

THE  
**GRAND**  
★  
OPERA HOUSE

A PERFORMING ARTS CENTER OF MERCER UNIVERSITY

## Special Event Rental Application Form

*Please note: All information MUST be completed in full before the request will be considered.  
We cannot accept or begin servicing your request without thorough information.*

### **ORGANIZATION INFORMATION**

Organization: (if applicable) \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

### **EVENT INFORMATION**

Type of Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Approx. End Time: \_\_\_\_\_

Requested Access Time: \_\_\_\_\_ Expected Exit Time: \_\_\_\_\_

Please describe your event including all special requirements/technical needs (attach additional sheets if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**For Grand Opera House Use – Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_**

THE GRAND OPERA HOUSE  
SPECIAL EVENT RENTALS – RATES AND INFORMATION

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The Grand Opera House is a great place to have your private event, whether it be a conference, a wedding, a board meeting, or even a child's birthday party (see special birthday rates on next page). The area surrounding The Grand offers abundant parking, easy access to Interstates 16 and 75, plenty of lunch and dinner options, and the best historic sites in Macon. Grand staff can help provide for all your event needs, from onsite catering and bar amenities to technical requirements and event management. We look forward to serving you!

STAGE/FULL THEATRE BUILDING:

*Perfect for weddings, dinners (up to 125 persons), private screenings, and conference presentations.*

Rates – Monday through Thursday:

Half day (4-hour maximum, earliest access 8am, latest access 5pm):	\$1,000
Full day (10-hour maximum, earliest access 8am, latest access 10pm):	\$1,800
Night rate (6-hour maximum, from 5pm to 11pm):	\$1,400

Rates – Friday through Sunday:

Half day (4-hour maximum, earliest access 8am, latest access 5pm):	\$1,250
Full day (10-hour maximum, earliest access 8am, latest access 10pm):	\$2,200
Night rate (6-hour maximum, from 5pm to 11pm):	\$1,800

CENTERSTATE RECEPTION ROOM:

*Great for private parties, receptions, board retreats, rehearsal dinners, appreciation events, and more.*

Rates – Monday through Thursday:

Half day (4-hour maximum, earliest access 8am, latest access 5pm):	\$ 250
Full day (10-hour maximum, earliest access 8am, latest access 10pm):	\$ 650
Night rate (6-hour maximum, from 5pm to 11pm):	\$ 500

Rates – Friday through Sunday:

Half day (4-hour maximum, earliest access 8am, latest access 5pm):	\$ 325
Full day (10-hour maximum, earliest access 8am, latest access 10pm):	\$ 800
Night rate (6-hour maximum, from 5pm to 11pm):	\$ 650

ENCORE ROOM:

*Great for small parties, receptions, family gatherings, sponsor events, and more.*

Rates – Monday through Thursday:

Half day (4-hour maximum, earliest access 8am, latest access 5pm):	\$ 150
Full day (10-hour maximum, earliest access 8am, latest access 10pm):	\$ 475
Night rate (6-hour maximum, from 5pm to 11pm):	\$ 350

Rates – Friday through Sunday:

Half day (4-hour maximum, earliest access 8am, latest access 5pm):	\$ 250
Full day (10-hour maximum, earliest access 8am, latest access 10pm):	\$ 600
Night rate (6-hour maximum, from 5pm to 11pm):	\$ 450

## ADDITIONAL NOTES FOR RENTERS

Your Grand rental includes one Grand staff for setup and take-down of your event, all in-stock tables and chairs, and custodial services. Additional staff, such as tech support, bar servers, or facilitators may be added as needed; rates vary depending on need. Technical equipment may be arranged and billed back to the renter at cost.

All renters are expected to return their rental space or spaces in reasonably good order and ready with no more than usual required cleanup for the next use of the space or spaces, including rest rooms. Additional charges may apply if what in Grand's management's view is excessive cleanup or turnover is required. Excessive wear and tear, scarring, breakage, or other unusual damage will result in replacement cost plus 15%. Please confer with Grand staff if you have any questions about this policy.

All rentals must operate within fixed time parameters; your event cannot start earlier and should not go later (including take-down) than your assigned rental period. Penalties of additional hours (full hour increments) plus \$25 additional per hour will apply if rental extends beyond the assigned rental period.

Should your event include the serving of alcoholic beverages, all participants must be able to show proof of being of legal age (21 years) in order to be served. Grand bar staff is trained to not overpour for customers, nor to serve anyone who shows signs of being overly intoxicated (even at the initial serving), and therefore it is understood reserves the right to cut off or refuse service to guests as needed to adhere to Grand policy in this regard.

Your rental package that includes bar and alcohol service may be done as an open-bar rental or as a pay-by-guest rental. Open-bar service will be billed at listed prices and an assessment of drink service as per The Grand's point-of-sale inventory-tracking software will be used for final billing purposes.

Alcohol service may only be done through The Grand's liquor license and use of Grand personnel. We cannot allow outside alcohol or "bring your own" service for private events. The Grand does not allow "open flame" use by caterers, except for reheating sources (such as Sterno) for chafing dishes and candles for birthday cakes.

Catering must be arranged by the renter. The Grand does not provide in-house catering; however, we are happy to confer with you and make recommendations.

Request of the marquee for event messaging may be added to your rental package at one-half the standard rate (\$50 for a single day). Please discuss and include at the time of selecting your rental package.

The Grand does not allow the use of tobacco products of any kind within its premises. E-cigarettes and "vapes" are also not allowed. Guests must use the Mulberry Street sidewalk for these uses.

Renters are expected to show reasonable restraint in their behavior while on Grand premises. The Grand is a department of Mercer University and renters are expected to adhere to Mercer codes of conduct while at The Grand.

*After you have fully considered your event and discussed all details with Grand management, renters will be provided with a good-faith estimate of final charges, and one-half of the estimate total will be required as a non-refundable rental deposit. A final rental assessment and invoice will be prepared within three business days for payment in full upon receipt.*