

Clanton

Conference & Performing Arts Center

1850 Lay Dam Road/P.O. Box 1877
 Clanton, AL 35045
 205-280-8211

Event Reservation Form

Organization: _____

Organization Contact: _____ Title: _____

Address: _____ City/ST/Zip: _____

Phone: _____ E-mail: _____

Event Name: _____

Type of Event: _____

Event Start Date and Time: _____ End Date and Time: _____

Check preferred room(s):

<input checked="" type="checkbox"/>	<u>Room</u>	<u>Capacity</u>	<u>Rate*</u>	<u>Local Rate</u> <small>(For residents of Chilton County)</small>
	Exhibit Hall (Lower Level)	Varies	\$1000 event day, \$500 set-up/ move-out days	\$600 event day, \$300 set-up/ move-out days
	Performance Hall (Upper Level)	608pp tiered seating	\$1300 event day, \$650 rehearsal/ move-out days	\$800 event day, \$400 rehearsal/ move-out days
	EDC 1 (Lower Level)	30pp classroom	\$200 per day	\$150 per day
	EDC 2 (Lower Level)	30pp classroom	\$200 per day	\$150 per day
	EDC 3 (Lower Level)	30pp classroom	\$200 per day	\$150 per day
	EDC 1 (Lower Level)	30pp classroom	\$150 for (<u>1/2 day</u>) up to 4 hours	\$100 for (<u>1/2 day</u>) up to 4 hours
	EDC 2 (Lower Level)	30pp classroom	\$150 for (<u>1/2 day</u>) up to 4 hours	\$100 for (<u>1/2 day</u>) up to 4 hours
	EDC 3 (Lower Level)	30pp classroom	\$150 for (<u>1/2 day</u>) up to 4 hours	\$100 for (<u>1/2 day</u>) up to 4 hours
	Catering Kitchen (Lower Level)	n/a	\$50 per day, if using Exhibit Hall	\$50 per day, if using Exhibit Hall
	Ticket Office – Lower Level	n/a	n/c if using Exhibit Hall or EDC 1, 2, 3	n/c if using Exhibit Hall or EDC 1, 2, 3
	Ticket Office – Upper Level	n/a	n/c if using Performance Hall	n/c if using Performance Hall
	Upper Lobby		n/c if using Performance Hall	n/c if using Performance Hall
	Lower Lobby		n/c if using Exhibit Hall or EDC 1, 2, 3	n/c if using Exhibit Hall or EDC 1, 2, 3

***We are pleased to offer a 25% discount to non-profit organizations**

Total Amount Due: \$ _____

Payment: A deposit equal to 50% of total rental fees is due along with this signed Rental Agreement to hold your dates and event space. The balance is due by close of business on the day of your event unless other arrangements have been made in advance. Payment is to be made by check payable to 'Jefferson State Community College' and mailed to PO Box 1877, Clanton, AL 35045. Rental Agreement and deposit must be received by the Jefferson State Community College before space can be reserved and before Client is permitted to begin selling event tickets or advertising the Clanton Conference and Performing Arts Center as the event location.

Cancellation Policy: Cancellation six (6) weeks prior to the event must be made in writing for a deposit to be refunded. After the six week time period the deposit will be forfeited and any charges incurred by the Clanton Conference and Performing Arts Center will be the responsibility of the Client.

Indemnification: Client agrees that the Clanton Conference and Performing Arts Center, Jefferson State Community College and the City of Clanton shall not be responsible for any loss or damage to Client's property or injury to persons due to the negligent or intentional acts of Client, of Client's employees or agents, or of persons attending Client's event. Client agrees, as its sole cost, to indemnify and hold harmless Clanton Conference and Performing Arts Center, Jefferson State Community College and the City of Clanton and its officers, employees, and agents from any and all claims by or on behalf of any persons or firm arising out of, in connection with, or attributable to Client's use and possession of the Clanton Conference and Performing Arts Center premises, including, but without limitation, any and all claims for injury or death to persons or damage to property.

I have read and agree to all policies stated above and on the attached Rental Policy. All pages have been initialed indicating awareness and acceptance of Clanton Conference and Performing Arts Center policies.

Signature of Client Representative

Date

Print Name

Title

Signature of Clanton Conference and Performing Arts Center Representative

Date

For Office Use:

	Date	Payment method	Notes
Rental Amount			
Deposit Amount			
Balance Due			
Balance Paid			