Convention and Cultural Center Rental Price & Guidelines

Non-Profit	**One Day Event**	**Two Day Event**
Deposit $150.00 Event Insurance Copy of 501-C3 $150.00	Deposit $250.00 Event Insurance $300.00	Deposit $500.00 Event Insurance $500.00

Steps

1. Fill out and return the Rental agreement and the back page of the operational procedures booklet.
2. Contract must be signed and returned with the deposit to reserve the Convention center for the event.
3. One week before the event, the balance for the rental must be paid in full.
4. We need a copy of the event insurance one week before the event.
5. On The day of the event, you will need to go to the Police Department and get the key to the Convention and Cultural Center.
6. Please clean and lock the Daleville Cultural and Convention Center.
7. The Key will need to be turned in when you finish.

** To receive your cleaning deposit, you must leave the room in the same condition you found it. Put away all tables and chairs, sweep floors, remove trash (including lobby and restrooms), and lock all doors.

** Parking for Convention and Cultural Center is beside and behind the building!

** NO EARLY ADMITTANCE INTO THE BUILDING!!! **

INSURANCE

1. Click this link: https://app.gatherguard.com/
2. Enter Venue Code: 3407-014 (this is the City of Daleville Cultural and Convention Center Venue Code)
3. Proceed to answer questions based on the tenant's event.
4. After getting the quote and reviewing the summary, the tenant can enter Credit Card information to purchase.