



Pal Theatre Use of Venue Rental Application City of Vidalia



Please Note: The PAL Theatre and its contents are government owned property. Any theft, vandalism, or damage to it or its contents will be subject to punishment under GA Code 16-7-24 (Criminal Interference with Government Property)

Date of Application: _____ Date of Event/Function: _____

Name of Organization: _____

Event Director/Contact Person: _____

Mailing Address: _____

Email Address: _____

Work Phone Number: _____ Cell Phone Number: _____

Purpose of Use: _____

Beginning Time: _____ Ending Time: _____

Expected Number in Attendance: _____

Load in Time: _____

The Pal charges a required Cleaning Fee:

Parties less than 20 Guests: \$50

Parties 20-60 Guests: \$100

Parties 60+ Guests \$150

Security/Damage Deposit per contract \$300.00:

Returnable within 14 working days after last usage. If damage occurs, this fee will be forfeited and additional charges may be levied.

Security Officers are required for all events with 50+ Guests serving alcohol:

Security officers should be contracted through the Vidalia Police Department by renter. Contact Captain Garry Colson at 912-527-4123. Officers are \$35/hour, with a minimum of 4 hours, schedule to be determined by renter & VPD. Documentation must be provided to the Pal prior to the event.



Pal Rental Fee Schedule



Event Type	Area	Time Included	Fee
Small Party/Meeting	Concessions Area OR ¼ 2 nd Floor Banquet Hall (Less than 20 Guests)	4 Hours	\$150
Meeting	1st Floor Concession (48 Guests; No food served)	4 Hours	\$200
	Half of 2 nd Floor Banquet Hall (60 Guests; No food served)	4 Hours	\$250
	2 nd Floor Banquet Hall (120 Guests; No food served)	4 Hours	\$325
Meeting with Catering Kitchen	Half of 2 nd Floor Banquet Hall (60 Guests)	4 Hours	\$350
	2 nd Floor Banquet Hall (120 Guests)	4 Hours	\$475
Full 2 nd & 3rd Floor Rental	Includes access to 2 nd Floor Banquet Hall, Mezzanine, and Catering Kitchen	10 Hours	\$1200

Rental Add-Ons	
Mezzanine Rental (3 rd Floor)	\$100
Extra Rental Time	\$100/Hour
Extra Decorating Time	\$100/Hour
Alcohol Surcharge (Covers additional staffing & cleaning)	\$125
Band/DJ Surcharge	\$100
Bar Cart	\$75
Projector	\$50
Sound System (only to be used with personal device; cannot be used with DJ, band, or singer)	\$50
Table Linens Rental	\$15/table
Security Officer(s) (For events serving alcohol with more than 50 Guests)	TBD by Vidalia Police Department