



## DeKalb Theatre | The Courtyard

306 Gault Ave N, Fort Payne, AL 35967  
(256) 997-0396 | cgreathouse@fortpayne.org

The historic **DeKalb Theatre** features stadium-style seating for 380 persons with three wheelchair spaces. The lower section can be retracted yielding open floor space for dancing, shows, banquets or dinner theatre productions. There are 12 8' tables and 125 chairs provided with the venue. The theatre features a professional digital audio, video & lighting system as well as a podium. System specifications provided upon request. Dressing rooms are available for rental through the Fort Payne Chamber of Commerce office adjacent to the theatre.

Additional features include a bar area and concession stand, which can also be used as a bar, an upstairs lobby with additional restrooms, a courtyard and the marquee. Theatre rentals include one side of the marquee on the day of the rental if available. **The Courtyard** is included in the theatre rental as well and is also available as a standalone venue. The Courtyard rentals include access to the restrooms and concession stand. The theatre and Courtyard share tables and chairs. Capacity for the courtyard is 100 persons.

The DeKalb Theatre 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. Requirements are as follows:

1. Tables & chairs must be cleaned, folded, stacked & returned to their original storage location;  
\*\*\*Setup of tables and chairs are the sole responsibility of the renters, not the venue staff\*\*\*
2. All trash cans, including restrooms, must be emptied and bags replaced;
3. If used, the concession stand popcorn machine must be cleaned;
4. All food must be removed from the concession stand refrigerator. No food or beverage may be left behind;
5. All floors, including restrooms, stage and dressing rooms, must be swept, mopped and vacuumed (carpet only);
6. Courtyard must be swept and cleaned.

The current rate, in addition to the deposit, for the DeKalb Theatre is \$50 per hour. Rental time must include setup and teardown of the event as well as clean-up of the venue. If the event requires the use of the bar area, an additional fee of \$25 an hour is required. This fee must be paid in CASH ONLY to the bartender prior to the start 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. If required, a sound system is available for the courtyard for an additional \$50. 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.

The Courtyard follows the same rules and regulations previously mentioned and requires a \$50 deposit with an hourly rental rate of \$25 an hour. Any questions regarding either venue can be directed to the venue manager.

Applicant Signature:

Date:

Management Signature:

Date:

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