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 the forfeiture of the 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 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.
-I understand there will be no early admittance into the building.
-I, the undersigned, have read and understood the rental agreement and agree to all terms of this contract.

Renter's Signature: Date:

Staff Signature: Date: