



## City Hall Auditorium

100 Alabama Ave NW, Fort Payne, AL 35967  
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The **City Hall Auditorium** has a seating capacity of 335 modern comfortable seats with six wheelchair spaces. The stage is handicapped accessible as well and includes two handicap accessible dressing rooms with restrooms. The auditorium features a professional digital audio, video & lighting system. A podium is also included. System specifications provided upon request. No banquet facilities are available at the Auditorium but refreshments can be accommodated in the lobby area with prior arrangements. Food and beverages are not allowed in the auditorium. There are also 50 chairs and 3 8' tables available.

The City Hall Auditorium requires a \$200 deposit. This deposit is refundable only after the venue has been cleaned and returned to its original state. The venue manager will perform an inspection at the conclusion of the event to determine if the requirements have been met to issue a refund. The current rate, in addition to the deposit, for the City Hall Auditorium is \$50 per hour. Rental time must include setup and teardown of the event.

If the event requires the use of sound and lights an additional fee of \$150 is required per technician. Under no circumstance are renters allowed to operate the venue sound and light systems without approval from venue management. For concerts and events requiring a larger sound system, a tour-grade system can be brought in for an additional \$250. Please discuss your needs with venue management.

The deposit is required to secure the rental. The remaining balance must be paid 10 business days prior to the event. Failure to pay the balance by the aforementioned time will result in the cancellation of the event and forfeiture of the deposit. Cancellation of the booking within 10 business days of the event will also result in the forfeiture of the deposit.

Applicant Signature:

Date:

Management Signature:

Date:

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