

## How to Rent Wallace Hall Fine Arts Center

1. Begin by verifying date availability. The best way to do this is by visiting the Facility Rentals page at wallacehall.org. Our most up to date rental calendar is listed here. You may also call our office at 256-549-8475 to inquire about date availability.
2. Once you have selected your date(s), submit a Date Reservation or a Rental Application. A Date Reservation allows you to place a temporary 14-day hold on a date. This option is best for promoters that are still unsure as to the certainty of the event. A Rental Application is required for all events and can be filled out at any time at wallacehall.org.
3. Once we have received your Rental Application, we will send you a confirmation and a lease agreement. Your event will be considered a temporary hold until the College approves the signed lease agreement.
4. You'll need to complete our Box Office Service agreement 60 days before your event date.
5. We will invoice you approximately 30 days before your event date.
6. We will automatically schedule GSCC Security for your event. The lessee shall pay the officer(s) on the day of the event.
7. Your payment is due a minimum of ten (10) business days before your event date if paying by check. Payment is due a minimum of three (3) business days if paying by cash or credit/debit card. You may pay in person at the GSCC Business Office located in Allen Hall.
8. You arrive for your show!

**RENTAL CHECKLIST**      **EVENT:\_\_\_\_\_ DATE(S) \_\_\_\_\_**  
***The items listed below must be completed before ANY use of the Fine Arts Center is permitted.***

CHECK HERE	Item	Date Due
___	1. Completed and signed RENTAL APPLICATION	Within 14 days of requesting an event date
___	2. Completed and signed LEASE AGREEMENT	Within 14 days of requesting an event date
___	3. Deposit - New Renters Only	Within 14 days of requesting an event date
___	4. Non-Profit 501 (c)(3) statement (if applicable)	Within 14 days of requesting an event date
___	5. Completed and signed BOX OFFICE SERVICE AGREEMENT	60 days before event date
___	6. Technical Meeting with event director and venue staff.	30 days before event date
___	7. Proof of Insurance listing GSCC as additionally insured.	14 days before event date
___	8. Balance of Payment	10 days before lease start date if paying by check 3 days before lease start date if paying cash/credit