

Operated by  
the City of Perry  
P.O. Box 2030  
Perry, GA 31069  
(478) 988-2706



Located at:  
1121 Macon Rd.  
Perry, GA 31069  
info@perryartscenter.org

## General Rental Information

**Current rates for renting the main hall (as of July 1, 2016):**

### Main Hall (maximum capacity – 333)

Day (rental hours prior to 6 pm)      \$111.00/ 4 hrs/event      \$190.00/ 8 hrs/event

Night (6 pm – 1 am)      \$678.00/ event

Rental includes the use of tables and chairs for your event, but Renter is responsible for set up and take down.

**Community room \$111.00 (8-10 hrs)**

**Security \$ 20.00/ hr (mandatory for any event serving alcohol including BYOB)**

**To hold an available date, a \$101 refundable deposit must be paid.**

The remainder of the rent is due *no later* than 2 weeks prior to your event.

***If an event is scheduled less than two weeks prior to an available date, all monies must be paid when reserved either by cash or credit card. No rentals will be scheduled less than 1 week prior to an available date.***

### Equipment available:

30 - 5' round tables (seats up to 8)

22 - 8' long tables

8- Bistro tables

250 chairs

Sound System - \$51 user fee/event

Large stage set-up - \$203

A 10'X12' stage is located in the main hall and can be moved to your preferred location by City staff only.

The food staging area has a commercial refrigerator and deep freezer.

***The Center does not have full-time staff on-site.*** For more information on available dates or other details, please call 478-988-2706 or come to City Manager's office at City Hall, 1211 Washington Street, 2<sup>nd</sup> floor.

## General Policies

1. Rentals are not accepted for:
  - a. Thanksgiving, Christmas Eve, or Christmas Day
  - b. Birthday parties for persons under 21
2. No event will be booked less than 1 week prior to an available date.
3. No event will be booked less than 2 weeks prior to an available date if security is required.
4. Minimum number of hours charged for security is three (3) hours.
5. Nothing may be glued, taped, or otherwise attached to the walls, the ceiling or the lights.
6. Display cases and reception desk cannot be moved.
7. Stage will be placed in your preferred location, but only by staff.
8. Renters not arming the security system will lose 50% of their deposit.
9. Events not vacating the premises by the stated time on their contract will forfeit the entire deposit.
10. Renters (lessees) receive the key and instructions for arming the security system during the walk-thru the day of event or the first day of multi-day event.
11. Payment:
  - a. Balance, if any, is due 2 weeks prior to your event.
  - b. Failure to pay less than 1 week prior is subject to cancelation by the City and forfeiture of your deposit.
12. The walk-thru is scheduled the day of/ or the first day of your event.
13. If you are hosting a "fair", "showcase" or similar event, renter (lessee) must hold a current, valid business license from somewhere in the state of Georgia.
14. Any items left more than 5 days will be disposed of at the discretion of staff.