

Rabun County Civic Center

201 West Savannah Street · Clayton, Georgia 30525 706-212-2149

The main Ballroom floor is an attractive large room with a 25-foot ceiling, accentuated with beams and floor to ceiling columns. This room provides a 1300 square foot dance floor, a 600 square foot stage and a 7000 square foot seating and dining area.

Seating ranges from 600+ Theater Style to 450+ Banquet Style.



The Diner, on the lower level, is a unique setting for smaller events. This 1000 square foot room can accommodate up to 125 people. It can be an informal setting, utilizing the 50's theme or can be set up conference style for a more formal setting. A Wurlitzer Jukebox provides a wide variety of music selections. A kitchen, which includes a commercial stove, refrigerator, three compartment sink, dishwasher, and icemaker are adjoined to this facility.

Rental Information for Facilities, Services & Equipment

Security Deposit* - To hold your date for Ballroom or Diner **\$ 50**

*The \$50 **will be credited** to your final payment. *Non-Refundable if cancelled.

Facilities Fee (Due 4 weeks prior to event)

Prices are per 15-hour (day) rental unless otherwise specified.

Rental includes tables and chairs.

Ballroom Level (Friday, Saturday)	\$750
Ballroom Level (Sunday - Thursday)	\$500
Ballroom Level (2 nd day of rental)	\$400
Diner Level (Friday, Saturday)	\$300
Diner Level (Sunday - Thursday)	\$200
Diner Level (2 nd day of rental)	\$150

Early Entry (Access to venue the day before event)

Ballroom:	8:00 am	\$400	Diner	8:00 am	\$100
	12:00 pm	\$300		3:00 pm	\$50
	3:00 pm	\$200			

Renting Both Levels Together

Friday, Saturday	\$950
Sunday - Thursday	\$650

Non-Profit Rental

Requirement: The organization has obtained a 501 (c) (3) status.

Ballroom Level (Friday, Saturday)	\$600
Ballroom Level (Sunday - Thursday)	\$400
Ballroom Level (2 nd day of rental)	\$400
Diner Level (Friday, Saturday)	\$250
Diner Level (Sunday - Thursday)	\$175
Diner Level (2 nd day of rental)	\$150

Renting Both Levels Together -Non Profit

Friday, Saturday	\$800
Sunday - Thursday	\$500

Damage Deposit (Due 2 weeks prior to event)

Refundable if no damage occurs. If damage occurs, an assessment is made by the Coordinator and discussed with the renter, before the charge is assessed.

Ballroom	\$1500
Diner	\$500

Set-Up: \$250.00 (Optional)

Break-Down: \$250.00 (Optional)

Kitchen Fees:

Applicable to Diner rentals. \$75

Personnel Staffing

SECURITY GUARD* _____ \$25 per hour/\$35 per hour Holiday

MINIMUM OF 4 HOURS REQUIRED

(Required for events serving alcohol. If serving alcohol, security guards must remain on premises until all guests have departed).

- 1 Guards per 100 guests
- 2 Guards per 100-200 guests
- 3 Guards per 250-350 guests
- 4 Guards per 350-450 guests

***NOTES REGARDING SECURITY GUARDS:**

During event, if guest count increases to an extent from original intention, and more guards are required, they will be called in and their staffing fees will be deducted from Lessee's damage deposit.

Security Guards are required to stay at the Civic Center until the party ends and the guests have left. It helps to end the party and music before 12am, perhaps 30 minutes earlier, as it takes time for guests to depart. Alcohol consumption will end before the Security Guards depart. If the Security Guards need to stay additional time, the funds for their compensation will be deducted from Lessee's damage deposit.

Sheriff reserves the right to determine if security is needed for an event that is not serving alcohol, but does has an immense number of guests.

Crossing Guard

MINIMUM OF 2 HOURS

\$25/\$35 Holiday

2 to 3 guards are needed for this service, according to the number in attendance.

Equipment

Clavinova Piano (does not include pianist)	\$50 per event
Wireless Microphone	\$15 per event
Spotlights (does not include operator)	\$35 per event
Lighting & Sound, Disco Ball Equipment	\$50 per event

Linens - White and Black

Tablecloths: \$7.50 per linen

Skirting: \$7.50 per skirt

Napkins: \$6.00 a dozen

Decoration Items

Glass Hurricane Globes	7 inches high	\$1.50 each
	5 inches high	\$1.00 each
Glass Plates for the Globes		\$.50 each
Small tea light holders:		\$.50 each
12 inch square mirrored plates:		\$1.50 each