

Daleville Cultural and Convention Center
 740 South Daleville Avenue
 Daleville, AL 36322
 334-598-2345

RENTAL AGREEMENT BETWEEN

Daleville Cultural and Convention Center
 740 South Daleville Avenue
 P.O. BOX 188
 Daleville, AL 36322
 Phone: (334)598-2345

AND

NAME: _____
 ATTN: _____
 STREET: _____
 CITY: _____
 PHONE: _____

EVENT INFORMATION

Number of Attendees: _____

Security Required: _____

Alcohol Present: _____

Catering Service: _____

Music/Entertainment: _____

Number of Rectangle/Round Tables: _____

RENTAL RATES

Civic Events

	DATE	RATE	TIME	INITIALS
Monday-Sunday (4 Hours)	_____	\$150.00	_____	_____
Monday-Sunday (8 Hours)	_____	\$150.00	_____	_____
Monday-Sunday (12 Hours)	_____	\$150.00	_____	_____

A clean-up deposit of \$150.00 is required to be paid at the time rental agreement is signed and will be refunded if clean-up procedures are adhered to. Non-adherence will result in forfeiture of deposit.

Commercial Events

	DATE	RATE	TIME	INITIALS
Monday-Sunday (4 Hours)	_____	\$200.00	_____	_____
Monday-Sunday (8 Hours)	_____	\$400.00	_____	_____
Monday-Sunday (12 Hours)	_____	\$800.00	_____	_____

A clean-up deposit of \$150.00 is required to be paid at the time rental agreement is signed and will be refunded if clean-up procedures are adhered to. Non-adherence will result in forfeiture of deposit.

Additional Rentals

	DATE	Total Cost	INITIALS
Piano	\$100.00	_____	_____
Linen Tablecloths	\$20.00 Each	_____	_____
Skirting for Tables	\$6.00 Each	_____	_____
Disposable Tablecloths	\$6.00 Each	_____	_____
Security	\$25.00 Hour	_____	_____

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Total Cost	Deposit Amount	Date Deposit Paid	Receipt Number	Amount Due	Date Paid	Receipt Number	Date Deposit Returned/Initials

- \$50.00 per hour rate will apply to any event that exceeds the rental agreement hours.
- I, the undersigned, have read and understood the rental agreement and agree to all terms of this contract.
- I have also read and thoroughly understood the operational procedures for the Daleville Convention Center and agree to abide by them as part of this rental agreement.
- I understand that any changes, additions, stipulations or deletions, including corrective lining out, to the rental agreement and operational procedures, will not be considered agreed to or binding unless such modifications have been initialed or otherwise approved in writing by the renter.
- I understand the Daleville Convention Center reserves the right to cancel this rental agreement at any time, for reasonable cause, and that this agreement is considered binding upon the renter for charges incurred.
- I have received a copy of this agreement for my use.

Renter's Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Police Officer: _____

Date: _____