



## ITEMS NEEDED TO RESERVE A FACILITY & STEPS TO RESERVE A FACILITY

### ITEMS THAT ARE REQUIRED WHEN RESERVING THE FACILITY

- Signed Contract for Use
- Alcohol Policy (signed, if applicable)
- Deposit(s) Paid
- Full Fees Paid (if within 60 days of booking)
- Insurance Certificate (naming the Dance Palace as an insured)
- ABC Permit (if selling or accepting donations for alcohol, or if this is a ticketed event)

### STEPS TO RESERVE A FACILITY

#### DAY OF BOOKING

- Initial & Sign Contract for Use
- Sign Alcohol Policy (if serving alcohol)
- Pay Facility Deposit and/or rental fees

#### 60 DAYS PRIOR TO EVENT

- Pay Rental Fees in Full

#### 30 DAYS PRIOR TO EVENT

- Turn in Certificate of Insurance (required)

#### 7 DAYS PRIOR TO EVENT

- Turn in ABC Permit (if required)

#### TO BE SCHEDULED AS NEEDED

- Do Facility/Tech Orientation
- Obtain Key