Wedding Policies
and
Information Package

Falany Performing Arts Center

For Information, contact:

Dr. Ric Sanchez, FPAC Business Manager (770) 720 - 5558

Send completed application and deposit to:

Dr. Ricardo (Ric) Sanchez, Business Manager
Falany Performing Arts Center
Reinhardt College
7300 Reinhardt College Circle
Waleska, GA 30183
Wedding Policies, Information and Fees
Falany Performing Arts Center
Waleska, Georgia
(Revised March 1, 2006)

It is the responsibility of the bride and groom, family members, and wedding director to make sure that all policies of the Falany Performing Arts Center are followed. The bride and groom are responsible for relating these regulations to the members of the wedding party and guests.

Scheduling
The dates for wedding and rehearsal must be approved by the Falany Performing Arts Center (hereafter, FPAC) Business Manager's office. Approval of completed application and receipt of security deposit by the FPAC Business Manager will place your wedding on the calendar.

For requests more than six (6) months in advance, the dates will be tentatively booked. Six months before the date, the FPAC Business Manager will call you to confirm the date.
For requests less than six (6) months in advance, the dates will be confirmed upon receipt and approval of completed application and payment of security deposit.

The Falany Performing Arts Center and Grounds
Rental of the FPAC facility for wedding and rehearsal usage includes:

- The Concert Hall (350 seats)
- Marked Parking Areas
- The Atrium and Lobby (includes public toilet facilities)
- The Kitchen (in the event of catering)
- Two private dressing rooms (lighted mirrors, coat racks and toilet facilities)
- Two larger dressing areas (lighted mirrors and toilet facilities)
- The Green Room (waiting area for officials, etc.)

- Use of the Concert Hall includes use of the organ and grand piano on the stage. No decorations or other objects, other than music, may be placed on these instruments. These instruments will be placed by college staff and cannot be moved after placement. In the event the wedding party does not use them, they will be stored in the corner of the stage area and cannot be moved.
- In the event the wedding party wants to have the piano tuned prior to the wedding, a tuning fee ($75.00) will be added to this contract to cover the expense of tuning which the college will arrange.
- In the event of the use of other instruments by the wedding party, the FPAC may provide appropriate music performance chairs and music stands through pre-event scheduling. Acoustical towers may not be moved on the stage by non-college persons.

Fees
All fees must be paid in full three (3) months prior to wedding date. Make check payable to Reinhardt College. A $250.00 security deposit is required and payable at time the application is submitted. This deposit will be refunded within thirty (30) days after the wedding provided there are no damages to the facilities, no additional custodial services and cleaning are required, and replacement of any facility property is not necessary following the event. If your event is canceled within 30 days prior to the scheduled date, $100.00 of the deposit will be forfeited.

<table>
<thead>
<tr>
<th>Non-Reinhardt College Fees</th>
<th>Student/Employee Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security deposit</td>
<td>$ 250.00</td>
</tr>
<tr>
<td>Rental for Wedding &amp; Rehearsal</td>
<td>$ 1,000.00</td>
</tr>
<tr>
<td>Rental for Reception</td>
<td>$ 750.00</td>
</tr>
<tr>
<td>Rental for Rehearsal Dinner</td>
<td>$ 350.00</td>
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<tr>
<td>Piano Tuning Fee (if desired)</td>
<td>$ 80.00</td>
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</tbody>
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Policies

1. All weddings shall use the services of the Reinhardt College Wedding Coordinator.
2. The bride and groom must have a conference with the FPAC Business Manager approximately two months prior to the event.
3. The FPAC will provide technical service personnel (lights and sound) provided necessary information is provided by the wedding party at least one (1) month prior to the event. Facility equipment cannot be operated by non-college personnel without prior approval by the FPAC Business Manager.
4. Wedding rehearsal is limited to two (2) hours from scheduled beginning time.
5. Saturday evening weddings may be asked to begin no later than 7:00 p.m. in order to facilitate cleaning required prior to scheduled Sunday activities.
6. If weddings are performed during seasons for which the FPAC Concert Hall is decorated (e.g., Christmas), no FPAC decorations may be moved or removed.
7. No decorations may be attached in any manner to walls, acoustical towers, FPAC musical instruments or any of the seating in the Concert Hall.
8. Nothing is to be hung on wire protectors around lights in any of the dressing rooms.
9. The wedding party is responsible for any damage caused by caterers, florists, photographers, or other outside vendors.
10. Food/beverages are allowed in Atrium or Instrumental Rehearsal Hall only! Upon prior request to FPAC Business Manager, tables may be placed in the Atrium and Lobby areas. The wedding party provides all coverings.
11. In the event the Kitchen is used, FPAC supplies are not to be used. All necessary items (cooking and serving utensils, dishes, and perishables) must be provided by the caterer. Adequate clean-up of the Kitchen is an integral aspect of post-event evaluation prior to refund of security deposit.
12. Clean-up and removal of all personal items must be completed on the date of the wedding. Any "lost and found" items will be retained for no longer than two (2) weeks.

Restrictions

1. No use of tobacco products is allowed anywhere in the building.
2. No illegal drugs are to be brought onto the premises.
3. Alcoholic beverages are not to be served or consumed on the premises.
4. Only non-drip candles are allowed.
5. Rice or confetti may not be thrown within or on the FPAC premises, including grounds. It is suggested that bird seed or bubbles be used outside the building if desired.
6. Live flower petals may not be used on any carpeted area of the FPAC.
7. Electrical outlets must not be overloaded for use by electronic musical instruments, recording devices, etc.

Disclaimers

Reinhardt College cannot be responsible for sudden acts of nature, governmental agencies or public utilities that unexpectedly affect the facility.

Reinhardt College is not responsible for any fees payable to participating members of the wedding party (ministers, musicians, technicians, vendors).

Reinhardt College assumes no responsibility for the security of personal articles or for lost or stolen property.

Reinhardt College reserves the right to refuse use of its facilities.
Wedding Application
Falany Performing Arts Center
Waleska, Georgia
(revised: March 2006)

Wedding Date Requested: ___________________________ Hour: __________________
Rehearsal Date: ___________________________ Hour: __________________
Alternative Wedding Date: ___________________________ Hour: __________________
Rehearsal Staff: Yes or No Anticipated Attendance: ___________________________
Bride's Name and Address: ____________________________________________
Phone # __________________________________________________________________
________________________________________________________________________
Groom's Name and Address: ____________________________________________
Phone # __________________________________________________________________
________________________________________________________________________

To whom shall security deposit be returned following wedding event or in the event of cancellation of the wedding as prescribed in the attached policies?
Designee (name/address): ____________________________________________
________________________________________________________________________
________________________________________________________________________

We have read and understand the Falany Performing Arts Center "Wedding Policies, Information and Fees" guidelines. We also understand that the security deposit fee will be returned after the wedding provided there are no damages to the facilities; that no additional custodial services and cleaning are required, and that replacement of any facility property is not necessary following the event.

Bride: __________________________________ Date: __________________
Groom: __________________________________ Date: __________________
Approval: __________________________________ Date: __________________

Business Manager, Falany Performing Arts Center

Calendar (tentative): ________ Confirmed Date: ________ Cancellation Date: ________

DEPOSIT DUE: $ _______
RENTAL DUE: $ _______
Piano: $ ___ TOTAL DUE:$ _______

Deposit $_______ Final Pay’t. $_______ Deposit Refund $_______ (Approved: _______________)
Date: ______________ Date: ___________ Date: ______________