than (30) days out from the event. This security plan must detail the number of volunteers, as well as any other safety features the Eagle Theatre Staff deems necessary.

Initial _____
2. Lessee is responsible for complete security within the Theatre, lobby, parking lot and all other areas specifically leased from the time initial occupancy until completion of load-out. Lessee must not leave the facility until all patrons, performers etc. have departed and **the on-duty Theatre personnel have given approval**. Any and all security breach incidents that occur endanger the Lessee's ability to lease Eagle Theatre for future events, regardless if security is present. Such security, when required will be at the expense of the Lessee.
3. Eagle Theatre reserves the right to determine when additional security (in the form of uniformed, off-duty police and/or deputy officers) is required. Eagle Theatre must be informed of and approve all security arrangements. Security officer's acceptance of working the event must be in writing complete with a telephone number where he/she can be easily reached.
4. Eagle Theatre areas identified as "Authorized Personnel Only" are restricted to permanent Theatre Sugar Hill Employees.
5. Exit doors are not to be propped open at any time.
6. Abusive language, threats, assault, vandalism, theft, bullying and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
7. No soliciting is permitted in or around Eagle Theatre.
8. Safety of all occupants of Eagle Theatre is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately for the event to continue.
9. The Eagle Theatre has a separate pyro policy. If the Lessee wishes to use pyro in their show, they will need approval from Eagle Theatre staff in writing.
10. Absolutely no drinking of alcoholic beverages is allowed, nor is anyone under the influence of alcohol or controlled substances allowed to work, in the Loading Dock.
11. Event management and all involved parties must comply with all Federal, State and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book which are pertinent to places of public assembly shall be considered a part of all Lessees, whether specifically referenced or not.
12. All materials that are not a part of the facility such as drapes, curtains, carpet or any materials used in performances must be flame retardant. All such materials are subject to inspection and flame testing by the Fire Marshal.

I have read and understand the security policies. _____

RULES DURING RESIDENCE

The following rules are strictly enforced:

- a) During residence, the lessee shall be responsible for any damages to or any loss of Eagle Theatre equipment, furnishings, or fixtures. Please do not move any furniture or attach any signs or decorations to ANY part of the building without approval from the theatre's Technical Director.
- b) No glass containers of any kind in the auditorium without prior approval.
- c) No helium-filled balloons.
- d) No confetti.
- e) During rehearsals no food or open containers are allowed inside the auditorium seating area. Sealable drinks only.
- f) No painting allowed in the theatre UNLESS specific to the event and has been prior approved by Eagle Theatre Staff.
- g) Nothing may be affixed to the stage floor or to theatre walls. This includes the use of screws, nails, and adhesives i.e. white craft glue, yellow wood glue, super glue, epoxy, polyurethane, duct tape, command strips, etc.
- h) Firefighting emergency equipment and life-safety features of the facility may not be hidden or obstructed, including fire extinguishers, fire hose cabinets and fire alarm pull stations.
- i) All emergency exits, hallways and aisles leading from the building are to be kept clean and unobstructed. Vehicles blocking the exits, etc. will be towed at the owner's expense.
- j) Crates or event equipment may not be stored in service areas or egress routes. Crate storage is the responsibility of the Lessee.
- k) All electrical equipment must be UL approved and all gasoline engines must be AGA approved.

I have read and understand the rules during residence. _____

COMMUNICATION

Our staff works hard to respond in a timely manner however, staff spends a limited amount of time at a desk due to the high volume of events in our city. The applicant is allowed up to two in person meetings and a reasonable amount of email or phone calls. Excessive communication in an attempt to reach staff, missed meetings without rescheduling, and poor response time by applicant, can result in an added fee or cancellation of the event.

I have read and understand the communication guidelines. _____

MISC.

Events or circumstances not covered in these operation policies and procedures are subject to special consideration and stipulations as deemed appropriate by Eagle Theatre Management and Sugar Hill Downtown Development Authority. This may include fees, availability, rehearsal space, marketing, tech, and accessibility. Questions and clarifications should be directed to Eagle Theatre Staff.

I have read and understand the Rental Guidelines and Policies for the Eagle Theatre and I agree to comply with all listed items.

Lessee Signature: _____

Printed Name: _____ Date: _____

General Information and Measurements

Room Capacity	
Theatre Seating	395 permanents, 4 suites
Square Footage	33,889 sq. ft.
Handicap Accessible	4 wheelchair spaces
Stage House	
Proscenium Opening	37' 9"
Proscenium Height	19' 8"
Back wall to Proscenium Opening	24' 8"
Proscenium Opening to Lip of Apron	Center Stage: 16' 0" ; Stage L or R: 8' 0"
Proscenium Opening to Mid-Stage Traveler	14' 0"
Proscenium Opening to Up-Stage Traveler	20' 0"
Stage floor to Bottom of Boarders	15' 0"
Stage Right Wing Space	17' 9" x 23' 4"
Stage Left Wing Space	17' 9" x 23' 4"
Grand Drape and Mid-Stage Traveler	Black with Gold Trim
Orchestra Pit	305 SF: 37'-0" W x 9'-4"D x 5'-10" H No Lift-walk-in entry
Up-Stage Traveler, Legs and Stage Borders	Black
Rigging Height	21' 0"
Battens	(4) with sandbag counterweight
Traveler Tracks	(2) forward of the Up-Stage traveler (For use with drops or scenery)
Floor	Plywood over sprung floor joist
Loading Facilities	
Loading dock	Stage Left 15' x 16' with an 8' x 8' overhead receiving door and a 48-in high loading dock
Dressing Rooms	
Cast A, B; Stars A, B; Greenroom A, B	Up stage center, 2 large dressing rooms with separate connecting restroom. Green room is located between the dressing rooms and is equipped with a sink and counter.
Rehearsal Gallery	
Reception Area / Rehearsal / Blackbox	30' x 60'

Stage Power			
Company Switch 1: Located at Stage Right	3 Phase 200 Amp 250V Feed With Cam-Lok Connection Points		
Company Switch 2: Located at Stage Right	3 Phase 400 Amp 250V Feed With Cam-Lok Connection Points		
Lighting Equipment			
Control Surface	ETC Gio @ 5 - 4096 DMX Outputs ETC EOS Motorized Fader Wing (2) 24" Multi-Touch Displays		
Fixture Inventory and Lamp Spec	(19) Altman AP150 RGBW Zoom Par (20) Selecon PLCYC RGBW Cyc Fixture (4) ADJ Encore Burst UV IP (10) Altman StarPAR @ 575 watts (13) ETC S4 Par @ 750 watts (20) Selecon Rama 6" 5° to 60° Fresnel @ 1000 watts (15) Robert Juliat 6115SX 11° to 26° @ 1000 watts (12) ETC S4 25° to 50° Ellipsoidal @ 750 watts (15) Selecon SPX 14° Ellipsoidal @ 575 watts (23) Selecon SPX 19° Ellipsoidal @ 575 watts (16) Selecon SPX 26° Ellipsoidal @ 575 watts (12) Selecon SPX 36° Ellipsoidal @ 575 watts (2) Lycian Super Arc 400 Follow Spot		
Pattern Library	(8) Rosco 7570 (8) Rosco 7223 (8) Rosco 7785 (8) Rosco 6594 (8) Rosco 8140 (8) Rosco 6597	(8) Rosco 1023 (8) Rosco 7405 (8) Rosco 7635 (8) Rosco 1030 (8) Gam 709 (2) Rosco 8170	(2) Rosco 7837 (2) Rosco 7772 (2) Rosco 7912 (2) Rosco 7564 (2) Gam 224
Gel Library	Various Rosco Gels Available		
Cables and Accessories	DMX, Stage Pin, Soco, Color Frames, Etc. Available		

Sound Equipment	
Control Surface / Interfaces	(1) Midas M32 Digital Mixer (1) Midas DL 32 (2) Midas DL 16
Main PA	Meyer Sound System Consisting of: (7) UPQ Main LCR Speakers (3) UP Junior Delay Speakers (2) Ultra X40 LR Speakers (3) 900-LFC Subwoofers (2) Tannoy VSX218B 38,000 watts of power. Headroom for 130db.
Wireless Microphone System	(16) Shure QLXD Wireless Receivers (8) Shure QLXD2/SM58 Wireless Handheld Transmitter (16) Shure QLXD1/93 Wireless Bodypack Transmitter Note: Only 16 wireless transmitters can be used simultaneously.
Monitor Wedges	(4) QSC K10.2 Powered Loudspeakers
Cables, Stands, and Accessories	Stands, XLR, 1/8", 1/4", Straight Stands, Boom Stands, Adapters, TRS Cables, Etc Available

RENTAL AGREEMENT

PLEASE BE SURE TO READ AND COMPLETE THE ENTIRE APPLICATION. INCOMPLETE APPLICATIONS WILL BE SENT BACK WITHOUT FURTHER REVIEW OR PROCESSING.

CONTACT INFORMATION

- 1. Date: _____
- 2. Producer/Promoter Name: _____
- 3. Contact Person: _____
- 4. Address: _____
- 5. City: _____ State: _____ Zip: _____
- 6. Email Address: _____
- 7. Phone: _____

EVENT INFORMATION

- 1. Name of organization: _____
- 2. Type of Organization: _____
- 3. If non-profit, please provide Tax-ID number: _____
- 4. Name of Event: _____
- 5. Event Description (be specific): _____

- 6. Date(s) Requested: _____
- 7. Event Length/Show Runtime: _____

*Note: You will be turning in a provided Building Hours Sheet that will need to be filled out as specifically as possible.

Space Requested: Stage Orchestra Pit Green Room(s): How many ____? Gallery
 Special Lobby Use (I.e., Reception or sponsors/vendors)

- 9. Estimated attendance: _____
- 10. Type of event: ticketed non-ticketed

MERCHANDISE SALES (85/15 Split)

- 1. How many vendor locations do you hope to accommodate? _____
- 2. Items to sell: _____

PROMOTION

- 1. At what level will the event be promoted?
 Local Regional National International
- 2. What type of publicity will be used?
 Newspaper Radio Television Website Direct Mail Community Billboard
 Other: _____
- 3. Telephone number to be released for public information () _____
- 4. Will you be supplying posters to publicize the events in advance? Yes No
- 5. Will you be using other forms of advertising Rack Cards, flyers, postcards, or standees?
Describe: _____

All materials must be submitted to the City of Sugar Hill 30 days prior to the event

EMERGENCY FIRE/MEDICAL SERVICES

Note: Many events require the use of the Gwinnett County Fire/Rescue Department Officers. The cost will appear on your permit/contract as a line-item charge. The City of Sugar Hill will provide a list of contacts for renter’s use including: Fire plan, AED Location, and our preferred vendor

I. Insurance:

I understand that signing this makes me responsible party for the information contained within the event policy and application, and that a certificate of insurance naming Eagle Theatre and The City of Sugar Hill as an additionally insured party will be submitted to the City to finalize approval.

Print Name

Signature

II. Indemnification:

I, on the behalf of _____ (organization name), agree to indemnify, defend, and hold harmless the City of Sugar Hill and its officers, agents, and employees from any and all suits, claims, actions, liabilities of every kind, and damages to persons or property on claims that arise from the event contemplated herein, unless the suit, claim, action, liability, or damages are caused by negligence or intentional misconduct of the city, its officers, agents or employees, or unless the applicant is prohibited by law from executing indemnification agreements.

I acknowledge that I have read and understand the foregoing indemnification provision. I further certify that I am authorized to enter into this agreement on behalf of _____ (Organization Name).

Signature

III. Application Process:

Eagle Theatre staff must receive a completed application sixty (60) days prior to the event date to process the application. A non-refundable 50% deposit is due five (5) business days after approval. Remaining balance must be paid at least thirty (30) days prior to the event. All other expenses (i.e., Production costs) must be paid in full at the walk-through meeting no less than (30) days prior to the event date. Note that applications submission does not guarantee approval of the event or rental of the facility. Any and all expenses incurred by the applicant shall be at the sole risk and responsibility of the applicant.

FOR OFFICE USE ONLY

Checks should be made payable to the City of Sugar Hill (security deposit fee must be a separate certified check, money order, or cashier's check).

Hourly: up to 6 hrs. (M)	Daily: Weekday (M-Th)	Daily: Weekend Day (F, S, Sun)	Full Weekend (F-Sun)	Full Week (M-Sun)
\$225/hr.	\$1,600*	\$2,000*	\$5,000*	\$7,000*
*Non-profit rates available - Tax ID required				

FEES

Rental Dates: _____

Rental Amount: _____

Additional Fees (e.g., equipment, tickets, digital): _____

Total Owed: _____

PAYMENT

50% Deposit (5 days after approval):

Amount: _____ Due Date: _____

50% Deposit (30 days from event)

Amount: _____ Due Date: _____

ITEMS DUE (30) DAYS OUT

- Refundable damages deposit check (\$1000.00)
- Proof of insurance
- Proof of production or production payment - Amount: _____
- Event safety plan (fire, police, medical, vols, ushers)

Credit Card Type: _____

Name on Card: _____

Card Number: _____

Expiration Date: _____ Billing Zip Code: _____ CVV#: _____

Staff Approval Signature: _____

Date: _____