



THE GRAND OPERA HOUSE  
*A Performing Arts Center of Mercer University*

# RENTAL APPLICATION FORM

All information **MUST** be completed before the request will be processed.

## **ORGANIZATION REQUESTING RESERVATION**

Organization Name

---

Contact Person

Title

---

Address

City/State/Zip

---

Phone Number

Fax Number

E-mail Address

---

Contact Signature

Date

---

Date Filed (*Grand Opera House use*)

---

## **EVENT INFORMATION**

Event Date

Event Title/Artist

---

Event Start Time

Event End Time

---

Is admission to be charged?  Yes  No

Admission charge(s) \$

---

Please describe your event including any special requirements/technical needs (attach additional sheets/riders):

---

---

---

---

---

---

---

---

---

---

## **APPROVAL**

Grand Opera House Signature

Date

---



# THE GRAND OPERA HOUSE

*A Performing Arts Center of Mercer University*

## RENTAL PROCEDURES

Rental Information: (478) 301-5460 • Rental Fax: (478) 301-5469 • [thegrand.mercer.edu](http://thegrand.mercer.edu)

### 1. AVAILABILITY

The Grand Opera House calendar operates annually between July 1 and June 30 of the following year. The Grand will not accept applications for third-party usage of the facility for the upcoming season prior to April 1. This policy is necessary to ensure that constituent organizations within The Grand Opera House have had ample time to complete programming for the upcoming season.

### 2. INQUIRY

After a company or individual has established a target date for an event, The Grand Opera House should be contacted at (478) 301-5460 regarding availability of specific dates on The Grand's master calendar.

### 3. DATE ON HOLD

When space is available on the calendar, a 10-day hold will be placed.

### 4. APPLICATION SUBMISSION

During the hold period, the organization has 3 business days to complete and return the Rental Application Form. Completed forms may be faxed to (478) 301-5469.

### 5. APPLICATION REVIEW

The Grand Opera House management will review the application within 10 business days and either approve or deny the application. The requesting organization will then be notified of the decision and set an appointment for a pre-production meeting.

### 6. PRE-PRODUCTION MEETING

Pre-production meetings are necessary to clarify box office charges and define staging costs. The renting organization is obligated to meet with The Grand's Technical Director or his representative in pre-production planning within 10 business days of application approval or the engagement may be cancelled by The Grand Opera House.

### 7. CONTRACT AND DEPOSIT

Upon determination of estimated event cost, a Grand Opera House Rental Agreement will be issued. **Countersigned copies by the renter plus a deposit of 50% of estimated event costs are to be received by The Grand Opera House within 5 business days.** If contract and deposit are not received during that time, the hold date will automatically be released. Please note that holds and deposits are valid only for the artist/event named on the approved rental application.

### 8. PAYMENT

**Final rental fees and costs will be deducted from final ticketing settlement.** The remaining surplus from ticket sales will be remitted by The Grand Opera House to the renter no later than 5 business days after the event; or a remaining deficient must be paid by the user prior to the date of the event. The Grand Opera House management may request that the user have sufficient amounts on deposit to cover estimated rental and events costs if, in its determination, management believes that the user will not take in sufficient ticket sales revenue to cover estimated remaining rental and events costs. **Whether by receipt of box office ticket income or by user's payment, final rental and events costs must be received by The Grand Opera House no later than three business days prior to the event.**