

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

**RENTAL AGREEMENT BETWEEN**

City of Daleville  
 740 South Daleville Avenue  
 P.O. Box 188  
 Daleville, AL 36322  
 Phone: (334) 598-2345

NAME: \_\_\_\_\_  
 ATTN: \_\_\_\_\_  
 STREET: \_\_\_\_\_  
 CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

**EVENT INFORMATION**

Number of Attendees: \_\_\_\_\_ Audio/Video: \_\_\_\_\_ Alcohol Present: \_\_\_\_\_  
 Catering Service: \_\_\_\_\_ Business license number \_\_\_\_\_

**RENTAL**

Civic Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total \_\_\_\_\_  
 One Day Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total \_\_\_\_\_  
 Two Days Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Total \_\_\_\_\_

A clean-up deposit of \$250.00 (\$150.00 for civic events) must be paid when the 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**

Table Cloths: \_\_\_\_\_ (\$10.00 each) Total: \_\_\_\_\_

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

- 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 City of Daleville 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: \_\_\_\_/\_\_\_\_/\_\_\_\_