**General Questions**

***Who owns the Averitt Center for the Arts/ Emma Kelly Theater?***

The City of Statesboro owns the two buildings that house The Averitt Center for the Arts and the Emma Kelly Theater and lease them to The Averitt Center Board of Directors.

***Who makes up The Averitt Center Board of Directors?***

The Averitt Center Board consists of a variety of area business professionals and arts enthusiasts that volunteer their time, support, and expertise for the organization as a whole.

***When did The Averitt Center for the Arts open?***

On September 9, 2004 after extensive remodeling, The Averitt Center for the Arts and the Emma Kelly Theater opened their doors to the public.

***What is the mission of The Averitt Center for the Arts?***

## The mission of the Averitt Center for the Arts is to provide quality arts opportunities for Statesboro, Bulloch County and surrounding areas as well as to serve as the centerpiece for a vibrant, historic downtown Statesboro. The purpose of the Averitt Center for the Arts is to make available a broad range of experiences in the performing arts, visual arts, literary arts, heritage arts, and general arts education for the citizens of Statesboro, Bulloch County and surrounding areas, regardless of their socio-economic, cultural, racial, physical or religious differences.

***How many seats does the Theater have?***

The Emma Kelly Theater has 359 seats.

***Does the Theater show movies?***

While the Emma Kelly Theater has occasionally shown movies in the past, its primary use and focus is as a live event venue.

***What is there to do downtown after a show?***

There are four restaurants/bars located within walking distance of the Emma Kelly Theater;

 *Tandoor & Tap, Eagle Creek Brewing Company, Sugar Magnolia Bakery & Cafe,* and *Bull and Barrel Steakhouse*.

**Theater Rental Questions**

***How do I begin the process of renting the theater for an event?***

The first step is to fill out an **EVENT REQUEST FORM** and return it to Rental Coordinator, Tony Phillips. You may email your completed form to **tphillips@averittcenterforthearts.org**, fax it to (912) 212-2789, mail it to PO BOX 926, Statesboro, GA 30459, or bring it directly to the Averitt Center main building at 33 East Main Street, Downtown Statesboro.

Your Event Request Form must be returned to the Rental Coordinator no fewer than **45 days** prior to the requested performance date.

***Does the Event Request Form guarantee my rental?***

No. Once received, your request will be reviewed by the Averitt Center Rental Coordinator, Production Manager and Box Office Manager to ensure that we can meet all the requirements of the event including staffing needs, technical requirements and whether or not the date of requested event is available. As per our Event Request Form;

*“The Averitt Center reserves all right and discretion to approve the request. Approval may be denied on any basis but not limited to staff resources, requested date(s), technical requirements, or appropriateness of content.“*

***What happens next?***

If your event request has been denied you will be notified by the Rental Coordinator by phone or email and informed as to why we cannot approve your request. If your request is denied because of a scheduling conflict you will have the option to choose another date.

If your event request has been approved you will be notified by the Rental Coordinator by phone or email, and a meeting will be scheduled at that time between the appropriate staff members and the renter. During this meeting more specific details will be gathered and an official rental contract will be filled out. Upon the signing of this document the renters performance date is officially added to the Averitt Center production calendar.

**Theater Rental Questions (continued)**

***Will I need to pay a deposit?***

Yes, a typical deposit of 50% of the total rental fee is due at the signing of the rental contract.

***When is my final payment due?***

Your final payment must be received by the Rental Coordinator **10 days** prior to your event.

***Is the use of the Marquee included with the Theater rental?***

No, the use of the marquee to advertise your event is considered to be an add-on to your rental contract.

***Am I allowed to sell merchandise at my event?***

Yes, however if The Averitt Center staff will be responsible for selling any of your merchandise we will require 20% of total sales, not including sales tax, as payment.

**Box Office Questions**

***Where is the Box Office located?***

Our Box Office is conveniently located at the Welcome Desk in the Main Gallery of The Averitt Center for the Arts located at 33 East Main Street, Downtown Statesboro, GA, 30458.

***Can I buy my tickets in person?***

Yes, The Averitt Center Box Office hours are Monday through Friday from 10:00am until 4:00pm. There are no additional fees added for tickets sold in person.

***Can I buy my tickets over the phone?***

Yes, you may call our Box Office between the hours of 10:00am and 4:00pm Monday through Friday and purchase tickets. No additional fees are added when purchasing tickets over the phone.

***Can I buy my tickets online?***

Yes, all tickets are available through our official website, [www.averittcenterforthearts.org](http://www.averittcenterforthearts.org) (Tix does charge an online convenience fee of $2.00 per transaction.)

***Are tickets general admission or reserved seating?***

All tickets are sold as reserved seating.

***Can I reserve tickets in advance without payment?***

No, tickets cannot be reserved or purchased without payment.

***Can I bring any outside food and drinks into the Theater?***

No, outside food and drinks are not permitted inside the Emma Kelly Theater.

***Does the Theater sell concessions?***

Popcorn and beverages (both alcoholic and non-alcoholic) are made available to its patrons by The Averitt Center for the Arts.