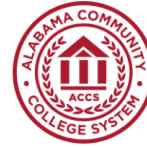




**VENUE:**  
1001 GEORGE WALLACE DR  
GADSDEN, AL 35903

**CONTACT US**  
WALLACEHALL@GADSDENSTATE.EDU  
256.549.8475



## Renting Wallace Hall Fine Arts Center

The items listed below must be completed before ANY use of the fine Arts Center is permitted

1. **Verify Date Availability:** email the Theatre Manager to check date availability, if your requested date(s) is/are available, confirm those in writing (through email) and they will be placed on the venue calendar.
2. **Facility Use Agreement:** Once your dates are confirmed by the Theatre Manager a Facility Use Agreement (FUA) will be sent to your email. Once completed, send back to the Theatre Manager, once the form is fully signed, your event status is confirmed and a fully executed copy will be sent back to you for your records. *Please note – your event is considered a temporary hold and not confirmed until the college approves the FUA, and a fully signed copy is received. For this reason, no announcement or marketing regarding the event date/time/location may be announced until an event is confirmed.*
3. **Box Office Service Agreement:** A link to the Box Office Service Agreement will be sent to your email. Once this form is completed, we will begin building the tickets for your event with the information listed in this Agreement.
4. **Marketing/ Ticket Sales:** Tickets will go on sale on a weekday at noon. This date may be specified in your Box Office Service Agreement. ALL tickets will be sold through the Wallace Hall Fine Arts Center, any ticketing not sold through Wallace Hall will not be honored at the time of the performance. Wallace Hall uses Purple Pass as a ticketing platform. Your event will be listed on GSCC Fine Arts page on the GSCC website, Purple Pass page, and Wallace Hall social media. Any additional marketing is the sole responsibility of the Renter/Organization.
5. **Technical Usage Agreement:** A link to the Technical Usage Agreement will be sent to your email to ensure that all technical needs for your event are confirmed. Any changes to technical needs should be communicated in writing to the Theatre Manager no less than 14 days prior to your event start date.
6. **Invoice:** You will be sent an invoice detailing any applicable charges such as rental/usage fees, labor fees, set up charges, and technical needs.
7. **Security & Housekeeping:** Wallace Hall will automatically schedule Police/Security and Housekeeping for your event as outlined in our policies and guidelines.
8. **Proof of Insurance:** Renter must provide Proof of Insurance listing Gadsden State Community College as additionally insured no less than 14 days prior to your event start date.
9. **Invoice Payment:** For any renter that has not rented Wallace Hall within the last twelve (12) calendar months, a deposit of 25% of the total Rental Invoice is due to the GSCC Business Office at the One Stop Center on the Broad Street Campus, no less than 14 business days prior to the first day of your event rental.
10. **Policies and Regulations:** Review the Wallace Hall policies and guidelines and be sure to go over any applicable rules with your performers and organization.
11. **Your Show:** We are committed to making your event a success and look forward to working with you to present the best event possible!
12. **Final Payment/Check:** A settlement check will be issued from the GSCC Business Office (located at the One Stop Center). Any monies owed to GSCC/Wallace Hall will be deducted from this final settlement. Please note that Wallace Hall does not issue settlement checks or have any control over when a check is issued. (Typically within 30 days or less from the close of your event.)

DeAndra Kaye Busby, Theatre Manager – (256) 549-8475 | [dbusby@gadsdenstate.edu](mailto:dbusby@gadsdenstate.edu)