

I. RENTAL FEE SCHEDULE

I-1: Meeting Rooms

		<u>Day</u>	<u>Night/Weekend</u>	<u>Additional</u>
a.	College Street Playhouse	Managed by Lionheart Theatre Company		
b.	Norcross Banquet Room**	75.00/hr.	First 2 hrs.	\$50.00/hr.
c.	Summerour Conference Suite	20.00/hr.	30.00/hr.	
d.	Meeting Room # 1 (Athletic Room)	10.00/hr.	15.00/ hr.	
e.	Meeting Room # 2 (Classroom)	15.00/hr.	25.00/hr.	
f.	Meeting Room # 3 (Computer Lab)	15.00/hr.	25.00/hr.	
g.	Meeting Room # 4 (Conference)	15.00/hr.	25.00/hr.	
h.	Meeting Room # 5 (Classroom)	15.00/hr.	25.00/hr.	
i.	Brundage Pavilion	10.00/hr.		
j.	Brundage Picnic Pavilion	5.00/hr.		
k.	Thrasher Gazebo	20.00/hr.		
l.	Thrasher Pavilion	15.00/hr.		
m.	Thrasher Amphitheater**	N/A	100.00/hr. (special permit required)	
n.	Thrasher Park**	N/A	150.00/hr. (special permit required)	
o.	Lillian Webb Gazebo	25.00/hr.		
p.	*Brundage Baseball Field	25.00/hr. (w/o lights)	45.00/hr. (w/ lights)	

(Extended practice dates will be based on availability and a negotiated fee.)

NOTE: Additional fees required for field prep before practices and games.

I-2: Wedding Rates

For any Weddings, Family Reunions, and Corporate Events at Lillian Webb Community Park or Thrasher Park, there is a flat fee of \$300.00. (4 hr. max.) \$50.00/hr. for additional hours. **

****NOTE: Norcross Ballroom requires a \$200.00 cleaning/damage deposit; Lillian Webb Park requires a \$100.00 cleaning/damage deposit at the time of the reservation. Thrasher Park rentals (by permit) require a \$250.00 cleaning/damage deposit at the time of the reservation. Deposits are refundable upon satisfactory inspection by NCACC staff.**

SEE ON LINE RESERVATION INSTRUCTIONS BELOW!



Online Facility Reservation

Reserving a Facility:

1. Go to www.norcrossga.net
2. Under the **Municipal** tab click on **Recreation, Cultural Arts, and Community Center**.
3. Click the link for **Online Facility Reservations**.
4. If you already have an account, log in and continue by clicking the **Make a Facility Reservation Request** link. If you do not have an account, click on **Create a New Account**, fill in the required information, and click submit at the bottom of the page. An email will be sent to confirm your account.
5. Once you have logged into your account, click on the link **Make a Facility Reservation Request**.
6. Select the event type, enter a description for your event, fill in the approximate number of guests you will have at your event, and then click Continue.
7. Select the type of facility desired for your event, specific amenities needed, and click Continue.
8. Select the specific location for your event and click Continue.
9. Specify the date and time of your event and click Continue.
10. Review the time and date you have selected for your event and click Continue.
11. If the date is available the fee for your reservation will be shown. If the information is correct, click Continue.
12. Initial in the two boxes to sign the waivers for the terms of rental and select whether your event will require access to a kitchen (located in the Norcross Community Center and Cultural Arts, 10 College St.) or if you will have music or public address equipment at your event.
13. Agree to the final terms of the rental contract and click Continue.
14. Enter the required information for payment of your event rental and click Continue.
15. An email will be sent in response to your request after your reservation is approved.

For additional questions or concerns please contact: Chris LaFleur 678-421-2025
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