

# Roswell Cultural Arts Center Rental Worksheet

950 Forrest Street  
Roswell, GA 30075  
(770) 594-6232 (Main Phone)  
(770) 594-6281 (David Crowe - Rentals Coordinator)  
[dcrowe@roswellgov.com](mailto:dcrowe@roswellgov.com)

**Please fill out the following information completely and return it to David Crowe:**

## Contact:

Event Name

Company Name

Contact Name

Contact Phone (Land)

Contact Phone (Mobile)

Contact Fax

Contact Email

Contact Address

Billing Name if different from above

**Total Number of Attendees Expected:**

## Marketing:

Event Website

Event Phone

Event Email

Open to the public? (Y/N)

Cost per ticket

Contact Person Name

Event Description for Publicity

Upload Photo for Publicity

**Dates/Times\* (Please be as specific as possible)**

Length of Show (minutes):			
Intermission? (Y/N)			
Load In Date:	Time:	Building Open:	Load in Start: Out of Building:
Rehearsal Date 1:	Time:	Building open: Rehearsal End:	Performer Call: Out of Building: Rehearsal Start:
Rehearsal Date 2:	Time:	Building open: Rehearsal End:	Performer Call: Out of Building: Rehearsal Start:
Rehearsal Date 3:	Time:	Building open: Rehearsal End:	Performer Call: Out of Building: Rehearsal Start:
Rehearsal Date 4:	Time:	Building open: Rehearsal End:	Performer Call: Out of Building: Rehearsal Start:
Performance Date 1:	Time:	Building open: Performance End:	Performer Call: Out of Building: Performance Start:
Performance Date 2:	Time:	Building open: Performance End:	Performer Call: Out of Building: Performance Start:
Performance Date 3:	Time:	Building open: Performance End:	Performer Call: Out of Building: Performance Start:
Performance Date 4:	Time:	Building open: Performance End:	Performer Call: Out of Building: Performance Start:
Performance Date 5:	Time:	Building open: Performance End:	Performer Call: Out of Building: Performance Start:
Performance Date 6:	Time:	Building open: Performance End:	Performer Call: Out of Building: Performance Start:
Load Out Date/Time:	Load Out Start: Out of Building:		

**\*Rubicon Studios production staff, MUST be on site if you are onstage or backstage.**

<b>Rental Rates:</b>	<b>Commercial</b>	<b>Civic*</b>
Performance Time (Minimum 4 hours)	\$150/hour	\$125/hour
Rehearsal Time (Minimum 4 hours)	\$70/hour	\$60/hour
Setup/Breakdown Time	\$40/hour	\$35/hour

*\*copy of 501(c)(3) nonprofit status required for all Civic users*

**Lobby Only (150 seated; 200 standing)**

8am-5pm (No food - minimum \$300)	\$100/hour	\$100/hour
After 5pm (No food - minimum \$450)	\$150/hour	\$150/hour
Lobby for a Food & Beverage Reception	\$150/hour	\$100/hour

**Meeting Rooms Only (Two 700 sq ft. - 60 seating capacity)**

Mon-Fri, 8am-5pm (maximum \$150/minimum \$75)	\$25/hour	\$25/hour
After 5pm and weekends (minimum \$150)	\$50/hour	\$50/hour

**Insurance Coverage is a requirement**

*\*proof of \$1,000,000 general liability coverage listing City of Roswell as additional insured required 30 days prior to load in*

**Food/Beverage:**

Concession Stand (\$50/day) (Y/N)

Will the Event Be Catered? (Y/N) (Pre-approval required. Please list Catering Company name and contact information)

If no, will food be brought in individually by performers? (Y/N)

Will you sell concessions? (Y/N)

Will there be a reception before or afterward? (Y/N) (\$150/hour Lobby Reception Fee Applies)

**Theatre Rental List:**

Please indicate the number you will rent of each item:

Stage Platforms - 4'x8' (3)

\$50 ea/day

Grand Piano

\$150/day

Microphones, Wireless Headsets, & Body Packs

\$10 each/day

Choral Risers (4)

\$75/day

Orchestra Chairs (49)

75 cents/day

Music Stands (33)

75 cents/day

**Lobby/Meeting Room Rentals:**

Please indicate the number you will rent of each item:

Folding Chairs for Lobby (32)

50 cents/day

Seminar tables, 6ft. X 18inch, Narrow (20)\*

\$3/day

8 ft. tables (21)\*

\$3/day

6 ft. tables (9)\*

\$3/day

High top reception tables (6)\*

\$5/day

Easels (6)

\$10/day

AV Projector

\$150/day

10x10 Projection Screen

\$25/day (\$20/day Civic)

DVD/VHS player

\$25/day (\$20/day Civic)

*\*Note: we do not rent tablecloths*

**Special Requests:**