

# **Grainger-Hill PERFORMING ARTS CENTER**

**TECHNICAL INFORMATION  
RENTAL POLICIES AND FEES**

# **GRAINGER-HILL PERFORMING ARTS CENTER**

**GHPAC**

The Grainger Hill Performing Arts Center is located at 300 Park Avenue in Kinston, North Carolina and provides an environment for a wide variety of productions.

The Neoclassical architecture and other amenities place Grainger-Hill in a class of its own in Eastern North Carolina. From the 1,131 seating capacity to the outstanding acoustical design, the Grainger-Hill Performing Arts Center is the region's premier palace for theatrical performances.

The PAC is just north of US Business 70, and one block west of Grainger Stadium. The entrance is located at the corner of Independence and Summit Ave.

**MAILING ADDRESS:** Grainger Hill Performing Arts Center  
PO Box 1334  
Kinston, N.C. 28503

**TELEPHONE:** 252-522-0591 (BOOKING/RENTALS)  
252-522-0000 (FAX)

**EMAIL:** [info@ghpac.com](mailto:info@ghpac.com)

The Center may be booked for performing and cultural arts events at the discretion of the Preservation Board

# **GRAINGER-HILL PERFORMING ARTS CENTER**

## **GHPAC**

Welcome to GHPAC. We sincerely hope you have a pleasant and positive visit. Our staff will make every effort to accommodate your needs so that your production runs smoothly. Our staff is here to help you in any way possible. You can help us by observing to the following statement of operational policy:

### **RENTAL POLICY**

When the Center is used by any group or agency other than the Preservation of the Grainger Complex, it shall be the policy of the Board to assess rental fees designed to compensate for expenses actually incurred by the Center as a direct result of the event or activity. These fees are set out in the Center Rental Policy-Lease Agreement and will be periodically evaluated and adjusted per the Board's policy.

The Center will be available for rent for appropriate performing arts activities or events to all groups or agencies without regard to race, sex, religion, ethnic background, or handicapped status. Activities likely to incite boisterous behavior or cause damage to the Center, its furnishings or equipment, or activities deemed not proper for the facility by the Executive Director and/or Board of Directors will not be allowed. A designated representative of the Board will have the authority to ask persons engaging in activities deemed not proper for the facility to leave the premises.

### **REHEARSALS, LOAD-IN, LOAD-OUT**

Agencies or groups scheduling productions will be allowed to schedule rehearsals, load-in, and technical preparation time during a period not to exceed one (1) month prior to the first production date. Such reservations will be made on a space available basis. All scheduling will be through the Executive Director or President. The Board reserves the right to lease the Center to other agencies or groups for non-conflicting events or activities during times when rehearsals, load-ins, etc. are not actually taking place. During multi-date productions, no other reservation will be made during the week immediately preceding the event. Fees for rehearsals will be kept at minimum. In order to keep operational costs minimal, it will be the responsibility of the renting group or agency to insure that the Center is in a clean and neat condition after completion of all rehearsals, etc.

Storage for production props, equipment, etc. will be available during a period one (1) month prior to the production date. All stage scenery, props and other equipment or costumes, etc. belonging to the renting group or agency must be removed from the Center within forty eight (48) hours of the last event date unless prior arrangements have been made with the Executive Director. Grainger Hill Performing Arts Center Board will not be responsible for stored items or for damages of any kind to stored items.

### **ADMISSION FEES, PARAPHERNALIA SALES**

Reasonable admission fees may be charged for each event. All ticket sales, both advance and at the door, shall be the responsibility of the renting agency or group. Sale of production related paraphernalia will be allowed in the lobby area only. The Grainger-Hill Board of Directors will make no provisions for storage of any monies resulting from ticket or paraphernalia sales.

### **REFRESHMENTS**

Refreshments will not be allowed in the Auditorium of the Performing Arts Center at any time. Refreshments may be served in the Lounge and dressing room areas only with adult supervision.

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## **GHPAC**

### **TECHNICAL SYSTEMS**

The center's sound system, lighting system, and scenery fly system will be available for all appropriate events. Technical fees are contracted through allen o'neal, ghpac's technical director 252-523-3602. He or someone he approves MUST be on hand to provide technical assistance.

Renting agency/group may provide, at its expense, qualified technical system operators. Names and descriptions of qualifications of operators must be provided at the time reservation is made and be approved by GHPAS's Technical Director.

### **SECURITY/DISCIPLINE**

renting group or agency will be required to provide a minimum of two off duty officers from the kinston police department for security at all performances and will be required to bear all expenses for said security officers. renting group may desire To have security officers for rehearsals, etc. This is at the discretion of the renting group and all expenses are to be paid by the group. Parking attendants are provided by the explorer scout troop under the auspices of the kinston police department.

The conduct of all program participants and spectators while on the Center premises shall be the responsibility of the renting group or agency. Failure by any individual or group to follow all applicable rules and regulations will be cause to request that said individual or group leave the premises and could be looked upon as cause for future barring from the Center. Additionally, repeated policy and rules violations could result in the denial of future reservation requests.

### **USHERS**

The renting agency or group will be required to provide a minimum of four (4) ushers for auditorium only events and six (6) ushers for events requiring balcony use. Ushers must be a least seventeen (17) years of age and must be dressed so as to be easily recognizable as event ushers.

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## Facility Rental Fees

<b>Basic Fees:</b> One Performance	\$1000.00
*Non Profit Group - 1 performance	\$ 500.00
Additional Performance	\$ 100.00
Rehearsal (each)	\$ 75.00

(not to exceed \$400.00 in a two week period prior to performance)

\*This negotiable discount is based on a not for profit philosophy the organization is not out to make a profit by the performance (i.e. pageants, school drama productions, dance recitals, etc.)

**Minimum for opening building is \$100.00 which includes two hours for lectures or assemblies - \$25.00 each additional hour**

**Security Officers:** Two off duty police officers - \$20.00 each per hour

<b>Security Deposit:</b> One Performance	\$300.00
More than One Performance	\$500.00

**Refundable after satisfactory inspection**

**Technical Fees:** All technical assistance must be arranged and contracted through Allen O'Neal, 252-523-3602, GHPAC Technical Director, or his assistant, Wayne Peede, Jr. 252-522-5398. This includes opening and closing the building, lighting and sound technicians. Technical assistance must be approved prior to performances.

**Payment:** All fees must be paid one week in advance of performance.  
Security deposit is due at time the contract is signed.  
Payment must be made by certified check or money order

**ALL FEES SUBJECT TO CHANGE WITHOUT NOTIFICATION**

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## Stage Floor Plan

