

**THE ART PLACE-MOUNTAIN VIEW**  
**A facility of Cobb County P.A.R.K.S. Department**

**Theatre Guidelines**

**Introduction**

The Art Place-Mountain View is a Cobb County tax-supported arts facility. This facility falls under the Cobb County P.A.R.K.S. Department and the Cultural Affairs Division. The facility is available for ARTS RELATED RENTALS ONLY. All dates and activities must be approved by The Art Place Coordinator. The Art Place-Mountain View has a black box theatre with 2 dressing rooms, an outdoor stage with 2 dressing rooms, 5 multipurpose classrooms, a pottery studio, gallery, conference room and a kitchen. These areas can be rented or reserved as space allows.

**Theatre Rental Fee Information**

\*Fees are subject to change without notice, based on Cobb County Board of Commissioners approval.\*

Rental fees include house lights, seating on risers, sound equipment, standard maintenance, air conditioning/heating, box office space in lobby, theatre masking and 2 dressing rooms. The rental fee does NOT include technicians, stage hands, ushers, extra equipment, lighting design or other things not specified in the lessee's agreement.

Theatre Rentals

\$250 refundable security deposit

\$120 per day for move-in, rehearsals, strike and any other days the theatre is booked for your group

\$150 per performance day with a 2 show max per day

Once a contract is received, 50% of the rental will be collected. The remaining 50% will be due no later than 30 days before move-in. All fees must be paid in full before use of the facility. Failure to pay the full balance will result in a cancellation of your booking.

Recitals

\$60 refundable security deposit

\$20 an hour with a 4 hour minimum, or \$120 for the full day

Once a contract is received, the full deposit and rental fee will be collected.

To be eligible for the recital rate, the event must be free and open to the public and only a 4 hour maximum rental for piano, dance or vocal recitals.

Out of County Fee

This fee is to be charged to any individual or group that resides or is based outside of Cobb County. The fee is \$25 and is paid per contract.

Tech Fee

Rental fee includes house lights. If a rental requires a light technician, they will be booked by The Art Place Coordinator. Only Art Place approved techs are allowed to operate the light board. The fee to the renter is \$20 an hour with a 4 hour minimum, each day they are booked. This balance will be due the last day of the rental and is paid directly to the tech. A delay in payment to the tech may result in the loss of renter's security deposit.

Kitchen Fee

The use of The Art Place kitchen may be requested. If approved, a \$25 fee will be added to the contract and will be due 30 days before move in.

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Custodial Fee

A custodial fee will be assessed, as needed, at the close performance run or event. To avoid this fee, the facility must be left in the condition it was found. This includes sweeping, mopping and cleaning the dressing rooms and sweeping the theatre. Any items left in the dressing rooms or theatre after move out will be discarded after 5 days.

Park Rangers Fee

If, in the sole judgement of The Art Place Coordinator, Park Rangers are required this cost will be \$40 an hour with a 4 hour minimum, per Ranger. If alcohol will be served at the event a Ranger is required, please see the Cobb County Alcoholic Beverages Policy under Conditions of Use for more information.

**Conditions for Use**

- You are responsible for your group and/or parties actions and conduct during your reservation. Your current and future reservation requests may be cancelled if the following should occur: fighting, unseemly conduct, health violations, abuse of staff or property, or failure to remit payment.
- Contract changes/cancellations will only be accepted from the individual originally booking the facility(s).
- Your group must assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility.
- All pyrotechnics and use of fire are restricted inside the theatre and facility.
- Alcoholic beverages are strictly prohibited with the exception of closed functions sponsored by a nonprofit organization not open to the general public which must have a written, limited guest list prepared at least 48 hours in advance of the date on which the closed function is to occur, and which occurs at the Cobb Civic Center, Jim R. Miller Park, East Cobb Park, Mable House Complex, Hyde Farm, Stout Park, county community centers, senior facilities, or county art centers/theatres which are managed by the Parks, Recreation and Cultural Affairs Department. No pay-at-the-door guests or drop-ins are to be permitted. Alcoholic beverages may be served without charge and consumed at closed functions, but the offer and sale of alcoholic beverages at such functions is prohibited; except that a general admission fee permitting attendance at the closed function may be collected in advance. Additional rental regulations and fees apply.
- Damage and/or destruction of the above named property(s) will result in repair and/or replacement fees billed directly to you.
- In all circumstances, the Organization retains full authority for final approval and denial of facility reservation requests.

**Booking Information**

- The theatre may not be rented for longer than a 14 day consecutive period.
- Groups or individuals may book up to 3 years in advance. The only exception to this rule is recitals. Recitals may be booked 1 year in advance.
- The Art Place-Mountain View is a multi-purpose facility and other programs may occur in the theatre during the run of your show. These programs usually include small performances by one of our drama classes, summer camp, a meeting, tour or other small facility event not listed here. Every care will be taken to keep people away from sets and equipment.

**Recital Information**

- Events that qualify as a recital must be free and open to the public and only a 4 hour maximum rental for piano, dance or vocal recitals.
- Recitals may be booked for weeknights or on Sundays if available.
- Recitals may be booked 1 year in advance.

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- Receptions are permitted following the lessee's recital, however they are limited to The Art Place lobby. Receptions are also subject to availability when booking.
- Seating and lighting is at the discretion of The Art Place Coordinator. The current lighting and seating configuration will be used. Lessee's rental does include a basic theatre lighting plot.
- All lessees must leave the facility in the same condition in which it was found.
- A custodial fee will be assessed, as needed.

**Seating Capacity & Set-Up**

- The Art Place-Mountain View theatre is a modular performance space and seats 150 maximum and maximum room capacity of 200. This 200 person maximum includes performers, technicians, audience members, etc. that are in the theatre during the run of the performance or rehearsal.
- Three basic seating plans are available. No special seating arrangements will be made. Lessee must give seating requirements to The Art Place Coordinator at the production meeting or via email, 30 days prior to the move-in date.
- The three seating options are straight across (seats 125), L-shape (seats 135) or a broken U-shape (seats 150).

**Facility Use Guidelines**

- Lessor will furnish air conditioning, heating, and house lighting which, in its sole opinion, is adequate with respect to the intended use under this rental agreement. The failure to furnish air conditioning, heat, or house lights shall not abrogate this agreement and shall not entitle the Lessee to any rebate on the rental costs.
- Lessee accepts the building is in good order and repair, and agrees to return it to the lessor in the same condition, normal wear excepted. Lessee agrees to reimburse Lessor for any expenses Lessor incurs in returning the facility to its condition prior to the lease.
- The Director of the Cobb County P.A.R.K.S. Department reserves the right to review any contracts between the lessees and other parties involved in using The Art Place-Mountain View.
- This contract does not cover any space or accommodations other than those specified on the "Theatre Rental Contract".
- In the event of inclement weather the Cobb County P.A.R.K.S. Department will determine the closing of The Art Place-Mountain View.
- Lessor is required to provide a building supervisor for the leased facility. Lessee shall maintain at the rented facility a contact person who shall remain in attendance until the event is completed and who shall be responsible for communications between the Lessee and those in attendance.
- As deemed necessary by the Lessor, the lessee will be required to hire a Cobb County Parks Ranger for security purposes during the event.
- Lessor reserves the right to remove from the building all property remaining in the building after the time specified in this agreement, or to charge the Lessee \$100.00 for the first day and \$25.00 per day thereafter, up to 30 days at which time all equipment, props or effects will belong to The Art Place-Mountain View.
- All facility charges are calculated from the time The Art Place is opened until it is closed. All checks are to be made payable to The Art Place-Mountain View. Lessees may book dates with no money down until another individual or group requests the space or contract is signed. At that time a security deposit plus half the rental fee is required to hold the space. The final balance will be due no later than 30 days before Lessee's move-in date.
- The Lessor must be made aware of and copies given to the Lessor concerning all functions held at The Art Place-Mountain View. No publicity shall be released naming The Art Place-Mountain View until all contracts have been signed.
- No person shall be permitted to bring to the building or grounds or keep therein anything which shall increase the rate of fire insurance on the building or any property herein. Such items as gasoline, explosives, oils, or any artificial lights shall not be permitted in the buildings or on the grounds without the consent of lessor in writing. The Cobb

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County P.A.R.K.S. Department reserves the right to limit the number, amperage, and wattage of lights, fixtures or equipment for any event. All decorative materials must be flame-proofed before taken in the building or on Lessor grounds. After unpacking all boxes, cartons, etc., packing and wrapping must be replaced in boxes and removed.

- Nothing contained in this lease shall be construed to prohibit the Department of Public Safety, Health Department, Police Department, Fire Department, or any other Division of the Cobb County P.A.R.K.S. Department, its agents or employees, from entering the leased premises for the purpose of discharging their lawful duties. The sidewalks, passageways, halls, stairways, seating and exits specifically shall not be obstructed by Lessee or any other person.
- The Lessee herein shall be liable for any and all damages caused through its own acts or the acts of any of its employees or agents or anyone visiting the building or grounds upon the invitation of the said Lessee, caused to the building or any portion thereof, or to persons or property upon Lessors premises.
- The Lessee agrees to release the Cobb County Board of Commissioners, Cobb County P.A.R.K.S. Department, The Art Place-Mountain View employees, agents or volunteers from any and all damages to persons or property during its use of said building, grounds, and equipment. Lessee agrees to indemnify and pay The Art Place-Mountain View, for any damages to its property resulting from the use of said building, grounds or equipment by Lessee. Lessee also agrees to indemnify and hold harmless The Cobb County P.A.R.K.S. Department and its agents, against all claims which may be made against The Art Place-Mountain View or its agents, for property damage or personal injuries sustained by any person, including Lessee and Lessee privies, which may result from the use of said building, group and equipment by Lessee. The indemnifications herein agreed to by the lessee shall include indemnification for negligent acts of The Art Place-Mountain View or any of its agents, servants, volunteers or employees.
- All technical equipment furnished as a part of this agreement shall be operated by personnel approved by The Art Place-Mountain View.
- No nails, tacks, staples, brads, or other things shall be driven into any portion of the building, and no changes, alterations, repairs, painting, staining, or doing anything that will change the finish, appearance, or contours of the building, will be permitted without the written consent of the Lessor. Nothing, including pins, shall be attached to the curtains.
- No animals, other than seeing eye dogs for the blind, shall be brought into the building without the express consent of the Lessor, and then under such regulations as may be made by Lessor.
- Lessor reserves the right at any time to order out any persons, animals, furniture, fixtures, and other things, and to terminate this contract without notice or liability for its so doing. Lessee specifically agrees to hold Lessor harmless for cancellation. Lessor agrees to provide a pro-rated refund to Lessee within a reasonable time of cancellation.
- No food or edibles, drinks or novelties shall be given away or sold in any building or grounds by Lessee unless authorized in writing by The Art Place-Mountain View.
- Fees levied for the playing and/or performing of music or performing scripts under copyright to any licensing agency are the sole responsibility of the Lessee.
- **SMOKING IS PROHIBITED** in The Art Place-Mountain View. Official Code of Georgia 16-12-2.
- Lessor reserves the right, through its administration, to eject any objectionable party/parties from the building or grounds, and upon an exercise of authority, through any of its committees, agents, or Rangers. Lessee hereby waives any and all claims for damages against The Art Place-Mountain View in the event of such an occurrence.
- Lessor reserves the right, without notice, to cancel this lease at any time whatsoever, if, in the determination of the Lessor, cancellation is necessary to protect the health, welfare, morality, or safety of the public, or if the premises are used for any purpose other than that specified in the lease, or if Lessee's use constitutes a nuisance or is any other way in violation of the laws of ordinances of Cobb County or the State of Georgia, or the facilities and premises would be adversely affected by tenant's use, such adverse use not being contemplated upon execution of the lease or due to The Art Place-Mountain View's needs or activities; provided, however, that Lessor shall make every responsible effort to give Lessee prior notice of any such cancellation. In the event of cancellation by Lessor, money paid on account of Lessee allocated to any time or event during or for which Lessee does not

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have use of the premises by virtue of cancellation, shall be refunded to Lessee within a reasonable time. It is expressly agreed that in the event of a cancellation of this contract, Lessee shall have no claim of any character against lessor by reason of such cancellation.

**Facility & Equipment Information**

Stage Dimensions

Depth (wall behind traveling curtain to light booth wall): 45 feet  
Width (rolling door wall to solid wall): 59 feet, 9 inches  
Stage Floor to Grid: Wall with traveling curtain: 16 feet, 11 inches  
                                    Wall with light booth: 16 feet  
                                    Rolling door height: 8 feet

Risers

13 sections: 3 feet x 6 feet x 8 inches tall  
15 sections: 3 feet x 6 feet x 16 inches tall  
16 sections: 3 feet x 6 feet x 24 inches tall  
16 sections: 3 feet x 6 feet x 32 inches tall  
18 railing sections: 3 feet  
6 triangle sections: 8 inches tall  
4 step units: 8 inches tall  
4 step units: 16 inches tall  
4 step units: 24 inches tall

Electronics

Light Board: 48/96 ETC Lighting Control system with monitor and remote system. The electrical inventory consists of 16 Lekos and 41 Fresnels. Also available are (2) Light Trees.

Sound Equipment

(1) Mackie CFX Sound Board, Monitor, and programming remote.  
(2) Bose 80Z Speakers  
(1) Bose Controller  
(1) Tascam CDA-500, CD-500, CD Player and Tape Deck  
(4) Corded Microphones  
(10) Microphone/Headset Cables  
(4) 50 foot Microphone and headset cables  
(2) PS-2L Telex Headphone Power Supply  
(7) PH-1 Telex Headsets

Portable Sound System

(1) Crate Portable Sound Mixer System  
(2) Crate Speakers (2) Speaker Stands (2) Speaker Cables

Theatre Masking

(1) Permanent Traveling curtain (on wall across from lighting booth)  
(14) Legs (black velour): 6 feet x 16 feet

Please note: legs must be tied to existing grid poles, any damage to legs will require replacement by renter.

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**Marketing & Publicity**

When renting space from The Art Place-Mountain View, the following guidelines must be strictly observed.

- A full description of the event, date(s), time(s), admission prices, etc., must be submitted to The Art Place-Mountain View Coordinator in writing no later than the production meeting. The name and phone number of a contact person for information about the event must be included. A copy of the press release and/or fact sheet is sufficient. Media will be referred to the contact person.
- The Art Place-Mountain View is not responsible for production or distributing press releases, PSA's, publicity photos and materials; nor for placing advertising.
- All printed materials and media materials must refer to the place of the event as The Art Place-Mountain View or The Art Place-Mountain View Theatre. At no time can the following be used: The Art Place-Mountain View Company (presents), The Art Place (presents), or The Art Place-Mountain View (presents). Materials which use the incorrect phrases cannot be distributed in the Art Center. (This includes flyers, posters, programs, etc.)
- Marquee and shadowbox displays are not a part of the rental agreement. Upon availability, your event will be placed on the roadside marquee. Please note that The Art Place-Mountain View sponsored events, classes, etc. take precedence over rental information.
- House board displays may not be put up until the final dress rehearsal.