

City of Valdosta
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Mathis Municipal Auditorium

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Venue Information

Auditorium: J.E. Mathis Municipal Auditorium
Address: 2300 N. Ashley Street
Valdosta, GA. 31601

Capacities:
Auditorium: 1206/Approx.1270 with overflow seating
MPR* 500 SRO/350 Banquet seating

Union: None

Docking and Storage

Docking: Rear, Stage Right
Stage is 6" above street level with concrete ramp for access

Loading Door: Double doors with an 8'-0"x 8'-0" opening

Storage: None

Fly System

Type: Single Purchase Counterweight
Grid Height: 45'-0"
Max Trim Height: 40'-0"
Lock Rail Location: Stage Right Wall
Max Grid Truss Weight: 7500 lbs (3pts at 2500lbs each) per bottom cord of each truss**
Total Line Sets: 27
Batton Length: 40'-0" nominal
Batton Spacing: 12" on center +/-
Arbor Capacity: 600 lbs nominal
Main Curtain: Rigged to Guillotine or Travel
Hardwired Electrics: Lines 4,12,13,18,19,23***
House Permanent Line Sets: Lines 1,2,5,6,7,9,10,14,16,17,21,24,25,26****
Spares: Lines 3,8,11,15,20,22,27

Power

House Power: 200 Amp 3p, 100Amp 3p
Outlet Type: Grounded Stage Pin
Hardwired Circuits 96 Total
1-18 FOH
19-24 House L/R Torks
25-90 Four Stage Electrics
91-96 Floor Pockets

Contact Information

Auditorium Program Coordinator: Stephen Jolly
Booking: 229-333-1816
E-mail: sjolly@valdostacity.com

Stage Dimensions

Proscenium Width: 40'-0"
Proscenium Height: 19'-8"
Plaster line to Back Wall: 35'-0 3/4"
Plaster line to Apron Edge: 6'-7 3/4"
Pit Cover at CL: 6'-10"
Pit Cover at 20'SR/SL of CL: 3'-3"
CL to SL Wall: 32'-0"
CL to SR Fly Rail: 32'-0"
Stage Width: 80'-0"
SL Wing: 12'-0"
SR Wing: 12'-0"
Lagging: Yes
Floor: Hardwood
Obstructions: Piano Box (6'x 10') on rear wall UL of CL
Crossover Info: Line Set 27 to Piano Box 0'-11"
Pit Depth: 7'-0" Fixed with access from SL/SR Voms and Dressing Rooms

Lighting

Board: ETC Insight 72
Dimmer Racks: ETC Sensor (SR48)
Dimmer Capacity: 2.4 K
Total Dimmers/Channels: 96/106
Board Location: Control Booth-HC Rear
FOH Transfer: DMX FOH
House Light Controls: Control Booth, SL Prosc. Wall, Main Box Office
Follow Spots: 2-Satellite 575W

Sound

Board: Spirit Live 4
Speakers: 2 JBL (Side), 2 (Base), 4 JBL Monitors
Amp: AB Amplifier
Mix Position: Control Booth-HC Rear 75'-0" from Stage
Center Cluster Tie-in: JBL and EV
Paging System: None
Spot Lines: None
Dressing Room Monitors: None
Clearcom/Telex: Telex

Soft Goods

Grand Valance/Drape: 1 Each, Dark Green
Legs: 6 panels (Black) 21'-6" x 7'-10"
2 panels (Black) 30'-0" x 12'-0"
Borders: 3 (Black) at 5'-9" x 50'-8"
Travelers: 2 (Black) at 22'-0" x 46'-0"
1(Gold) at 22'-0" x 46'-0"
Cyc: 1(White) at 23'-0" x 41'-0"
Blackout Curtain: 1(Black) at 23'-0" x 43'-0"

Support Spaces

Lobby: 250 Capacity
Dressing Rooms: 2 Chorus (male and female)
2 Private located beneath the stage
Restrooms: Lobby- 2 male and 2 female (1 of each is handicap accessible) each Dressing Room has restroom facilities
Kitchen: Refrigerator, Microwave, Ice Machine*****

Multi-Purpose Room

Lighting: General
Flourescent
Recessed-mini pars
10 Track Lights
Sound: Edcor EQ120 Integrated general PA system (4 Channels)
Stock Equipment: Tables 48@ 8'-0"/11@ 6'-0"
366 Folding Chairs
Specialty Equipment: Wenger Portable Stage, Piano

* Multi-Purpose Room

** Loads must be placed within 12" of rigging points

*** Lines 13 & 19 are hardwired strip lights

**** Soft goods may be removed but must be restored by qualified technicians at the expense of the Lessee

***** Kitchen may only be used to reheat pre-cooked items
Cooking is not permitted anywhere in the building

General Information

Building Size	25,000 sq. ft
Construction Cost	\$625,000.00
Year Constructed/Construction Length	1964/1 year
Renovation Year/Cost	1996/\$600,000.00
Construction Funding Method	Municipal Bonds
Annual Operating Cost	\$130,000.00
Main Activity Areas:	Capacities:
Auditorium	1206**
Multipurpose Room	500
Additional Activity Areas:	Number of:
• Lobby	1
• Kitchen/Concession Area	1
• Sitting Rooms	2
• Dressing Rooms	2
• Orchestra Pit	1
• Restrooms	7
Staff	
• Auditorium Program Coordinator	
• Building Service Worker (2)	

*Annual Operating Cost Amount is under verification

**Permanent seating only, capacity may be increased with Fire Marshal approval

General Policies

1. The Auditorium shall not be rented to any activity which would tend to bring discredit to the City of Valdosta. Refusal discretion will be the right of the Auditorium Program Coordinator and/or the Public Works Superintendent.
2. The Auditorium shall be for booking by lease contract setting out the facilities and the times to be rented. Upon signing the lease agreement, the lessee shall deposit twenty percent (20%) of the rent or one hundred dollars (\$100), whichever is greater.
3. Dates may only be held up to fourteen (14) business days without a deposit, after which the date is available for rent by other parties.
4. The Balance of the rent will be paid prior to 5 p.m. five (5) business days before the scheduled event. In the event the booking is canceled less than thirty (30) days before the booking dates, the deposit shall be forfeited.
5. All questions regarding the rental of the auditorium which the Auditorium Program Coordinator cannot reconcile will be brought to the attention of the Public Works Superintendent. Any questions that cannot be reconciled by him/her will be brought to the attention of the Public Works Director.
6. All tentative reservations must be requested in writing. The request bearing the earliest postmark shall have preference.
7. The request must stipulate the name of the show, the participating performers, time (setup and performance), and ticket prices.
8. The Promoter or their representative shall remain in the auditorium until the show is over.
9. The times for commencing and ending performances in the Municipal Auditorium, as stipulated by the contract, must be adhered to.
10. The Promoter shall assume responsibility for providing ticket sellers, doormen, and ushers.
11. The Promoter must complete and return the Application for Rental Form thirty (30) days prior to the date requested.
12. The capacity of the auditorium is 1206, if approved by the Fire Marshal, chairs may be placed against the east and west walls to bring the seating capacity to approximately 1270. No chairs or additional seats shall be placed in the rear of the auditorium. Events that choose to move a portion of the event seating onto the stage must consult with the Fire Marshal to ensure that adherence to fire code and room capacity are maintained.
 - 12.1 If the auditorium is filled to capacity, as previously stated, and people are waiting for a second show, the lobby shall not be used in this purpose. The multi-purpose room shall be used so that required exits for the auditorium will not be blocked.
 - 12.2 1206 reserved seating tickets may be printed for each performance with approval from Auditorium Program Coordinator.
 - 12.3 All exit doors shall remain unlocked at all times while the building is in use.
 - 12.4 No standing or loitering or obstruction of any kind will be permitted in the exit doors.
 - 12.5 Food and beverages are prohibited in the Auditorium side of the building. The only exception is bottled water.
 - 12.6 Smoke or Smokeless Tobacco is not permitted in the building.
 - 12.7 No cars shall be parked adjacent to exit doors.
 - 12.8 No cooking shall be permitted in concession stand area. Only an approved type of coffee urn and food warmer will be permitted.

- 12.9 During event times a minimum of one (1) fireman and one (1) police officer, as specified in the lease agreement will be present.
- 12.10 Evacuation Procedure: The east and west seating section shall use the outside aisles to egress the building via the exit doors located closest to the stage. The center section will use the two central aisles to egress to the lobby and then exit through the east/west lobby doors. The Stage area will egress through the two rear stage doors.
- 12.11 No flammable or combustible material shall be used for decorations. Only approved flame retardant materials may be used and shall be approved by the fire department and inspected by the fire marshal one hour prior to show time.
- 12.12 A place shall be provided on all contracts for the promoter and/or sponsor to sign signifying he/her has read these rules and regulations, understand them and agrees to abide by same. A copy of rules and regulations will be furnished to each promoter.
- 12.13 Video or Recording Equipment: The City specifically reserves any and all recording rights. If allowed, Video equipment may only be placed along the east and/or west wall. Other locations must be approved by the Auditorium Program Coordinator within two weeks prior to program.
13. The City agrees to furnish general lighting from permanent fixtures, outlets and equipment in the building, heat and air conditioning, water for normal usage and normal janitorial services; however, failure to furnish any of the aforementioned resulting from circumstances beyond the control of the City shall not be considered a breach of this agreement.
14. User shall have the responsibility for furnishing any additional equipment and for removal of same at termination of User's booking date.
15. User, at the termination of booking date, shall return premises and furniture, props, equipment and fixtures used in connection therewith to City in as good condition as when turned over to User, normal wear and tear excepted. User assumes all risk of damage to and loss by theft or otherwise building fixtures, appliances, and property of the User or User's exhibitors, contestants and those contracting with User as well as employees thereof, and City is hereby expressly released and discharged from any and all liability for any such loss.
16. In the event User desires to have User's property upon the premises insured against loss by fire or otherwise, User shall obtain such insurance at User's expense. City will not be responsible for the protection of such property against fire, theft, accident, or other cause.
17. The User does not have the right to assign this agreement or any rights hereunder nor to sublet said premises without the prior written consent of City.
18. User assumes all costs arising from copyrighted materials, equipment, devices, processes and dramatic rights including music rights resulting from events. User agrees to hold the City blameless from damage expenses in law or account of patented, copyrighted, or trademarked material use.
19. The use of alcoholic beverages is prohibited in all buildings of the Mathis Municipal Auditorium unless served by a licensed caterer.
20. The City is required by judgment of the United States District Court to operate its auditorium without discrimination based on race, color, age, gender, or religion and User must comply therewith.
21. User agrees that their performer, agents, and employees shall not conduct themselves so to excite or entice patrons to participate in show or leave their seats to create hazardous situations.
22. User must provide valid Driver's License and SS number at signing of the lease agreement.

Lessee Rules and Regulations

1. All areas of the Auditorium are able to be open and rented from 8:00am to 12:00am only.
2. The event must load in and out during the time frame listed above, or be charged an additional fee. This fee will not be less than \$100.00 and may be as high as another day at the undiscounted rate for the space.
3. Due to The City's sizable investment on sound, stage lighting, fly-lines, and spotlights inexperienced persons are prohibited from operating the technical systems. Only trained technicians, provided at the expense of the lessee, will be allowed to operate the equipment. The base rate per technician is \$25.00 per/hr. \$50.00 minimum call. This rate may be increased depending on the duties performed.
4. No equipment shall be loaned or removed from the premises unless approved by the Auditorium Program Coordinator or Public Works Superintendent.
5. City of Valdosta policy mandates that a minimum of one (1) VPD officer will be assigned for every event. The number Police Officers may be adjusted if circumstances warrant an increase. All officers will be assigned by the VPD Bureau of Support Services. These officers will be paid by the lessee at the conclusion of the event at a rate of \$30.00 per/hr. \$60.00 minimum call.
6. When areas are booked for two (2) or more consecutive days, a 25% discount will be allowed on all rental rates governing the physical space. This discount has no effect on fees for Technical and Security personnel and supersedes any other discounts the lessee may be eligible to receive.
7. Alcohol is permitted inside the building **only** if the correct permits have been obtained and the alcohol is served by a licensed caterer.
8. Additionally, the lessee, and any agents/representatives of the lessee agree to the following:
 - A. No nailing or taping of any objects to walls without prior consent of the Auditorium Program Coordinator.
 - B. Removal of all trash at the end of the event to the outside receptacles.
 - C. Removal of all food, equipment, and personal belongings by the end time listed on the lease agreement or be charged accordingly.
 - D. No usage of Smoke or Smokeless Tobacco products within the Mathis Municipal Auditorium Complex.

Revised December 31, 2015

Kitchen/Concession Stand

Usage of the Kitchen/Concession Stand area is allowed at no additional cost but must be requested at the signing of the lease agreement. Kitchen/Concession Stand areas may be used for events in both the Multi-Purpose Room (MPR) as well as the Auditorium with the following stipulations.

NO cooking is allowed within the confines of the Mathis Municipal Auditorium Complex due to lack of adequate venting. This policy may only be waived with expressed permission of the Valdosta Fire Department Fire Marshal Service. Staging and reheating of previously prepared dishes is allowed.

In accordance with several Health and Safety ordinances and as part of Mathis Municipal Auditorium's policies regarding Kitchen/Concession area usage, NO foreign objects should ever be placed in the Ice Maker. The only object which should contact the ice is the Ice Scoop and even this should not be left in the machine as it could be a breeding ground for bacteria and mold. Ice may become contaminated and unsafe for human consumption if proper procedures are not followed. Failure to adhere to this policy will result in immediate loss of Kitchen/Concession stand privileges.

No food of any type is permitted within the Auditorium side of the complex and bottled water is the only beverage permitted. This policy may only be waived with the expressed permission of the Mathis Municipal Auditorium Program Coordinator or the Public Works Superintendent.

The event promoter or an agent of the promoter must ensure that the following rules are observed:

Counter tops must be wiped clean and floors must be swept and mopped. The sinks must also be wiped down. All waste receptacles within the Kitchen/Concession area as well as those in the MPR (if used) must be emptied into the Dumpsters located on the South end of the building at the end of the event

Any and all items in the refrigerator must be properly disposed of in the Dumpsters located on the South end of the building at the end of the event.

The ice scoop should not leave the kitchen area and must be placed on top of the ice maker after each use. Health and Safety ordinances prohibit the storage of the any objects inside the ice maker. This includes the ice scoop. It must be place on top of the ice maker.

The exterior entrance to the Kitchen/Concession Stand area must be locked and closed

Failure to abide by any one of these rules may result in the loss of Kitchen/Concession Stand privileges for the current, as well as any future event.

Marquee Usage Request Form

1. A signed lease agreement and Marquee Usage Request Form along with a deposit must be received before any event will be advertised on the marquee.
2. All requests must be made no less than two (2) weeks prior to the event.
3. All requests for usage of the marquee must be legible and easy to read.
4. No event will be advertised for more than Five (5) days prior to the event.
5. Messages may be modified to accommodate shortages in the Mathis letter inventory.
6. Commercial events will have first priority for marquee usage.
7. Civic events will be prioritized based on the date(s) of the events.
8. All events are limited to two (2) lines on the marquee. More lines may be available on a case-by-case basis
9. Ultimate authority regarding the usage of the marquee will reside with the Auditorium Program Coordinator and/or the Public Works Superintendent.

The marquee message will include the name of the event as it appears on line 2 of the lease agreement and will include the date(s) and time(s) of the event as they appear on line 3 of the lease agreement. No line may have more than 19 characters (spaces count as characters)

Please fill in the information below

Date submitted: _____

Name of primary contact: _____ Phone#: _____

Name of event: _____

Lease Agreement #: _____ Date(s) & Time(s) of event: _____

After filling out the request form return it to:

Mathis Municipal Auditorium

or e-mail to sjolly@valdostacity.com