

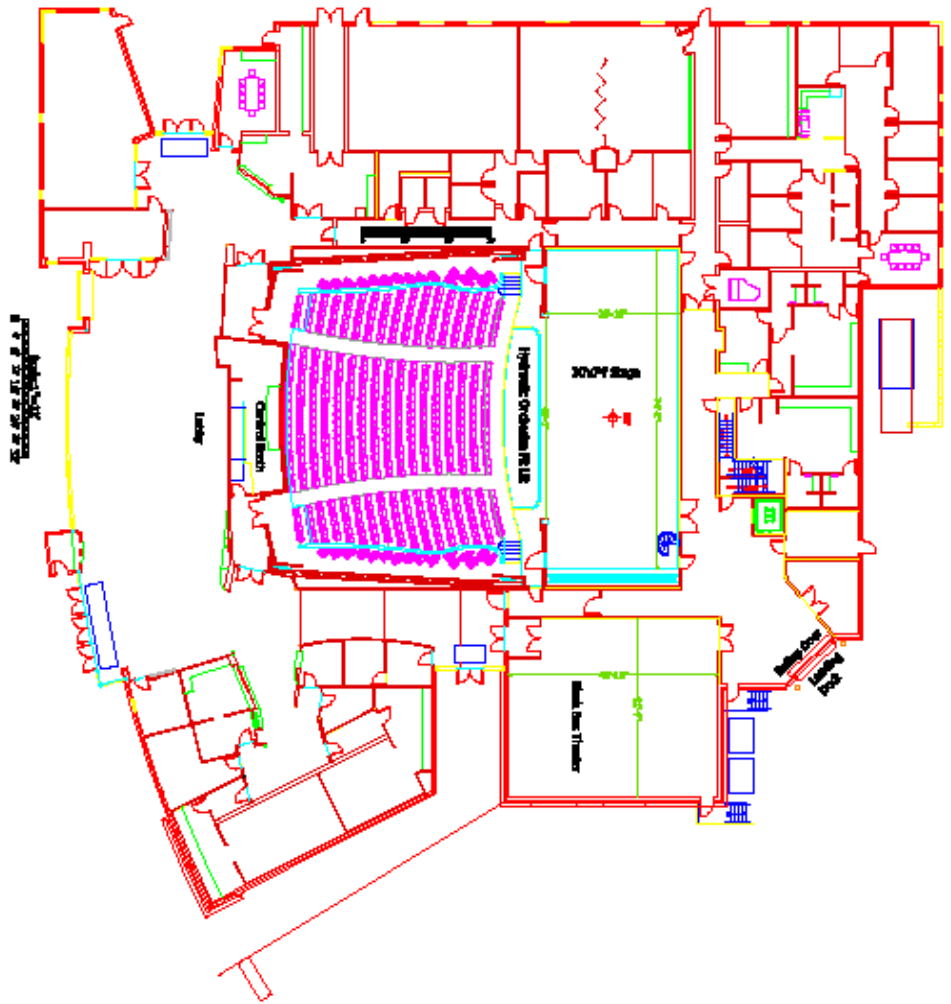


The Porter Sanford III Performing Arts & Community Center is a state-of-the-art, 500 seat Theater in the historic Candler Road district, bringing a diverse range of programming possibilities to Southern DeKalb County.

LOCATION: 3181 Rainbow Drive, Decatur, Georgia 30034
(404) 687-2731

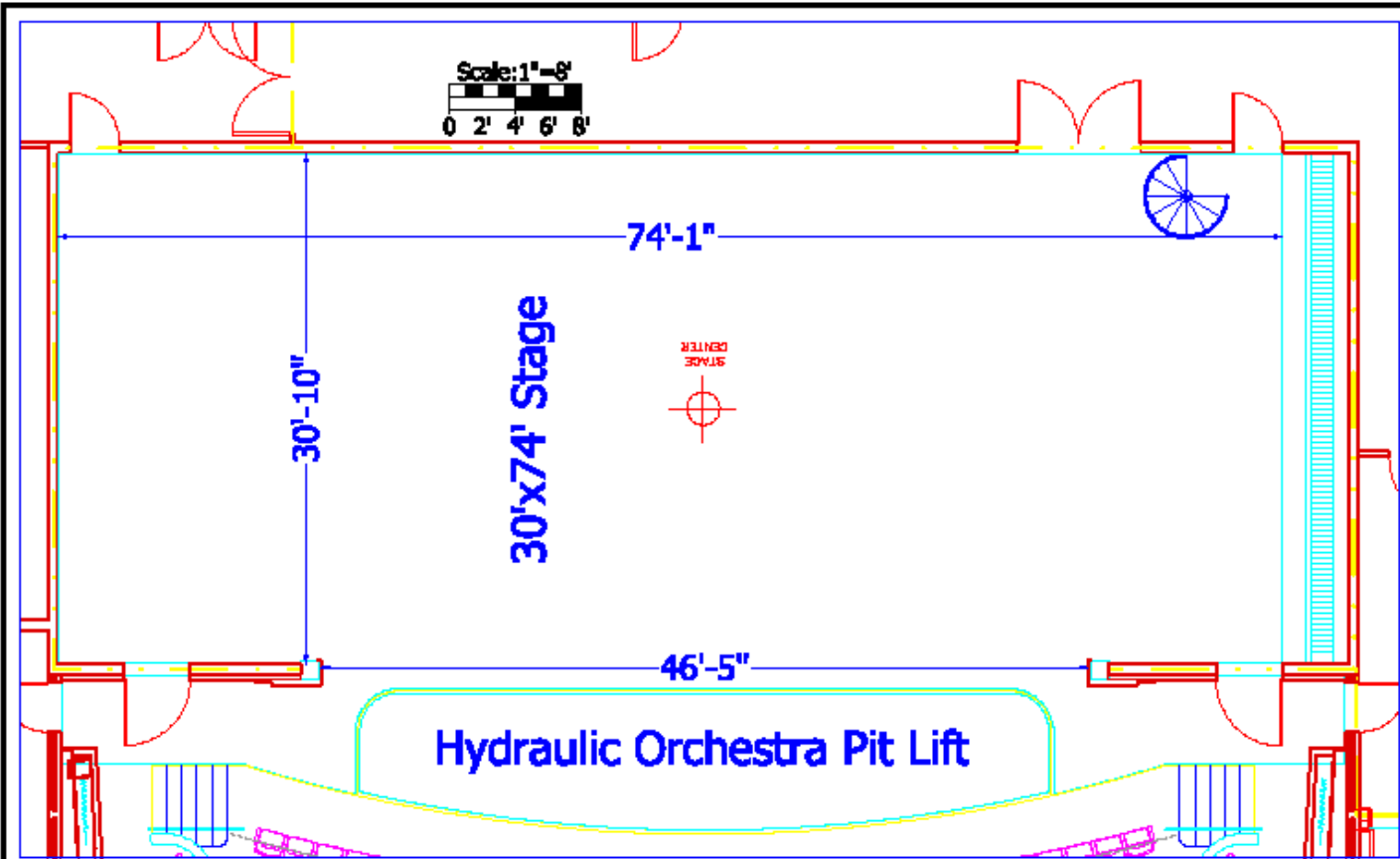
SEATING:

- Theater:** 500 seats
includes dressing rooms, (Green room)
- Lobby:** 536 for a standing buffet style reception or
122 for a seated style reception. Setup fee required
- Black Box:** 140 – setup fee required
- Exhibit Room:** 50 – setup fee required
- Music Room:** 50 – setup fee required
- Art Room:** 15 – setup fee required
- Community Room:** 10 – no charge



Porter Sanford III Performing Arts and Community Center
Facility Overview

Plotted by:
Chip Gooding
 (404) 325-5857
chip@silpsadk.com
www.silpsadk.com



Porter Sanford III Performing Arts and Community Center

Stage Floor plan

Plotted by:
 Chip Gooding
 (404) 325-5857
 chip@5lbsack.com
 www.5lbsack.com



INSURANCE REQUIREMENTS:

Porter Sanford III Performing Arts & Community Center organizations should provide the following insurance coverage for use of the arts center:

- DeKalb County should request a minimum \$1M of General Liability coverage. Higher limits should be considered for the largest events.
- General Liability policy to be primary and non-contributory with waiver of subrogation in favor of DeKalb County. Policy to name DeKalb County as an additional insured.
- Statutory Workers Compensation for organizations with employees
- Commercial Auto Liability coverage at limits of \$1M and primary and non-contributory, with waiver of subrogation in favor of DeKalb. Policy to name DeKalb County as Additional Insured (To the extent that the exposure exists)
- Crime coverage with a Third Party Endorsement should be considered if there are any valuable works of art housed at the facility.

Organizations that serve alcohol shall provide General Liability Host Liquor Liability Endorsement.

All insurance must be evidenced on the standard ACORD form certificate of insurance. All insurers must be licensed to do business in the state of Georgia. Acceptable insurers shall be rated "A" or higher from the rating agency *A. M. Best*.

EVENT CATERER

- A. The Event Caterer must be licensed and must have liquor liability insurance coverage of not less than **\$1,000,000** per occurrence. A copy of the Event Caterer's insurance policy must be submitted to Risk Management in a form acceptable to the Porter Sanford III Performing Arts & Community Center no less than two weeks before the involved Event or the Event will be cancelled.
- B. The Event Caterer must require delivery of the alcoholic beverages by the Event Sponsor to the Event Caterer at least 24 hours prior to the Event.
- C. Uniformed DeKalb County Police Officer(s) must be present for any Event at which: (1) alcohol is served and seventy-five people or more may be in attendance; or (2) alcohol is to be served for more than 2 hours, regardless of the number of people who may be in attendance. The number of officers necessary to manage the Event will be at the discretion of DeKalb County. A greater number of Police Officers will be required at all Events at which alcohol is to be served for more than 2 hours.
- D. At Events where 75 or more people may attend, uniformed DeKalb County Police Officers will maintain a security presence and will respond to requests for intervention. The Officers will also maintain contact with the Event Sponsor's contact person, the Event Caterer, and Event Facility staff. Officers providing Event security are to intervene when circumstances warrant intervention, when there is a duty to act, and as requested by the Event Sponsor, Event Caterer or Event Facility staff. DeKalb County Police are not responsible for checking the identification of Event attendees.
- E. The Event Sponsor is solely responsible for paying the cost of hiring the number of DeKalb County Police Officers required to provide security at the Event pursuant to DeKalb County's policy.

Signature of Lessee _____ Date _____



DeKalb County Parks and Recreation Alcohol Use Policy & Guidelines

Use of alcohol on DeKalb County owned and operated property is permitted **by special permit only**. A \$75 alcohol fee must be submitted with your Alcohol Permit Application obtained from the Parks and Recreation Department. **NO CASH ACCEPTED**. Alcoholic beverages other than beer or wine in non-glass containers are prohibited within DeKalb Parks. No person less than 21 years of age may possess and/or consume alcoholic beverages in any area in the park. DeKalb County Police Department may check on events when alcohol is being served.

Conditions of the Permit:

1. *Person signing the permit application must be present during the entire event.*
2. *Permitee will be responsible for verifying age of all person to whom alcoholic beverages are consumed and /or dispersed under the permit.*
3. *Area of permit use will be confined to the area specified in the permit.*
4. *All conditions of County policies and procedures must be adhered to.*
5. *Guest cannot become intoxicated on County property/premises.*

If a caterer is used to dispense alcohol, the caterer must have all required permits and /or licenses. In addition, the caterer must submit a certificate of insurance, demonstrating proof that the caterer has the following coverage's.

Commercial General Liability Liquor Liability

Limits of \$1 Million each Occurrence, \$2 Million General and Products/Completed Operations Aggregates, \$1 Million Person/Advertising Injury Liability/\$50, 000 Fire Damage Legal Liability and \$5,000 Medical Payment Expense.

Liquor Liability

\$1 Million each Occurrence and \$2 Million Aggregate.

Workers Compensation and Employers Liability

Statutory limits and coverage.

DeKalb County shall be listed as additional insured on the Commercial General Liability and Liquor Liability Policies.

Steps to secure Alcohol Permit:

- 1) Organization /group completes a Porter Sanford III Arts and Community Center rental agreement and notifies PSACC staff their intent to serve alcohol
- 2) The PSACC Facility manager will contact and coordinate with Public Safety securing off duty police officer(s) for event. (1 officer per 100 patrons)
- 3) Upon confirmation of securing off duty officers by PSACC.
- 4) The Organization /group bring approved PSACC agreement and alcohol application to the Parks and Recreation Office.
- 5) Application is signed by authorized Parks and Recreation staff.
- 6) Organization pays the \$75 fee.
- 7) Organization /group issued the Alcohol Permit.
- 8) Parks and Recreation fax approved Alcohol Permit to the PSACC to Facility Manager.
- 9) **Note:** Organization/groups requesting to sell must adhere to all County and State requirements. PSACC staff will assist in the coordination.



DeKalb County Parks and Recreation Department
 1300 Commerce Drive, Suite 300, Decatur, Georgia 30030
 (404) 371-2711

ALCOHOL PERMIT APPLICATION

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____

Name of the Individual or Organization: _____

Time: _____ to _____. Host/Person of Responsibility: _____

Mailing Address: _____

Telephone (Home): _____ (Cell): _____ (Work): _____

Purpose of Use: _____

Area(s) of Consumption: _____

Total Participation Expected: _____

INDEMINFICATON/HOLD HARMLESS: *User shall defend, indemnify and hold harmless DeKalb County, its officers ,officials ,employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damages to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by Use in or about the Premises, except only such injury or damages shall have been occasioned by the sole negligence of the County.*

As Host, I understand it is my responsibilities to comply with all DeKalb County and State of Georgia alcohol beverages laws, including the prohibition against serving alcohol to person who is underage.

 Date: _____

Applicant's Signature

P &R Approved by: _____ Date: _____

For Internal Use PSACC:		
PSACC Approved Application: : Yes ___ No ___ Staff Initials: _____		
PSACC Secured Off Duty Officer(s)	Yes _____ No _____	# of Officers _____
For Internal Use P &R:		
Date Application and payment Received: _____		
Type Payment: Check# _____	Money Order _____	Cashier Check:# _____
Date Deposited: _____	Receipt # _____	Oracle # _____

GENERAL RULES & REGULATIONS

MERCHANDISE SELLING AGREEMENT

The Porter Sanford III Performing Arts & Community Center shall determine, in its sole discretion, whether to allow any merchandise for sale by or on behalf of Lessee to be sold during the Event(s) and reserves the right to refuse the sale of specific Lessee – related promotional items in its sole discretion.

Should Lessee request that The Porter Sanford III Performing Arts & Community Center personnel sell Lessee’s merchandise/items/Food, then a cost of \$12.00 per hour (four-hour minimum) or any part there of must be paid in cash at the end of the evening or event period for each seller which shall be Ambassadors.

Lessee will be responsible for a rental fee for the use of selling space per the fee sheet attached.

Lessee is responsible for paying all applicable sales tax on merchandise sold during the event(s) to appropriate taxing authorities.

Lessee shall receive no compensation from the sale of merchandise items developed by sale or on behalf of DeKalb County.

Absolutely no food or drinks allowed in theatre.

If food or drinks are sold, the Lessee must provide at least four (4) ushers per show throughout the performance. Two at each door leading into the theater. Ushers must monitor food & beverages and make sure no one brings food or drinks into the theatre (this includes bottled water).

CANCELLATION POLICY

Lessee may terminate the Event Agreement without cause with 60 days advance written notice.

If Lessee cancels less than 60 days out from the first day of usage, the Lessee will forfeit all payments made up to the amount of one day facility rental fee.

PERFORMERS ENTRANCE POLICY

All performers and support personnel are **required to enter through backstage entrance** in the rear of the building. **Lessee is required to have an assigned person to meet and direct performers.**

CLEANING & PROPERTY DAMAGE POLICY

There is a \$250 mandatory cleaning fee to insure that the building is left clean and free of damage. All trash should be taken to dumpster at the loading dock in rear of building. No signs or decorations of any kind should be placed on walls, doors, or drapes.

SUPPLIES

PSPACC **will not** provide supplies for any event that includes table cloths, ink pens, safety pins, paper, decorations, easels, etc.

USHERS & TICKET SALES

If food or drinks are sold the lessee must provide at least four (4) ushers per show. Two per door into the seating area of the theatre. If unable to provide ushers, PSPACC will provide Ambassadors for your usage.

Ushers must monitor food & beverages and make sure no one brings food or drinks into the theatre (this includes bottled water).

The lessee must provide adequate ticketing staff of the lessee’s performances. The Porter Sanford III Performing Arts & Community Center Staff will not handle any lessee ticket issues. The ticket booth should be manned for at least fifteen minutes after the performance has started and at intermission.

LOBBY

Concessions must be approved by the management of the theatre.

Do not move existing furniture or add furniture without permission of the management.

No signs are to be posted on windows, walls, doors or curtains or any other surfaces.
No scotch tape or duct tape is to be used in the theatre (this includes the entire theatre).

HOUSE – THEATRE SEATING AREA

Absolutely no food or drinks are allowed in theatre.

Strollers cannot block aisles or steps.

Use only theatre seats (no additional chairs by order of the Fire Marshal).

STAGE AND WINGS

AUDIENCE MEMBERS ARE NOT ALLOWED ON STAGE BEFORE OR AFTER PERFORMANCES.

Please make arrangements to meet the actors/performers at the stage door or in the lobby.

This is a safety issue and must be adhered to.

For your safety, keep the area clean and do not block fire exits.

Please do not touch the cyc (do not use the area behind the cyc). The cyc is not to be moved or “bagged”.

All props and set displays must be removed on the day of move-out. There will be a charge of \$50 per day for any items left after the move-out date.

No one under eighteen (18) years of age should be on the cat walk or the weight bridge.

No painting or construction of prop/sets or the stage floor.

No smoking anywhere in the theatre (If you must smoke please stay clear of all doors).

DRESSING ROOMS

At the end of each rehearsal, please pick up all trash and clothing from floors, so staff can sweep and clean without disturbing your personal items.

No food is to be left in the dressing rooms or on the stage. Please make sure each night everything is placed in the trash cans so it can be removed at the end of the night.

When you move-out please make sure all dressing rooms are the same as when you moved into the theatre (bathrooms, floors, mirrors, etc.)

GENERAL

Provide own GAF Tape, Gels, Batteries, etc. Please bring your own scissors, pens, staples, etc.

Please make sure PSPACC has a phone number where your patrons can get information about your performance and where to purchase tickets.

SOMEONE WHO IS IN CHARGE (AN ADULT) MUST STAY UNTIL ALL CHILDREN ARE PICKED UP BY THEIR PARENTS OR A RESPONSIBLE ADULT. CHILDREN CANNOT BE LEFT WITH THEATRE STAFF.

Please share these rules with Parents and Groups prior to your event!