

# Christ Church Episcopal School

245 Cavalier Drive  
Greenville, SC 29607

## Hartness Performing Arts Center (HPAC) Exhibit A

---

### GENERAL ASSEMBLY AGREEMENT

This agreement is in addition to the Facility Use Request Form provided by the Business Office.

The Renter agrees to pay \$800 for a General Assembly, any fees for additional requested items, spaces, or services, and any incidentals caused by the use of CCES facilities.

A General Assembly is defined as an event using the facility as a typical lecture/meeting space.

The following are included in a General Assembly Rental for four hours (1/2 day):

- Fox Family Lobby
- Rooke Theatre
- Podium with microphone
- Four additional microphones
- Basic stage lighting
- Projector and screen
- One Theatre Technician
- One House Manager
- Four tables
- Ten chairs
- Two security guards
- Cleaning fee

The Renter is responsible for cleaning up after the event as outlined in the CCES Facility Use Policy. If the rented space is left in an untidy manner, an Additional Cleaning fee of \$150 will be charged to the Renter.

Groups larger than 250 may be assessed additional fees for security and cleaning if no agreement is in place in which you can provide such services. These fees will be passed on to the renter at the same rate as CCES is charged.

No food or drink is allowed inside the auditorium. Approved refreshments are permitted in the lobby only.

The Renter is responsible for returning all equipment borrowed from CCES to its original positions at the end of each day.

The Renter audience and participants, except those with certified handicap decals, will park in the Lower School parking lot, entering from Cavalier Drive. Only handicap parking is allowed in front of the Lower School and Hartness Performing Arts Center.

Equipment of the Renter, such as scenery and furniture, must be loaded via the loading dock and shop.

All decorations, furniture, and other materials used shall be removed immediately by the Renter after the completion of the event. All decorations MUST be fire resistant. Changing equipment, electrical adjustments, driving nails, or hanging decorations shall be done only with the consent of the Facilities Manager. At no time shall objects be attached to the stage curtains.

No electrical apparatus shall be connected to any lighting system unless it is first inspected and approved by the Facilities Manager or technical staff personnel at CCES.

Any person designated to operate lighting, sound systems, curtains, drops, scenery, etc., must be qualified to do so. Use of school property/equipment must be approved by the Facilities Manager.

No other provisions will be provided to the Renter unless otherwise stated in the Facility Use Request Form or Exhibit A. Any equipment in the space rented is the property of CCES and is not available for use by the Renter.

If you, as a representative of the Renter, agree with the terms as stated in this letter, please sign and return to the Facility Manager along with the completed Facility Use Request Form. If the copy is not returned at least ten business days before the event, it will be assumed that there is no agreement and the reservations will be cancelled.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Expected Fee: \$ \_\_\_\_\_