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## Operating Regulations, Policies and Lessee Information

### Statement of Purpose

The Cochran City Auditorium is owned by the City of Cochran and is an entity of the Cochran Chamber of Commerce. General operating policies and procedures have been established to ensure the Cochran City Auditorium, its personnel, Licensees, and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline for all concerned and will be enforced by the Cochran Chamber of Commerce and the City of Cochran. Any request variation or exceptions should be submitted in writing and approved by the Chamber of Commerce management.

### Reservations of Facilities:

1. The base fee to rent the Cochran City Auditorium is **\$350.00**. This fee includes rental of the facility for eight (8) hours. There is a **\$50.00** fee for each additional hour over eight. The rental fee is due 14 days prior to the event date. Rates are based on a "four wall" policy and include heat/air conditioning, basic lighting, and water.
2. To reserve a date at the Cochran City Auditorium a **\$150.00** clean-up and damage/security deposit along with a contract are due immediately. A date is not considered confirmed until the Lessee has submitted the required deposit and signed contract.
3. Rental fee and deposit must be paid in advance, *two checks are required*. **Make checks payable to: Cochran-Bleckley Chamber of Commerce.**
4. The clean-up and damage/security deposit can be refunded to the Lessee after the event date if the auditorium is left clean and in reasonable order. The front entrance, steps, and courtyard area; the front entry (foyer w/carpet) and side entrances; the auditorium, including the stage and restroom, along with the restrooms off the entry foyer, must be left clean. A vacuum cleaner is available in the restroom hallway. The carpet must be left clean, and all trashcans emptied. A large trashcan is located near the side entrance at the back parking lot.
5. The Lessee must not wait until the event to pay the rental fees, no exception. Payment can be mailed to the Chamber of Commerce office at P.O. Box 305, Cochran, Georgia 31014.
6. The Cochran City Auditorium is booked on a first come first served basis and is not responsible for the rollover of any events that are held annually. It is the responsibility of the person/organization responsible for the event to reserve dates and follow the policies for rental.
7. The approved method of payment for all expenses is by check, cashier's check, or money order.
8. All Lessees are required to have liability insurance in the amount of \$500,000 as well as to complete a waiver of liability and hold harmless agreement along with the rental agreement.
9. Allowed: non-alcoholic bottled drinks, prepackaged food, and popcorn.
10. Parking is available in the general area of the Cochran City Auditorium.
11. The KEY must be returned to the Chamber on the first working day after the event.
12. All exterior doors must be LOCKED. TURN OFF all lights and all heating and cooling systems before locking the facility. Upon inspection, on the first working day after your rental, your deposit will be returned. Persons using the auditorium will be held responsible for any

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damages incurred to auditorium property during rental period. The Auditorium will be inspected before and after rental period.

#### **Lessee Responsibilities and Performances:**

1. One performance shall not exceed a maximum period of six (6) hours. Failure to do so is forfeiture of the damage/security deposit.
2. One day's rental shall not exceed eight (8) hours. Failure to do so is forfeiture of the damage/security deposit.
3. Rehearsals are for a maximum of four (4) hours. Rental rate for rehearsal is **\$200.00**. Rehearsals lasting longer than four (4) hours constitute full rental fees. **NO EXCEPTIONS**.
4. Rehearsals include the use of the stage area only.
5. The Lessee is responsible for the actions of performers and patrons while using the Cochran City Auditorium during all rehearsals and event dates. Children under the age of 18 are to be supervised as all times.
6. Lewd gestures and language will not be allowed and is the responsibility of the Lessee to stop such behavior should it occur during an approved event.
7. The Cochran City Auditorium does not accept responsibility for the sale of tickets, nor applicable sales tax.
8. The Cochran City Auditorium does not accept responsibility for advertising of events. Lessees are requested to provide an electronic version of all advertisements including flyers and posters. The Cochran City Auditorium will post visual advertisements prior to the event.

#### **Equipment:**

1. Equipment needed must be provided at the expense of the Lessee.
2. The operation of the lighting equipment requires an approved lighting technician. **NO EXCEPTIONS**. The Cochran City Auditorium will arrange to have a technician available for performances at the request of the Lessee. If the Lessee would like to work with the technician, it must be arranged in advance with the Cochran City Auditorium personnel and will be charged the standard technician rate of \$25.00 per performance. Lighting board/sound system rental: \$50.00.

#### **General Building Policies:**

1. Seating capacity of the Cochran City Auditorium is 394.
2. The Cochran City Auditorium is a **NON-SMOKING** facility. It is the responsibility of the Lessee to enforce this policy.
3. City ordinance prohibits alcoholic beverages in any form in or around the premises. **NO EXCEPTION**.
4. Animals and pets are **NOT** permitted in the building. **EXCEPTION: GUIDE DOGS**.
5. Decoration must not be attached to any surface without prior approval. Absolutely no props or decorations may be hung from the stage drapes. **NO EXCEPTIONS**.
6. Banners, overhead signs, and special decoration may not be hung from the theatre ceiling or walls without prior approval.
7. Do not drag any item across the stage floor. This includes equipment, instruments, props, sets, etc. Such items must be picked up and put in place. The floor cannot be marked in any fashion such as painting, duct tape, or the like. The Lessee is responsible for providing

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specialized stage tape and this will be the only approved item to be used. (If used it is the responsibility of the Lessee to remove it immediately after the event. Contact the Chamber of Commerce personnel if you are in need of using it. Failure to do so constitutes damage to the facility.)

8. Damage to the Cochran City Auditorium's property and/or equipment shall be the responsibility of the Lessee and/or the person or organization causing such damage. Event management is invited to inspect areas prior to Load-in. Damages should be reported immediately to the Cochran City Auditorium personnel.
9. House lighting, ventilation, heat, or air conditioning will be provided as required during opening show times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during load-in and load-out.
10. The Cochran-Bleckley Chamber of Commerce Conference Room is a separate rental. The Conference Room may be rented for \$25.00 per eight (8) hour day. Food & water in the Conference Room are not available for consumption.
11. The Cochran-Bleckley County Arts Alliance building is a separate rental. We will help you coordinate with the Arts Alliance Board if you have need of additional space.

**Security:**

1. Lessee is responsible for complete security within the theatre, lobby, parking lot and all other areas specifically leased from the time initial occupancy until completion of load-out. Lessee must not leave the facility until all patrons, performers etc. have departed. Any and all security breach incidents that occur endanger Lessee's ability to lease the Cochran City Auditorium for future events, regardless of if security is present. Such security, when required will be at the expense of the Lessee.



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[www.cochran-bleckleychamber.com](http://www.cochran-bleckleychamber.com)

## Cochran City Auditorium Rental Agreement

Please note: All information must be completed before the application will be processed.

### ORGANIZATION INFORMATION

\_\_\_\_\_  
Name of Business, Non-Profit, or Individual Renting Facility  Yes  No  
Chamber Member?

\_\_\_\_\_  
Responsible Party Name / Contact Person

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Evening Phone Number

\_\_\_\_\_  
Email Address

### EVENT INFORMATION

\_\_\_\_\_  
Name of the Event/Artist

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Event Start Time

\_\_\_\_\_  
Event End Time

\_\_\_\_\_  
Requested Access Time

\_\_\_\_\_  
Requested Exit Time

\_\_\_\_\_  
Please describe your event including all special requirement/technical needs, if any.

\_\_\_\_\_  
Will you charge admission?  Yes  No

\_\_\_\_\_  
Price of Admission

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Date

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FOR THE COCHRAN CITY AUDITORIUM USE ONLY:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Approved By