



TUPAC AMARU SHAKUR FOUNDATION

TUPAC AMARU SHAKUR CENTER FOR THE ARTS

5616 MEMORIAL DRIVE
STONE MOUNTAIN, GEORGIA 30083

Tupac Amaru Shakur Center for the Arts (TASCA) Facility Rental Application

Today's Date: _____

Rental Contact:

Carlos Coleman

Events Coordinator

404.298.4222

carloscoleman1@gmail.com

Please complete the Facility Rental Application & return with appropriate signature to:

Attention: Vern Cambridge

Building & Office Manager

Tupac Amaru Shakur Center for the Arts

5616 Memorial Drive

Stone Mountain, GA 30083

Email: vwcambridge@tasf.org

About the Center

Hours of Operation

Monday – Friday 10 AM – 5 PM

Saturday 12 Noon – 6 PM

Sunday Closed

Visitor Center

- Gallery of Tupac inspired artwork from artists around the world
- Highlights from Tupac's career (plaques, pictures, etc.)
- Gift shop with Tupac's books, music, Makaveli clothing, movies, & merchandise
- Seasonal Art Exhibits

Peace Garden

- Peace trail (6 acres of wooded trails, landscaped with beautiful flowers & plants)
- Tupac bronze statue that rises from a Gothic Cross Water Fountain
- Maze of Peace (a maze with a water fountain centerpiece)
- Brick Memorial (surrounding the Tupac Statue & Gothic Cross Water Fountain) features personalized engraved bricks, & art walls with Tupac poems

Peace Pavilions

- Three outdoor pavilions available for classes, workshops, & events

Phone: (404) 298-4222 Fax: (404) 298-4223

www.TASF.org www.2PAClegacy.com



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Rentals can be held Monday – Saturday: 7 AM – 12 AM (please inquire about other days/times)

Capacity:

Visitor Center maximum capacity is 150 seated (theater style seating) and 200 reception

Outdoor Pavilions maximum capacity is 30 seated (theater style seating) and 50 standing per pavilion

The Tupac Amaru Shakur Center for the Arts, Visitor Center, Peace Garden, and Pavilions can be rented for the following:

- Meetings / Workshops
- Weddings
- Book Signings
- Corporate Events
- Auditions
- Rehearsals
- Outdoor Plantings
- Outdoor Festivals/Events
- Yoga
- Classes
- Film Screenings
- Small Plays / Improv
- Photo/Video/Film Shoots*
- Private Functions

*Photo/Video/Shoots

Different rates apply. See Building Manager for more information.



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EVENT / CONTACT INFORMATION

Type of Event: _____
Name of Event: _____
Group/Company: _____ / Contact Person: _____
Phone # _____ / Address: _____
City, State & Zip: _____ / Email: _____
Alternate Contact _____ Phone # _____
Address: _____ City, State & Zip: _____
Email: _____

EVENT DETAIL

Date of Event: _____ Estimated Attendance: _____

Set Up Start Time: _____ AM/PM

Event Start Time: _____ AM/PM End Time: _____ AM/PM

Please indicate event type:

Reception Theatre seating Party Youth (under 18) Adult (over 18)
 Other _____

Special Needs: *The following items come with the rental. Please indicate any items you will be requesting and the quantities you will need.*

Chairs – Qty. _____ Tables – Qty. _____

Are there any special needs not listed above? _____

If yes, please list them in detail.

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Renters (licensees) are responsible for their own décor arrangements & décor placement.

Method & location of placement must be pre-approved by the Events Coordinator.

Outside Catering and/or Audio & Visual Services are allowed.

For a list of preferred caterers & Audio & Visual Services see our Preferred Vendor List (see attached)

TASCA Rental Procedure & Fees

Completed rental forms should be submitted to the Building Manager a minimum of four weeks prior to the requested rental date. You will be notified of a decision 5-7 days upon receipt of your completed application.

All Rentals are subject to the approval of an Officer of the Tupac Amaru Shakur Foundation (TASF) Board and TASF Staff.

Upon approval of the requested rental you will be given a Facilities Use Agreement. The Facilities Use Agreement must be completely filled out and signed by both the Licensor (TASF) and the Licensee (Renter). A signed agreement & \$200 non-refundable deposit in the form of a money order or cashier's check must be submitted before the requested rental can be confirmed.

Prompt payment is requested. **100%** of the rental price is required one week prior to the rental date.

Method of payment: We honor and accept money orders, cashier checks, visa, master, and Amex cards. No *cash* or *personal* checks are accepted.

No refunds will be given to renters who cancel their event with less than 48 hours advance notice of their rental.



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Hourly Rates

Hourly rates are only applicable for rentals held under four (4) hours. This includes set up and breakdown of the event. Rentals over four (4) hours will be charged at a six hour block rate (see Six hour block for more information on rates & requirements)

Visitor Center

Rental Rate:	\$110 per hour
Additional Requirements & Fees	
Cleaning Fee	\$150 flat fee
On Site Coordinator	\$10 per hour
Security	\$17 per hour
Insurance	TBD

Peace Garden

Rental Rate:	\$175 per hour
Additional Requirements & Fees	
Cleaning Fee	\$200 flat fee
On Site Coordinator	\$10 per hour
Security	\$17 per hour
Insurance	TBD

Pavilions

Rental Rate:	\$50 per hour/per pavilion
Additional Requirements & Fees	
Cleaning Fee	\$75 flat fee per pavilion
On Site Coordinator	\$10 per hour
Security	\$17 per hour
Insurance	TBD

Six Hour Block

Visitor Center

Rental Rate:	\$800
Includes Cleaning Fee	



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Additional Requirements & Fees

On Site Coordinator	\$10 per hour
Security	\$17 per hour
Insurance	TBD

Peace Garden

Rental Rate:	\$1,250
Includes Cleaning Fee	
Additional Requirements & Fees	
On Site Coordinator	\$10 per hour
Security	\$17 per hour
Insurance	TBD

Pavilions

Rental Rate:	\$350
Includes Cleaning Fee	
Additional Requirements & Fees	
On Site Coordinator	\$10 per hour
Security	\$17 per hour
Insurance	TBD

Insurance rates are left to be determined. Depending on the type of event rates for insurance may vary.

Upon full completion of rental application and approval by a TASF Board member & staff, an insurance quote will be given.

I have read the Tupac Amaru Shakur Center for the Arts Rental Application in its entirety and have filled in accurate information as it relates to my event. I understand that this is an application only and that upon review of my application a representative from the Tupac Amaru Shakur Center for the Arts will contact me as to whether or not my application has been approved.

Licensee:

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Print Name: _____

Signature: _____ Date: _____

Office Use:

Insurance Rate: \$ _____

Total rental rate with insurance: \$ _____

Deposit Amount: \$ _____ Date: _____

Full Payment: \$ _____ Date: _____

Staff Print Name: _____

Staff Signature: _____