

Dothan Convention Center
Terms and Conditions

1. RESERVATION REQUESTS MAY BE MADE BY WRITTEN OR VERBAL REQUESTS STIPULATING THE NAME AND TYPE OF EVENT. ANY OTHER INFORMATION REQUIRED AND/OR REQUESTED BY DOTHAN CONVENTION CENTER MUST BE SUBMITTED IN WRITING. A DEPOSIT IS REQUIRED TO SECURE AND CONFIRM DATE.
2. No outside representation/advertisement of other businesses may be placed on tables, walls, or any other areas of Dothan Convention Center without prior approval by the Dothan Convention Center.
3. No less than 90 days prior to the event, the contract must be properly signed and returned accompanied with Cash, Cashier's Check or Certified Check made payable to the Dothan Convention Center in the amount required by the document of transmittal and an insurance policy or certificate as required by the Dothan Convention Center. ***One half or one third*** of the total cost including rent, additional services and rental equipment or ***the full rental price*** must be presented at the signing of this agreement depending on the number of months or days before the scheduled event. A third of the total and updated head count, if applicable, is expected ***30 days*** before the event date. The final payment/settlement along with the final headcount, if applicable, must be provided ***one week*** (business days only, excluding holidays and weekends) prior to the scheduled event. NOTE: THE DATE IS NOT CONFIRMED AND SECURED UNTIL CONTRACTS ARE SIGNED AND DEPOSIT IS RECEIVED. CANCELLATIONS: Deposits will not be refunded for cancelled events. If Lessee cancels event, monies paid shall be considered compensation for work already performed by the Dothan Convention Center.
4. Proof of adequate liability insurance must be provided by the Lessee when the contract and deposit are made. Lessee must show proof of a "hold harmless" policy of insurance with the Dothan Convention Center being held harmless by such a policy. Lessee agrees to carry liability insurance with a company authorized to do business in Alabama of not less than \$1,000,000.00 for personal injuries to one person and \$300,000.00 for personal injuries to more than one person and \$25,000.00 property damage, to protect Lessee and the Dothan Convention Center against property damage and personal injury claims, and to furnish the Dothan Convention Center such policy or a certificate showing such insurance is in force. Lessee also must provide a Certificate of Insurance for Workers Compensation to insure workers.

The DCC assumes no responsibility for any injury, security of the building or its contents, or any items that are lost, stolen, or damaged during the contract period of the Lessee.
5. The DCC reserves the exclusive right to all alcohol, food and beverage concessions in the DCC and the management will determine at which events the Food and Beverage Concessions will be opened. **NO FOOD OR ALCOHOLIC BEVERAGE WILL BE ALLOWED TO BE BROUGHT INTO THE BUILDING.** To maintain an appropriate level of customer service and efficiency in the building, catering services must be made directly through the DCC's Director of Convention Services.

6. The DCC must be informed of all ticket sales. All tickets will be properly numbered in accordance with instructions and there shall never be more tickets printed than there are seats available. For ticket information logon to www.wjjn.net and click on Dothan Convention Center link on left and click on *ticket information* in the center of web DCC, it is the responsibility of the Lessee to inform the DCC regarding all information pertaining to the event such as time, ticket prices, etc. in order for telephone inquiries to the DCC to be properly answered.
7. The promoter or their representative shall remain in the DCC until the event is settled. Should a performer not perform or appear, as advertised, an announcement to that effect shall be made as soon as possible, and refunds shall be made.
8. THE NORMAL HOURS FOR MOVE-IN/ MOVE-OUT IN THE DCC ARE FROM 8:00 AM TO 12:00 MID. NO ONE SHALL ENTER BEFORE 8:00 AM WITHOUT A WRITTEN REQUEST TO THE DCC. THE TIME FOR COMMENCING AND ENDING PERFORMANCE IN THE DCC AS STIPULATED IN THE CONTRACT MUST BE ADHERED TO PRECISELY OR AN ADDITIONAL DAY'S RENT WILL BE ADDED TO THE FINAL BILLING.
9. Displays, booths, easels or other items cannot be placed in the lobbies or corridors of the DCC without prior request (in writing) to the DCC. No political banners or posters shall be allowed without approval of the DCC.
10. Signs should be placed on stands and no tape is to be used on ceilings, walls or columns. Nails, brads or any other things **cannot** be driven into any portion of the building; use of scotch tape is prohibited on the ceiling, walls, floors, partitions, doors, windows, glass panels and any other fixtures within the DCC; decals are not permitted on ceiling, walls, floors, or furniture. ANY DEVIATION OF THE FOREGOING MUST BE DISCUSSED AND REQUESTED (IN WRITING) PRIOR TO USE WITH THE DCC.
11. Banners, drapes, and other objects shall not be hung from ceiling, conduits, light fixtures, sprinkler pipes or other piping.
12. No changes, alterations, repairs, painting, staining, or the doing of anything that will change the finish, appearance or contours of the building will be permitted.
13. The decorator, event manager or other Lessee should contact the DCC concerning problems and/or procedure, ALL DECORATIONS, DÉCOR SET-UP AND PROCEDURE MUST BE SUBMITTED IN WRITING TO THE DOTHAN CONVENTION CENTER AND CAN ONLY BE APPROVED BY THE PRESIDENT OR CEO OF THE DOTHAN CONVENTION CENTER. If a professional or amateur decorator is being used, they must contact the proper department upon approval of all decorating procedures.
14. The service entrances must be cleared of debris and no cars or trucks are to be parked near these entrances except for loading and unloading.
15. The sidewalks, passageways, halls, stairways, and exits shall not be obstructed at any time.
16. There shall not be any displays or exhibits outside the building without the written consent of the DCC's Director of Convention Services, CEO or President.

17. No large signs or trucks are to be parked on the driveway.
18. Buses and large trailer trucks should park in areas designated by the DCC.
19. No electrical wiring shall be done except by DCC personnel.
20. All animals are prohibited unless they are part of the show. If a part of the show, proper care must be taken to prevent odor and to maintain cleanliness and safety.
21. No person shall bring into the building anything which shall increase the rate of fire insurance on the building or property therein or be of such nature as to present a fire or life hazard.
22. All floor plans submitted to the DCC require approval and must be reviewed by the DCC to ensure it meets sufficient space for aisles, traffic flow and all other safety requirements. The DCC Safety Office must approve it. It is then forwarded to the CSM. A plan must be "signed off" by both departments before it is considered an "Approved" plan. When it becomes necessary to resubmit or revise a floor plan, please number and date the revision and include a cover letter detailing the revised parts of the floor plan. The Safety Supervisor and the CSM must approve any changes before they may be put into effect.
23. Please note that all public areas may not be subleased space and all use of this space must be approved by the DCC.
24. The use of any special equipment (such as cranes, carts, bicycles, lift trucks, etc.) in the facility is prohibited.
25. Closet and utility rooms are not included with any meeting room. These are for DCC use only. Please note that the DCC has no storage facilities for public use in the building and is unable to accept any goods shipped to the facility. The DCC will not be responsible for items shipped to the Center.
26. The DCC retains the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the lease agreement and the building policies.
27. All concerns/complaints should be brought to the attention of the DCC.
28. To utilize space at the DCC, a set up fee is required. There will be a set up fee charge per set up.
29. If rental equipment is needed, please inform your CSM. Table rental is \$10.00 per table and is available through the DCC. Round tables are 60 inches in diameter and include 8 chairs. Rectangular tables are 6' x 2 ½ '. Please inform your CSM of any special theme or theme colors.
30. The lessee, promoter or their representative shall be invoiced for the number of security guards needed for event. The number of security guards required is determined by the DCC.

31. Only an authorized technician of the DCC may operate the A/V equipment and/or any other equipment available through the DCC. The lessee will be invoiced for any operating technician fee.
32. **NO BUILDING RENTAL FEES SHALL BE WAIVED.**
33. **ENERGY FEE USAGE CHARGE OF \$400 PER DAY WILL BE ADDED FOR DESIGNATED EVENTS IN THE AUDITORIUM. OTHER ROOMS TO BE DETERMINED BY THE DOTHAN CONVENTION CENTER.**
34. **ALL SERVICE PROVIDERS/VENDORS TO BE USED BY THE LESSEE MUST CONTACT THE DCC FOR A PERMIT. THE LESSEE MUST SUBMIT A LIST OF ALL SERVICE PROVIDERS/VENDORS INCLUDING CONTACT INFORMATION, ADDRESS AND PHONE NUMBER TO THEIR ASSIGNED CSM.**
35. **ALL SPECIAL REQUESTS MUST BE SUBMITTED IN WRITING. APPROVAL IS A TWO STEP PROCESS THAT MUST BE SIGNED OFF BY YOUR CSM AND THE DIRECTOR, PRESIDENT OR CEO. PLEASE ALLOW A SUFFICIENT AMOUNT OF TIME FOR YOUR CSM TO HANDLE YOUR REQUESTS.**
36. **POLICIES ARE SUBJECT TO CHANGE AT ANYTIME, PLEASE SUBMIT YOUR CURRENT EMAIL ADDRESS SO THAT YOUR CSM MAY INFORM YOU OF ANY REVISIONS.**