Eagle Theatre Event Contract

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 City of Sugar Hill Downtown Development Authority (DDA) and operated by contract with the City of Sugar Hill (City).

MANAGER
Hattie Smith

COORDINATOR
Katelyn Zeller

TECHNICAL MANAGER
Lee Morgan

5029 West Broad St., Sugar Hill • www.eagleatsugarhill.com • 770-945-6929

Table of

Contents

01 Operating Regulations, Policies, and Renter Information

02 Equipment

03 General Building Policies

05 Safety Policies

06 Rules During Residence

07 Miscellaneous

08 Payment Terms

09 Certificate of Insurance/Ticketing

10 Food and Beverage/ Staffing & Production

11 Cancellation Policy

12 Emergency Fire/ Medical Services

13 Renter Responsibilities

15 Rates & Fees:

17 Event Information Sheet

Operating Regulations, Policies, and Renter Information

Introduction:

General operating policies and procedures have been established to ensure Eagle Theatre, 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 Eagle Theatre management, City of Sugar Hill, and the DDA. Any requested variations or exceptions should be submitted in writing and approved by management. We are continually monitoring and re-evaluating our policies and procedures to ensure the safety of our staff, guests, and applicants. All rentals are subject to change pending government mandates and CDC developments.

Rentals:

- 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 the person(s) who is legally responsible and financially responsible for the event. The agreement then needs to be approved by City Staff.
- The rental of the facility includes **10 hours per day**, including load-in and out time. It is $250 for each additional hour over ten. Hours will be provided via the Building Hours Sheet to the Eagle Theatre staff **no less than 30 days** out from your rental date.
- 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 Renter receives an approved agreement from staff and has submitted the required, non-refundable 50% deposit, and refundable $1000 security deposit check.
- The balance of rental is due **30 days** prior to the event date. Failure to do so could result in termination of rental. **The renter must not wait until the event date to pay rental fees, no exceptions.**
- All renters are required to have insurance naming the City of Sugar Hill, a municipal corporation, and the DDA as additionally insured.
    - General Liability insurance in the amounts of:
        - $1,000,000 for injuries sustained by one person.
        - $3,000,000 for injuries to two or more persons.
        - $1,000,000 for property damage coverage for each occurrence.

Operating Regulations, Policies, and Renter Information

Rentals Continued:

- Eagle Theatre books on a first-come, first-serve 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 Eagle Theatre rental.
- 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 Renter and the Manager. All problems during the Renter'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 and load out of a performance.

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Equipment

Equipment:

- Usage of any equipment needs to be approved by the Technical Manager in advance of event. NO EXCEPTIONS
  - Rentals will include the following items:
    - Microphones (must state amount needed thirty (30) days prior to event, with a maximum of sixteen (16)
    - One (1) Color wash
- If Renter requires technical support beyond the above stated, the Renter is responsible for letting Eagle Theatre staff know a minimum of thirty (30) days prior to event.
- Additional equipment needed (i.e. sound and/or lighting specialties, tables/chairs, Marley flooring, etc.) can be rented at the expense of the Renter and installation must be pre-approved by Eagle Theatre staff at a minimum of thirty (30) days prior to event.
- The operation of the Eagle Theatre technical equipment requires an approved technician - NO EXCEPTIONS.

Equipment

Equipment Continued:

- Any necessary programming of the board must be approved in writing by the Technical Manager. The Renter is also responsible to ensure that all such programming of our lighting and sound board is removed and returned to the original settings.
    - If equipment is not returned to original positions and operating conditions, the Renter will be responsible for all costs associated with resetting equipment to original positions and focus. Renter will be notified and billed all costs.
- Sound and/or Lighting equipment may only be moved or relocated by designated personnel. The Renter is responsible for cost ensuring the equipment is returned to its designated position and reconnected to circuits to which they were originally cabled.
- Renter 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.
- Tables, tablecloths, chairs, mobile 86" TV, and stanchions are limited in number and must be used inside and are available upon request for an additional cost.

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General Building Policies

General Building Policies:

- Eagle Theatre manages and operates the concession area. No other concessions are permitted into the building and/or sold by Renter, 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 Theatre, all alcoholic beverages must be purchased from our concessions.
- 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 Renter to enforce this policy.
- Fog machine use must be approved a minimum of thirty (30) days prior to event due to its potential to set off the fire alarm. If approved, a “Material Safety Data” sheet is needed to confirm that information.

General Building Policies

General Building Policies Continued:

- Animals and pets are NOT permitted in the building except in conjunction with an approved performance legitimately requiring use of animals. EXCEPTION: SERVICE ANIMALS.
- Decorations must not be attached to any surface without prior approval. Absolutely no props/set decorations are to be hung from the stage drapes. NO EXCEPTIONS
- Eagle Theatre permanent graphics, signs, or displays may not be visibly blocked in any manner. Temporary signs and decorations may not be attached to permanent building graphics including portraits. Banners, overhead signs, and special decorations may not be hung from the Eagle Theatre ceiling or walls without prior approval.
- DO NOT drag any items across the stage floor. This includes equipment, instruments, props, 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 Renter is responsible for providing specialized stage tape (i.e. high-quality 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 Renter to remove it immediately after the event. Failure to do so constitutes damage to the facility.
- Damage to Eagle Theatre's property and/or equipment shall be the responsibility of the Renter 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.
- 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.
- Renters, performers and patrons are restricted to the lower & main floor areas. Only sound and lighting technicians, maintenance workers and Eagle Theatre/City personnel are allowed in "Authorized Personnel" areas.
- 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.

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General Building Policies

General Building Policies Continued:

- No “on-site” construction will be allowed.
- Due to the Eagle Theatre’s historic overlay, a sound reproduction limit of 100db is enforced. NO EXCEPTIONS.

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Safety Policies

Safety Policies:

- Renter is responsible for complete security within the Eagle Theatre, lobbies, parking lot, and all other areas specifically rented from the time of initial occupancy until completion of load-out. Renter must not leave the facility until all patrons, performers, etc. have departed and the on-duty theatre personnel have given approval.
- 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.
- Eagle Theatre areas identified as “Authorized Personnel Only” are restricted to City staff.
- Exit doors are not to be propped open at any time.
- Abusive language, threats, assault, vandalism, theft, bullying and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
- No soliciting is permitted in or around Eagle Theatre.
- 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.
- For the safety and security of all patrons, staff, and property, the Eagle Theatre maintains security cameras in various public and common areas of the facility, including but not limited to hallways, gallery spaces, and lobbies. By executing this Agreement, the undersigned acknowledges and consents to such monitoring as a condition of use of the premises. Catwalk, light rooms, and spiral staircases are for authorized personell only. You MUST have written permission to access these areas.

Safety Policies

Safety Policies Continued:

- 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.
- In the Loading Dock, no drinking of alcoholic beverages is allowed, nor is anyone under the influence of alcohol or controlled substances allowed to work.
- 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.
    - It is prohibited to block entrances and exits to any room , or door, to the building in case of an emergency
- 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.
- Weapons, including firearms, may be allowed in government buildings pursuant to Georgia law. If applicant desires to restrict weapons at an event, applicant is required, at a minimum, to screen or restrict access to the facility with the use of security personnel. Further, at least one member of the security personnel must be a certified peace officer. Employment of any such security personnel and certified peace officer shall be at the sole cost and liability of the applicant.

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Rules During Residence

Rules During Residence:

- The following rules are strictly enforced:
    - 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 Manager.
    - No glass containers of any kind in the auditorium without prior approval.
    - No helium-filled balloons.
    - No confetti.

Rules During Residence

Rules During Residence Continued:

- During rehearsals no food or open containers are allowed inside the auditorium seating area. Seal-able drinks only.
- Children below the age of 18 cannot be left unattended.
- No painting allowed in the theatre UNLESS specific to the event and has been prior approved by Eagle Theatre Staff.
- 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.
- 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.
- 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.
- Crates or event equipment may not be stored in service areas or egress routes. Crate storage is the responsibility of the Lessee.
- All electrical equipment must be underwriter laboratories (UL) approved and all gasoline engines must be American Gas Association (AGA) approved.

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Miscellaneous

Miscellaneous:

- 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.
- All Renters 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.
- Events or circumstances not covered in these operation policies and procedures are subject to special consideration and stipulations as deemed appropriate by The City of Sugar Hill. This may include fees, availability, rehearsal space, marketing, tech, and accessibility. Questions and clarifications should be directed to Eagle Theatre Staff.
- Our theatre venue is a shared space with our community groups. Build time is discussed with them previously, and before rentals. If there is a time the renter wishes to not allow our community groups access to the scene shop (this space is not in use for rentals), then renter must notify event staff 30 days in advance.

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Payment Terms

Payment Information:

- Rates are based on a "four walls" policy, which includes all within the Eagle Theatre property line, as well as light front of house janitorial service, heat/air conditioning, water, and basic lighting and sound operations (if requested).
- To secure the rental, the initial non-refundable, non-transferable 50% deposit is due with 72 business hours of signing the contract.
    - Failure to submit the deposit or tracking number within this time-frame may result in the termination of the rental agreement.
- The remaining balance, plus any Additions to Order, is due 30 days prior to the event. A
- fully refundable security deposit check of $1,000 is due 72 hours from signing the contract.
    - The security deposit can be refunded to the Renter after the event date if the Theatre is not damaged and is left in a 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 Renter.
    - If any damages exceed the security deposit, the Lesse will be billed for the remaining amount will need to be paid within 5 business days of receipt.
- Any overtime, unpaid charges, or damages will be invoiced to the Renter, with a payment due no later than 5 business days after receipt.
- Any payment return charge from the bank will result in a $50.00 Returned Payment Fee per each occurrence.
    - Eagle Theatre, The City of Sugar Hill, is at liberty to terminate the rental agreement after two returned payment charges.

Payment Method:

- Payments can be made via check, cashier's check, or debit/credit card.
    - All payments should be made out to The City of Sugar Hill - Eagle Theatre. USPS
- Mailed payments must be mailed to City Hall, 5039 West Broad St., Sugar Hill, GA 30518.
    - A tracking number is required for all mailed payments; the tracking number must be submitted to the Rentals &Events staff.

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Certificate of Insurance

Certificate of Liability Insurance

- A certificate of Liability Insurance (COI) must be submitted within 72 hours of signed agreement.
  - Please name both "City of Sugar Hill, GA", a municipal corporation, and the DDA as additionally insured.
    - Please list "5029 West Broad St., Sugar Hill, GA 30518" as the physical address of the event venue on the COI.
    - Minimum Insurance Coverage is $1,000,000.00 per occurrence.
    - Renter is responsible for any and all damage to the facility over and above normal use.
    - Failure to submit the COI will result in denied access and/or use until the documentation can be provided.
  - The City of Sugar Hill, and the Eagle Theatre are not liable for:
    - Any injured sustained by any program participant during Renter's use.
      - any items, lost, stolen, or damaged during Renter's use.
  - The City of Sugar Hill and Eagle Theatre assume no responsibility for promoting, producing, or staffing the production except as explicitly noted in this agreement.

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Ticketing

Ticketing:

- The Renter is in charge of their own ticketing.
  - We do recommend using Big Tickets as they are familiar with our seating and space; however, this is not required. 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

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Food & Beverage

Bar & Concessions:

- Any alcohol onsite must be provided by The City of Sugar Hill, Eagle Theatre's Bar & Concessions.
  - Under no circumstance can alcohol be brought onsite from an outside source
- Bar & Concessions are available upon request only.

  - Minimum of 30 days notice required
  - Bar & Concessions will operate as a cash bar
  - The Bar & Concessions will be stocked by the Eagle Theatre, Eagle Theatre will keep all the profit from bar and concession sales.

Catering/Food Services:

- We do not have a preferred vendor for catering; however, we have several city restaurants available that offer catering.
- Any food brought on-site for guests must be from a licensed caterer/ restaurant or store-bought and pre-packaged.
  - Any home cooked food must be made in a kitchen with a cottage license
- All cooked food must be fully cooked before being brought on-site.
  - Hot food may be kept warm with the use of sterno's
    - Use of sterno's must be approved in advance by Eagle Theatre The Eagle
- Theatre does not have a kitchen/prep kitchen.

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Staffing & Production

Staffing & Production:

- The following staffing is included with the Rental Agreement and will be provided by Eagle Theatre:
  - One Rentals & Events staff member
  - One Technical Manager (if available and upon request)
    - Additional staffing requests must be finalized thirty (30) days prior to the event
      - Any request after that time cannot be guaranteed
  - Staff is allotted a one-hour lunch for 8 hours days, or a thirty minute lunch, and one-hour dinner for anything over 8 hours.

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Cancellation Policy

Cancellation:

- Eagle Theatre may terminate the rental agreement if payment is not received within the agreed upon deadlines. Additionally, Eagle Theatre may terminate the rental agreement after two returned payment charges.
    - We understand that plans can change, and we strive to accommodate our clients to the best of our ability. However, in order to maintain our commitment to providing high-quality service and ensure fair treatment for all our customers, we have established the following cancellation policy for our renters:
    - The initial deposit is non-refundable. This is non-negotiable.
        - Cancellations made with more than 30 days before the scheduled event date are eligible for a refund for any payments made after the initial non-refundable deposit.
        - Cancellations made less than 30 days before the scheduled event date are not eligible for a refund.
        - Force Majeure: In the event of unforeseen circumstances, such as natural disasters, government-imposed restrictions, or other circumstances beyond our control, we reserve the right to modify or waive this cancellation policy as needed. Both parties will work to find a fair and reasonable solution in such cases.

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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 an item line 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, The City of Sugar Hill, and DDA as an additionally insured party will be submitted to the City to finalize approval.

II. Indemnification:

I, on the behalf of_____ (organization name), agree to indemnify, defend, and hold harmless the City of Sugar Hill, DDA, 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 gross 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).

Renter Signature: _____

Renter Printed Name: _____ Date: _____

Renter Responsibilities

Renter Responsibilities:

- Each day shall not exceed a maximum period of ten (10) hours, ending no later than 11:59pm. Failure to do so can result in late fees, confiscation of the security deposit, or cancellation of the event.
- It is the responsibility of the Renter 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 Renter is also required to fill out and turn in the Building Hours Sheet no less than thirty (30) days prior to event.
- The Renter is responsible for the actions of performers and patrons while using the 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.
- Eagle Theatre reserves the right to require past performance references and reserves the right to use this information in renting consideration.
- 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. 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.
- Scripted gestures, language, and conduct of an obscene nature will not be allowed and is the responsibility of the Renter to control such behavior during the rental period/event.
- 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 the Renter provide an electronic version of all advertisement including flyers and posters. Eagle Theatre will post visual advertisements by the Renter at the Eagle Theatre thirty (30) days prior to event.
- LED Marquee advertising is the sole responsibility and discretion of Eagle Theatre and is provided in consecutive order of events in accordance with facility lease.
- Eagle Theatre reserves the right to conduct background checks on potential Renters.

Renter Responsibilities

Renter Responsibilities Continued:

- Renter waives and releases all legal claims against the Eagle Theatre and the City of Sugar Hill related in any way to this rental. Renter agrees to indemnify and hold the Eagle Theatre and the City of Sugar Hill harmless for 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 Renter, Renter's guests, employees, or agents, or any third party.
- Renters 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.
- All ticket-takers, ushers, box office cashiers, doormen, promotional duties, catering, decoration, etc. are the responsibility of the Renter.
  The Renter (along with cast, crew, and any other team members) will dispose of any trash in the dressing rooms and backstage areas in the provided receptacles.
- The Renter will notify an Eagle Theatre staff member of any messes made by cast, crew, or team in a timely manner.

Pre-Event Walkthrough:

At the beginning of any day that a space is occupied, the Renter will complete a brief pre-event walk-through with the designated Rentals & Events Manager or the Event Technical Manager to make sure the space is clean and prepared for the rental.

Post Event Walk-through:

- At the end of any day that a space is occupied, the Renter will complete a brief post-event walk-through using the close-out checklist with the designated Rentals & Events staff member or the Technical Manager to verify all spaces were left as found.
  - Eagle Theatre reserves the right to revisit any missed items from the final walkthrough up to fifteen (15) business days after the conclusion of the use of the space(s).
  - Damages will be invoiced to the Renter.

Rates & Fees:

For Profit Rental Rates:

- Weekday Day Rate (M - Th ONLY)
  - $2,250
- Weekend Day Rate (F - Su ONLY)
  - $3,000
- Full Weekend Rate (F - Su)
  - $6,000
- Full Week (M-Su)
  - $8,000

Non-Profit Rental Rates:

- These rates are only available with tax ID number and upon receipt of Non-Profit Certification. No Exceptions.
  - Weekday Day Rate (M - Th ONLY)
    - $1,850
  - Weekend Day Rate (F - Su ONLY)
    - $2,600
  - Full Weekend Rate (F - Su)
    - $5,000
  - Full Week (M-Su)
    - $6,600

*All Credit Card transactions are subject to a 3% processing fee.

*Prices are not based on Eagle Theatre's equipment availability or functionality.

*Full week rates are anywhere between 5-7 days as a courtesy.

Production Fees:

Our pricing includes our on-site technical manager, if available, who can operate basic lights and sound. The renter needs to provide a list of days and times for review of when they will need the technical manager for their production thirty (30) days prior to event. Otherwise, the renter is subject to finding their own operator, which MUST be approved by our technical manager before use. Productions with detailed technical aspects 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.

Rates & Fees:

Additional Fees:

- Rental of the lettered part of the Eagle Theatre marquee is available for $50.00 per hour that the letters are on the marquee.
- Additional equipment (i.e. Mics, extra lights, belt packs, etc.) is an additional rental fee in which the prices vary.
- Tables
  - Eagle Theatre has a selection of different sizes and types of tables to offer for an additional rental fee.
  - Each table is $20/per rental (not per day)
- Table Cloths:
  - Eagle Theatre has only black table cloths.
  - Each table cloth is $4/per rental
- Chairs:
  - Eagle Theatre has only white fold-able chairs for an additional rental fee.
  - Each Chair is $2/per rental.
- Marley Flooring:
  - Eagle Theatre has a black Marley flooring that is available for an additional fee.
  - $500/per rental can be added.
    - If Renter notifies Eagle Theatre thirty (30) days prior to the event that Marley Flooring would be needed, then Eagle Theatre staff can lay the flooring down; otherwise, it is up to the Renter to lay it down, and roll it back up. The fee will not change if the Renter has to lay the ~~flo~~oring down. No Exceptions.
- 86" TV on Stand
  - Eagle Theatre has an 86' TV on a stand for a $100/ per rental can be added upon request
- Late additions are subject to additional charges.

Items Due (30) Days Out:

- Certificate of Insurance
- Remaining Payment
- Technical Needs
- Additions (i.e. tables, Marley flooring, chairs, etc.)
- Graphics for marketing purposes. Please see the sizes chart attached

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

Renter Signature: _____

Renter Printed Name: _____ Date: _____

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

Contact Information:

1. Today's Date: _____
2. Contact Person: _____
3. Address: _____
4. City: _____ State: _____ Zip:_____
5. Email address: _____
6. Phone Number: _____

Event Information:

1. Name of organization: _____
2. Type of organization: _____
3. Name of Event: _____
4. Dates for rental: _____
5. Anticipated attendance: _____

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

Spaces Requested:

☐ Stage ☐ Orchestra Pit ☐ Gallery

☐ Green room(s): How many _____

Type of Event: ☐ Ticketed ☐ Non-ticketed

Do you need concession? ☐ Yes ☐ No

Beer and Wine? ☐ Yes ☐ No

Technical Team:

Will you need assistance from our technical manager? ☐ Yes ☐ No

- All persons will need to be approved by our technical coordinator prior to the use of any equipment

1. Lighting _____ Secondary: _____
2. Sound: _____ Secondary: _____
3. Rigging: _____ Secondary: _____
4. Technical Coordinator Approval: _____ Date:_____

Merchandise Sales (85/15 SPLIT)

1. How many vendor locations do you hope to accommodate?:
2. List items being sold:

_____

_____

Welcome and thank you for choosing Eagle Theatre for your event! We hope to make your experience here as seamless as possible. In an effort to provide you with the best experience, we require you fill out the below form. This form will provide Eagle Theatre staff with an outline of your schedule to ensure we have staff present and available during your entire rental. Please note that per your agreement with the Theatre you will still have access for the allotted 10 hours a day. If you have any questions regarding your rental, or if something in your schedule changes, please feel free to reach out to Katelyn Zeller at kzeller@cityofsugarhill.com.

Date	Time In (Arrival Onsite)	Time Out (Leaving Site)	Rehearsal/Performance Start Time (note by R or P)	Rehearsal/Performance End Time (note by R or P)	Intermission? (Y/N) Estimated time?	Need Tech Manager? (Y/N)	Tech Manager Time IN	Tech Manager Time OUT

Thank you and we look forward to your event!

Eagle Theatre – Additional Items Request

Show: _____ Show Dates: _____

Item	QTY	Notes
Example: Marley	1	Placed on stage from apron to midstage

Eagle Theatre Staff: _____

Renter Signature: _____ Date: _____

Notes:

_____

_____

_____

Eagle Theatre – Technical Equipment Check Out

Show: _____ Show Dates: _____

Item	QTY	Notes

Eagle Theatre Staff: _____

Renter Signature: _____ Date: _____

Notes:

_____

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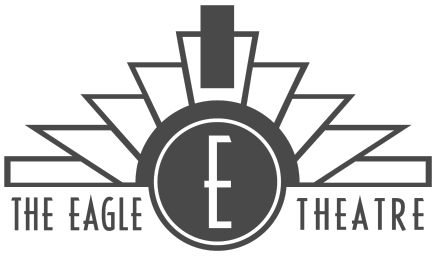
_____



CLOSEOUT CHECKLIST

Signatory & Organization:_____Date:_____

The signatory is responsible for returning the Eagle Theatre to its original state no later than the time of load out. All chairs must be returned to their respective rooms. (8 chairs in the large dressing rooms, 4 chairs in the star dressing rooms, and 6 chairs in the greenrooms) If any tables and chairs have been rented they must be folded and stacked along the wall of the Gallery. Any damage, excessive messes, safety hazards or forgotten equipment/materials (large posters, costumes, hair tools, makeup, etc.) will result in seizure of the security deposit and potentially additional fees to cover repairs and/or cleaning. All signage, including running orders, room labels, etc. must be hung in a manner that does not cause damage, leave residue or other marks (no nails, staples, tacks, or tape that will leave residue or remove paint). Magnets may be used on the dressing room doors to hang performer assignments or other notes. Food, drinks, overflow trash and spills should all be cleaned up prior to closeout walk-through. Theater staff will provide cleaning supplies (trash bags, mop, brooms, towels for spills, etc.) when necessary.

__Lower and Upper Lobbies
__Control Room
__Cleared by Production (Technical check-out sheet, proper use of equipment and paid for additional hours)
__Back of House Hallways
__Backstage Stairwells
__Front of House
__Gallery (Any rented tables and chairs need to be folded and stacked along the wall)
__Dressing Rooms (Counters need to be wiped down and TVs turned off)
__Greenrooms (Dishes cleaned and put away. Counters, sink, and appliances need to be wiped down and TVs turned off)
__Stage (Needs to be swept)
__Receiving Area (Needs to be swept)
__Loading Dock
__Excess Trash (full bags should be tied closed and placed outside of the door; this includes, greenrooms, dressing rooms, control room, back of house hallways, and lower/upper lobbies.

NOTES:

Renter Signature: _____

Staff Signature: _____

City of Sugar Hill

MARKETING OUTLETS

ONLINE

WEBSITE

City - 14,000 monthly visits
www.cityofsugarhill.com
Featured image: 350x250 px

The Bowl - 6,500 monthly visits
www.thebowlatsugarhill.com
Featured image: 1080x771 px 1070x540 px

Eagle Theatre - 5,300 monthly visits
www.eagleatsugarhill.com
Featured image: 1080x1920 px 1070x540 px

Downtown - 3,100 monthly visits
www.downtownsugarhill.com
Featured image: 300x230 px

NEWSLETTER

Snapshot, Monthly E-Newsletter
18,000 subscribers.
Average open rate: 52%

BigTickets Concert E-Newsletter
8,700 subscribers.

PRINT

SWEET LIFE NEWSLETTER

Quarterly physical newsletter included in gas bills mailed to 12,800 Sugar Hill Residents

FLYERS

Placed in over 40 local businesses

OFFLINE

BANNERS

HWY 20 & West Broad St.
West Broad St. & PIB
Splash Park
Pirkle Park

DIGITAL SCREENS

City Hall
The Bowl
Eagle Theatre
E Center

SWAG BAGS

Includes handouts, promotional items, calendars, giveaways

E CENTER MEMBERSHIP

Currently has 20,500 members

SOCIALS

FACEBOOK

City - 15,000 Followers
City Of Sugar Hill

The Bowl - 11,000 Followers
TheBowlatSugarHill

Eagle Theatre - 3,800 Followers
EagleatSugarHill

INSTAGRAM

City - 6,700 Followers
City Of Sugar Hill

The Bowl - 2,100 Followers
TheBowlatSugarHill

Eagle Theatre - 1,400 Followers
EagleatSugarHill

City of Sugar Hill

ARTWORK SIZES

ONLINE

WEBSITE

City - 14,000 monthly visits
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The Bowl - 6,500 monthly visits
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NEWSLETTER

Snapshot, Monthly E-Newsletter
1080x1920 px

BigTickets, Concert E-Newsletter
1920x1005 px

PRINT

SWEET LIFE NEWSLETTER

Featured image: 1080x1080 px
Please include event description

OFFLINE

BANNERS

6912x3456 px

A FRAME

5550x7350 px

DIGITAL SCREENS

Marquee 608x128 px
Monument 1668x834 px
TV LS 1920x1080 px
TV POR 1080x1920 px
Big Tickets Banner 790x1090 px
Big Tickets Icon Image 1080x1080 px

SWAG BAGS

Includes handouts, promotional items, calendars, giveaways

E CENTER MEMBERSHIP

Letter sized handout or pamplet

SOCIALS

FACEBOOK & INSTAGRAM

City - City Of Sugar Hill
Featured image: 1080x1080 px

The Bowl - TheBowlatSugarHill
Featured image: 1080x1080 px

Eagle Theatre - EagleatSugarHill
Featured image: 1080x1080 px

Please note that inclusion of your event in the city's newsletters and social media is subject to availability and may vary depending on the event type and space constraints.