Performing Arts Center
at Georgia Southern
Dance Competition Information Packet
I. **FACILITIES**

a. 825-seat theatre with proscenium stage

b. Stage (36' deep by 66' wide) with Robbins Bio-Cushion Maple Floor. Users may provide their own marley, or Harlequin Dance Floor can be provided and laid by Performing Arts Center staff for an additional cost.

c. Two (2) dressing rooms, each with four (4) makeup stations with mirrors, toilet, and shower stall. (120 sq. ft. each)

d. Three (3) makeup rooms, each with twelve (12) makeup stations with mirrors. (285 sq. ft, 308 sq. ft., 308 sq. ft.)

e. One (1) men’s restroom with urinal, handicapped accessible toilet stall, three (3) shower stalls (1 handicapped accessible), and three (3) sinks. Connected to makeup rooms.

f. One (1) women’s restroom with two (2) toilet stalls (1 handicapped accessible), three (3) shower stalls (1 handicapped accessible), and three (3) sinks. Connected to makeup rooms.

g. Wardrobe room equipped with eight (8) portable costume racks, 2 (two) irons/ironing boards, one (1) commercial steamer, two (2) washer/dryer washer sets, mirrors. (404 sq. ft. – can be converted to dressing room space)

h. Rehearsal room with mirrors (463 sq. ft. - can be converted to dressing room space)

i. Conference room (480 sq. ft. - can be converted to dressing room space. Four (4) standing mirrors are available.)

j. Green room (383 sq. ft. - can be converted to dressing room space)

k. Loading dock that can accommodate two tractor trailers at one time; one bay has dock leveler. Dock is inside, enclosed, and climate-controlled. It is stage level and located 35’ from stage left doors. Loading doors are 8’ wide by 8’ high. Dock-to-stage doors are 11’ wide by 16’ high. Dock height is 4’ above street level.
II. PRICING

Charges for the Performing Arts Center are as follows:

a. Users are charged per-hour for use of the Performing Arts Center. This includes access to the facilities, basic lighting and sound equipment, the Technical Director, House Manager, Director, and two staff members.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>PRICE PER HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load-In</td>
<td>$100.00/hour</td>
</tr>
<tr>
<td>Competition and Awards</td>
<td>$300.00/hour</td>
</tr>
<tr>
<td>Load-Out</td>
<td>$100.00/hour</td>
</tr>
</tbody>
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b. Cleaning Fees paid directly to Georgia Southern University Custodial Services.

<table>
<thead>
<tr>
<th>CUSTODIAL SERVICE</th>
<th>PRICE PER SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday Night Full Cleaning</td>
<td>$300.00</td>
</tr>
<tr>
<td>Saturday Afternoon Refresh and Restock</td>
<td>$150.00</td>
</tr>
<tr>
<td>Saturday Night Full Cleaning</td>
<td>$450.00</td>
</tr>
<tr>
<td>Sunday Afternoon Refresh and Restock</td>
<td>$150.00</td>
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</tbody>
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c. Additional charges will apply for use of additional equipment or personnel. Examples of such charges include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>PRICE PER UNIT</th>
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<tbody>
<tr>
<td>Marley Floor (includes installation prior to load-in)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Projector</td>
<td>$40.00</td>
</tr>
<tr>
<td>Projector with Slide Advancer</td>
<td>$45.00</td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>$35.00</td>
</tr>
<tr>
<td>Gaffer’s Tape</td>
<td>$18.00</td>
</tr>
</tbody>
</table>

d. A non-refundable deposit is required to confirm the date of the competition. Pricing for deposits are as follows:

<table>
<thead>
<tr>
<th>COMPETITION LENGTH</th>
<th>DEPOSIT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day</td>
<td>$500.00</td>
</tr>
<tr>
<td>2 Days</td>
<td>$750.00</td>
</tr>
<tr>
<td>3 Days</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

e. If merchandise is being sold, the User can choose to give the Performing Arts Center 15% of the gross profit, or pay a Merchandise Fee.

<table>
<thead>
<tr>
<th># OF DAYS MERCHANDISE WILL BE SOLD</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day</td>
<td>$300.00</td>
</tr>
<tr>
<td>2-3 Days</td>
<td>$500.00</td>
</tr>
</tbody>
</table>
III. POLICIES

a. During the User’s use of the GSPAC facilities, the User agrees to indemnify and hold the GSPAC blameless in case of any personal or equipment harm occurring in or around the facilities or in any way related to this rental.

b. Access to any unspecified area of the GSPAC by non-GSPAC personnel is strictly prohibited.

c. The GSPAC will charge the User for any clean-up or repairs necessary beyond the GSPAC regular systematic cleaning which occurs only Sunday evening-Thursday evening, or usual wear and tear.

d. No food or beverage is allowed on stage or anywhere in the theatre house.

e. All activities relating to the competition must be approved and carried out with the supervision of the Technical Director.

f. Unless pre-arranged with the Technical Director, the User will provide all the crew needed for the load-in and load-out, setup, and running of the show.

g. Unless pre-approved by the Director, there will be no food or drink concessions allowed in the Performing Arts Center. Please note that if concessions are approved, there will still be no food or beverage allowed in the theatre or on stage.

h. Availability of the GSPAC is on a first-come, first-served basis. In order to confirm a date, a deposit is required.

i. The GSPAC reserves the right to cancel a contract with sixty (60) days’ notice to the User with no financial obligation on the part of the GSPAC other than to return any deposit monies paid by the User. This is the only type of cancellation for which any deposit monies will be returned to the User.
IV. PROCEDURES

1. Fill out the Dance Competition Rental Request Form found on our website. Please be as specific as possible about the hours that you will need to be in the space.

2. Return the completed form to the Performing Arts Center via email at pac@georgiasouthern.edu, by fax at (912) 478-1480, or in person at our offices.

3. The Performing Arts Center staff will check availability of the requested date and contact the User to discuss the competition in more detail or offer an alternative date if necessary.

4. Once the requested date has been confirmed as available, a non-refundable deposit is required to lock in the date for the competition. The amount of the deposit is dependent upon the number of days requested. Please see the price list for details.

5. A contract will be written detailing the balance due, competition dates and times (including load-in and load-out times), and outlining all of our policies as they pertain to the competition.

6. The Performing Arts Center will inform the User when the contract is complete and ready to be signed.

7. At least three weeks prior to the competition, please contact the Performing Arts Center Technical Director to discuss the production details of the event and equipment that will be needed. He can be reached by phone at (912) 478-7920 or by email at padavis@georgiasouthern.edu.

8. Before load-in, the balance left on the rental fee will be due. It must be paid to the Box Office during business hours. No one will be allowed in the building until the balance has been paid.

9. Competition coordinators may enter through the loading dock at the load-in time stated in the contract, and may load-in materials through loading dock doors or front doors of building. Competitors and audience members may enter through the front doors of the building beginning one hour before competition. No one will be allowed in the building before the time stated in the contract, nor will the front of the building be open until one hour before competition begins.

10. After the event is over, load-out must be completed by the time stated in the contract or extra fees will apply.