

**THE DOTHAN CIVIC CENTER
THE DOTHAN OPERA HOUSE**

RATES & SERVICES

	Civic Center	Opera House
<u>Section 1</u>		
1. <u>COMMERCIAL RATE & CONVENTION RATE</u>	\$1,000.00	\$600.00
<p>Or ten (10%) of the gross sales, after taxes, whichever is greater. A rental day is considered 8:00 AM until Midnight. ALL PROPERTIES, DECORATIONS, ETC. MUST BE REMOVED THE DAY OF SHOW OR ANOTHER DAY'S RENT WILL BE CHARGED.</p>		
<u>Deposit for Rental</u>		
<p>A NON-REFUNDABLE UP-FRONT DEPOSIT FOR RENTAL SHALL BE ONE DAY'S RENT, PLUS BOX OFFICE CHARGE, IF APPLICABLE, AND MUST BE PAID PRIOR TO THE EVENT. A telephone call or preferably a letter of request and this deposit are required to secure a booking. Deposit must be in the form of cash or a cashier's check made payable to the Dothan Civic Center and the deposit must accompany the signed contract along with the <i>Certificate of Insurance</i> and initialed <i>Rates & Services</i> and must be returned within 10 days.</p>		
<u>Move-In, Move-Out, Rehearsal (Per Day)</u>	\$800.00	\$300.00
<p>When move-in, move-out or rehearsal occur other than on the day of performance, lessee shall be charged at a lesser rate than the regular rental rate.</p>		
<u>Deposit for Rental</u>		
<p>A NON-REFUNDABLE UP-FRONT DEPOSIT FOR RENTAL SHALL BE ONE DAY'S RENT, PLUS BOX OFFICE CHARGE, IF APPLICABLE, AND MUST BE PAID PRIOR TO THE EVENT. A telephone call or preferably a letter of request and this deposit are required to secure a booking. Deposit must be in the form of cash or a cashier's check made payable to the Dothan Civic Center and the deposit must accompany the signed contract along with the <i>Certificate of Insurance</i> and initialed <i>Rates & Services</i> and must be returned within 10 days.</p>		

2. **CIVIC RATE (SUNDAY THROUGH WEDNESDAY ONLY)**

\$800.00

\$400.00

(Per Day)

Must be entirely local (Dothan, Alabama) and the sponsor must be a registered non-profit civic, religious, charitable, or educational organization. **A 501c(3) FORM MUST BE PRESENTED IN ORDER TO BE ELIGIBLE FOR THE CIVIC RATE, OTHERWISE THE COMMERCIAL RATE WILL BE CHARGED. A RENTAL DAY IS CONSIDERED 8:00 AM UNTIL MIDNIGHT. ALL PROPERTIES, DECORATIONS, ETC. MUST BE REMOVED THE DAY OF SHOW OR ANOTHER DAY'S RENT WILL BE CHARGED.**

Deposit for Rental

A NON-REFUNDABLE UP-FRONT DEPOSIT FOR RENTAL SHALL BE ONE DAY'S RENT, PLUS BOX OFFICE CHARGE, IF APPLICABLE,, AND MUST BE PAID PRIOR TO EVENT. A telephone call or preferably a letter of request and this deposit are required to secure a booking. Deposits must be made in the form of cash or cashier's check made payable to the Dothan Civic Center and the deposit must accompany the signed contract along with the Certificate of Insurance and initialed Rates & Services and must be returned within 10 days.

3. **OTHER CHARGES**

(a) Set-Up/Clean-up Fee

\$150.00

\$150.00

(OVER AND ABOVE NORMAL PRE & POST EVENT)

(b) Box Office Charge

\$300.00

\$300.00

Or three percent (3%) of the gross sales after taxes, whichever is greater.

(c) Food Concessions

The City of Dothan reserves the exclusive rights to all food and beverage concessions in the Civic Center and Opera House and the management will determine at which events the Food & Beverage Concessions will be open. **NO FOOD WILL BE ALLOWED TO BE BROUGHT INTO THE BUILDING.**

(d) Vendor Fee

A fee of twenty five/thirty percent (25%-30%) of the net sales will be charged to the vendor for all programs, tapes, albums, souvenirs, etc., sold at the Civic Center or Opera House. (30% if building sells, 25% if vendor sells.)

(e) Box Office Cashiers (Day of Performance only) **\$10.00 per hour**

Cashiers will be hired as deemed necessary by the Box Office Manager.

(f) Ushers/Ticket Takers **\$7.35 per hour**

(g) Meeting Rooms (Civic Center) per day Room C **\$100.00**
Rooms B and D **\$75.00**

(h) Catering Charge **\$1 per plate**
Charged to Lessee

Our contracted provider will serve all alcoholic beverages and provide all within our contract.

(i) Table Charge **\$1.00 per table**
Trade show and convention only

(j) Pipe & Drape (Booth) Charge **\$20.00 per booth**
to include full booth set up: 8' 0" x 10'0" with side walls,
(1) 8 ft. table skirted, (2) chairs, and (1) trash can.
(Labor for set-up not included) 5 people/5 hours @ \$9 p/hr.

Section 2.

A one percent (1%) County tax, a four percent (4%) City tax and a four percent (4%) State tax on gross sales will be imposed for all tickets sold. ONLY THOSE CIVIC CLUBS AND ORGANIZATIONS LISTED AS TAX EXEMPT FROM STATE LEGISLATION WILL BE ALLOWED EXEMPTION FROM PAYING COUNTY, CITY AND STATE SALES TAX. The tax exempt number must be furnished to the Civic Center Office. City and Houston County Entertainment Licenses are subject to rules and regulations of the State Department of Revenue.

Section 3.

Proof of adequate liability insurance must be provided by the lessee when the contract and deposit are returned to the Civic Center office. Lessee must show proof of a "hold harmless" policy of insurance with the City of Dothan being held harmless by such a policy. Lessee agrees to carry liability insurance in a company authorized to do business in Alabama of not less than \$1,000,000.00 general aggregate, to protect Lessee and the City of Dothan against property damage and personal injury claims, and to furnish the City such policy or a certificate showing such insurance is in force.

The Civic Center/Opera House staff assumes no responsibility for any injury, security of the building or its contents, or any items that are lost, stolen, or damaged during the contract period of the lessee.

Section 4.

The rental rate includes the Civic Center (or Opera House), lighted, heated, or air-conditioned, cleaned once a day (additional clean-up will be at the lessee's expense) and the use of the stage, dressing rooms, and house lights. In the event that the lights and/or sound system are not adequate for the performance, the lessee shall be responsible to provide his own.

Section 5.

All City owned equipment will be operated by Civic Center/Opera House personnel ONLY.

Section 6.

There will be a four (4) hour load-in and four (4) hour load-out charged for all labor. The number of technical and/or stage personnel will be determined by the technical rider at the discretion of the Civic Center (Opera House) Stage Manager. There will be a four (4) hour minimum call for all labor. Security (Door Guards) must be present at the lessee's expense when the building is open to the public or when deemed necessary during other times when the lessee is occupying the building. The number of guards will be determined by the Civic Center Director.

- (a) Stage Manager.....**\$20.00 per hour**
 - (b) Electrician**\$20.00 per hour**
 - (c) Technician.....**\$14.00 per hour**
 - * (d) Sound System Operator.....**\$36.00 flat per show or rehearsal (3 hour max)**
 - * (e) Light System Operator.....**\$36.00 flat per show or rehearsal (3 hour max)**
 - * (f) Spotlight Operator.....**\$36.00 flat per show or rehearsal (3 hour max)**
 - (g) Forklift Operator.....**\$11.00 per hour**
 - (h) Riggers.....**\$18.00 per hour**
 - * (i) Stagehands.....**\$11.00 per hour or \$36.00 flat for show (3 hour max)**
- *\$36.00 Flat Rate for Show or Rehearsal—three (3) hour maximum. Additional time at per hour rate of \$12.00 per hour.
- (j) Drivers or Runners.....**\$150.00 per day**
 - (k) Door Guard Coordinator.....**\$12.00 per hour**
 Door Guard.....**\$9.00 per hour**

**ALL EVENT STAFF WILL BE CHARGED TO PROMOTER FOR THE FOLLOWING HOLIDAYS
AT TIME AND A HALF OF CURRENT RATE:
Martin Luther King Birthday, Independence Day, Labor Day and Thanksgiving Day.
AND CHARGED DOUBLE TIME FOR:
Christmas Eve and Christmas Day, New Year's Eve and New Year's Day and Easter.**

Section 7

Main Parking Lot rental**\$500.00 per day (When Available)**

DOTHAN CIVIC CENTER/OPERA HOUSE
TERMS AND CONDITIONS

1. Reservations can be made by written or verbal request and stipulating the name and type of show, as well as other information regarding the performance which will be requested by the Civic Center Director.
2. No more than ten days after receipt, the contract must be properly signed and returned accompanied by a Cashier's check or Money Order made payable to the Dothan Civic Center in the amount required by the letter of transmittal and an insurance policy or certificate as required by the City of Dothan. **NOTE: THE DATE IS NOT CONFIRMED UNTIL CONTRACTS ARE SIGNED AND RETURNED AND DEPOSIT IS RECEIVED.**
3. Phone line service is available for \$100 per line per event. Internet service is available to Lessee at \$150 per day. **Three (3) days advance notice is needed for either of these services.**
4. All tickets will be printed by Dothan Civic Center Box Office (3100 seats in Civic Center; 590 seats in Opera House) and computerized manifest will be available to promoter upon request. It is the responsibility of the Lessee to inform the Civic Center office regarding all information pertaining to the event such as time, ticket price, etc. so telephone inquiries to the Civic Center office can be properly answered.
5. The promoter or his representative shall remain in the Civic Center until the show is settled in the Civic Center Office. Should a performer not perform or appear, as advertised, an announcement to that effect shall be made as soon as possible and refunds shall be made through the Civic Center Office. Refunds will be made only through the Box Office.
6. The promoter is required to pay for security service with the number of security needed for the event to be determined by the Civic Center Director.
7. **The Civic Center/Opera House shall assume the responsibility to provide ticket takers and/or ushers for all events ticketed by the Dothan Civic Center Box Office, which will be paid by the promoter.**
8. **THE NORMAL HOURS FOR MOVE-IN AND MOVE-OUT IN THE CIVIC CENTER/OPERA HOUSE ARE FROM 8:00 AM TO 12:00 PM. NO ONE SHALL ENTER BEFORE 8:00 AM WITHOUT A WRITTEN REQUEST TO THE CIVIC CENTER DIRECTOR. THE TIME FOR COMMENCING AND ENDING PERFORMANCE IN THE CIVIC CENTER AS STIPULATED IN THE CONTRACT, MUST BE ADHERED TO PRECISELY OR AN ADDITIONAL DAY'S RENT WILL BE ADDED TO THE FINAL BILLING.**
9. Displays, booths, easels or other items cannot be placed in the lobbies or corridors of the Civic Center/Opera House without prior request (in writing) to the Civic Center Director. No political banners or posters shall be allowed in the Civic Center/Opera House lobbies or corridors.
10. Signs should be placed on stands and no tape is to be used on walls or columns. Nails, brads or other things shall not be driven into any portion of the building; use of scotch tape is prohibited on the walls, floors, partitions, doors, windows, glass panels and any other fixtures within the Civic Center/Opera House; decals are not permitted on walls, floors or furniture. Any deviation of the foregoing must be discussed prior to use with the Civic Center Director and the Technical Staff.
11. Banners, drapes and other objects shall not be hung from conduits, light fixtures, sprinkler pipes or other piping.
12. No changes, alterations, repairs, painting, staining, or the doing of anything that will change the finish, appearance or contours of the building will be permitted.
13. The decorator, show manager or other lessee should contact the Civic Center Director concerning problems and/or procedures.

TERMS AND CONDITIONS

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14. The only flags to be flown from the flag poles are the American Flag, State Flag and City Flag, unless authorized by the Civic Center Director.
15. Freight is to be brought in through service entrances.
16. The service entrances must be cleared of debris and no cars or trucks are to be parked near these entrances except for loading or unloading.
17. The sidewalks, passageways, halls, stairways, and exits shall not be obstructed at any time.
18. There shall be no displays or exhibits outside the building without the written consent of the Civic Center Management.
19. No large signs or trucks are to be parked on the driveways.
20. House trailers are prohibited in the parking lot without requesting permission from the Civic Center Director. A rate of \$25.00 per day per vehicle hook-up charge must be paid in the Civic Center office prior to parking the vehicles.
21. Buses and large trailer trucks should park in areas designated by the Civic Center Director.
22. No electrical wiring shall be done except by Civic Center personnel.
23. The Civic Center/Opera House does own booth set-ups. The erection, dismantling, furnishing or equipping of these booths must be done by the Civic Center Staff only. Electrical hook-ups are available at \$15 each and **Two (2) day advance notice is required.**
24. Civic Center equipment, including scaffolding, scrubbers, vacuums, ladders, tools, etc., shall not be used by decorators or exhibitors. Lessee must provide their own equipment.
25. All animals are prohibited unless they are part of the show. If a part of the show, proper care must be taken to prevent odor and maintain cleanliness.
26. No person shall bring into the building anything which shall increase the rate of fire insurance on the building or property therein or be of such nature as to present a fire or life hazard.
27. Concessions and soft beverages are dispensed through the Civic Center's concessionaire. Refreshment stands will be open on all attractions unless notified by the Civic Center Director. **NO FOOD WILL BE ALLOWED TO BE BROUGHT INTO THE BUILDING WITHOUT PRIOR APPROVAL OF CIVIC CENTER MANAGEMENT.**
28. **LESSEE** will be charged a \$1.00 per meal served service fee based upon count provided by designated Civic Center Staff.
29. All complaints should be brought to the attention of the Civic Center Director.
30. **NO BUILDING RENTAL FEE SHALL BE WAIVED.**
31. No automatic bookings will be held from year-to-year. To obtain a date, please call the Civic Center office.

TECHNICAL SPECIFICATIONS

STAGE DIMENSIONS

	CIVIC CENTER	OPERA HOUSE
Proscenium Width	44' 10"	31' 6 1/2"
Proscenium Height	25'	14' 9"
Stage Height from Arena Floor	3' 4"	orchestra pit
Stage Width	50'	31' 6 1/2"
Stage Depth from Proscenium Opening to Back Wall	49' 4"	30' 6"
Stage Depth	37'	26' 3"
Off Stage Right	21' 2"	6' 10"
Off Stage Left	26' 6"	6' 10"
Dock Height from Street	3' 4"	STREET LEVEL
Dock Door Width	8' 4"	8'
Dock Door Height	12' 2"	8'
Side Door Width	12' 1"	n/a
Side Door Height	13' 4"	n/a

POWER AVAILABLE

CIVIC CENTER

2 separate 400 Amp Circuits 240 Volts 3 Phase, 4 wire (approx. 20' off Stage, Stage left)
100 Amps; 240 Volts 3 Phase, 4 wire, (approx 20 > off stage, Stage right)

OPERA HOUSE

1,200 Amps, 240 volts 3 Phase, 4 Wire (approx 20' off stage, Stage Left)

INSIDE CONTACTS

Civic Center/Opera House.....(334) 615-3170
Stage Manager - Civic Center Jeff Bass(334) 726-3680
Opera HouseShannon Johnston.....(334) 726-6245

STAGE LAYOUT

CIVIC CENTER

- | | |
|-------------------------------------|------------------------|
| 1. Grand Teaser | 16. Free Bar |
| 2. Grand Drape--5'4" from Pros. | 17. Black Legs--21'10" |
| 3. Free Bar | 18. Electric Bar--23' |
| 4. Black Legs | 19. Free Bar |
| 5. Electric Bar & Border Light--10' | 20. Free Bar |
| 6. Free Bar | 21. Black Legs--25' |
| 7. Free Bar | 22. Black Teaser |
| 8. Black Teaser | 23. Border Light—27'8" |
| 9. Black Traveler--13'4" | 24. Free Bar |
| 10. Free Bar | 25. Free Bar |
| 11. Border Light--15'2" | 26. Free Bar |
| 12. Free Bar | 27. Free Bar |
| 13. Black Legs--17'6" | 28. Black Traveler—33' |
| 14. Black Teaser | 29. Cyclorama--34'8" |
| 15. Free Bar | |

OPERA HOUSE

- | | |
|--------------------|--------------------|
| 1. Grand Teaser | 16. Black Teaser |
| 2. Grand Drape | 17. Border Lights |
| 3. Free Bar | 18. Electric Bar |
| 4. Electric Bar | 19. Black Legs |
| 5. Border Lights | 20. Free Bar |
| 6. Free Bar | 21. Black Teaser |
| 7. Black Legs | 22. Free Bar |
| 8. Free Bar | 23. Free Bar |
| 9. Black Teaser | 24. Black Traveler |
| 10. Electric Bar | 25. Free Bar |
| 11. Border Light | 26. Free Bar |
| 12. Black Traveler | 27. Free Bar |
| 13. Free Bar | 28. Cyclorama |
| 14. Free Bar | 29. Free Bar |
| 15. Black Legs | 30. Free Bar |

MEDIA LIST

Television			
WDFX-TV 34 (FOX) 2221 Ross Clark Circle Dothan, AL 36301 334-794-3434 fax: 794-0034 www.myfox34.tv	WDHN-TV 18 (ABC) P.O. Box 6237 Dothan, AL 36302-6237 334-793-1818 fax: 793-2623 news18@wdhn.com	WTVY-TV 4 (CBS) P.O. Box 1089 Dothan, AL 36302 334-712-3195 fax: 793-3947 www.wtvty.com	WJNN-TV 13 & FM 92.1 4106 Ross Clark Circle Dothan, AL 36303 334-671-1753 fax: 677-6923
Comcast Cablevision 557 South Oates St. Dothan, AL 36301 334-793-2669 fax: 792-3224 www.comcast.com	Time Warner Cable 104 S. Woodburn Drive Dothan, AL 36305 334-793-1752 fax: 793-5667 www.timewarnercable.com	WOW! 2660 Montgomery Hwy. Dothan, AL 36303 334-699-3333 www.wowway.com	
Newspaper			
Abbeville Herald 135 Kirkland Street P.O. Box 609 Abbeville, AL 36310 334-585-2331 fax: 585-6835 heraldnews@centurytel.net	Dothan Eagle 227 North Oates Street P.O. Box 1968 Dothan, AL 36302 334-712-7916 fax: 712-7979 advertising@dothaneagle.com	Dothan Progress P.O. Box 1927 Dothan, AL 36302 334-712-7987 fax: 702-6043 www2.dothaneagle.com/ dothan_progress/	Wiregrass Times 262 West Main Street Dothan, AL 36301 334-712-0410 fax: 794-6876 wiregrasstimes@hotmail.com
Enterprise Ledger P.O. Box 311130 Enterprise, AL 36331 334-347-9533 fax: 347-0825 www2.eprisenow.com	The Southeast Sun P.O. Box 311546 Enterprise, AL 36331 334-393-2969 fax: 393-2987 southeastsun.com news@southeastsun.com	The Southern Star P.O. Box 1729 Ozark, AL 36361 334-774-2715 fax: 774-9619	The Geneva County Reaper P.O. Box 160 Geneva, AL 36340 334-684-2280 fax: 684-3099 genevapub@alaweb.com
The Eufaula Tribune P.O. Box 628 Eufaula, AL 36027 334-687-3506 fax: 687-3229 editor@eufaulatribune.com	The Elba Clipper P.O. Box 677 Elba, AL 36323 334-89-2823 fax: 334-897-3434 clipperace@alaweb.com	Donalsonville News P.O. Box 338 Donalsonville, GA 39845-0338 229-524-2343 fax: 524-2343 www.donalsonvillenews.com	Montgomery Advertiser 425 Molton St. Montgomery, AL 36104 334-261-1509 fax: 261-1521 www.montgomeryadvertiser.com

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Radio

<p>WJJN-FM 92.1 WAGF-FM 101.3 WAGF-AM 1320 4106 Ross Clark Cr. N Dothan, AL 36303 334-671-1753 fax: 677-6923 wtraffic@graceba.net</p>	<p>The JOY 94.3 / WIZB FM P.O. Box 8097 Dothan, AL 36304 334-699-5672 fax: 699-5034 alabama.thejoyfm.com</p>	<p>American Family Radio 91.7 WAQG 285 Foster Street, Ste 319 Dothan, AL 36303 334-677-8650 fax: 677-4485</p>	<p>WDJR / WESP-FM The Radio People P.O. Box 9663 Dothan, AL 36304 334-712-9233 fax: 712-0374 wdjr@wdjr.com</p>
<p>WOOF-FM 99.7 & WOOF (AM 560/FM100.1) 2518 Columbia Highway P.O. Box 1427 Dothan, AL 36302 334-792-1149 fax: 334-677-4612 general@997wooffm.com production@997wooffm.com www.997wooffm.com AM 560 Woof@ala.net</p>	<p>Magic Broadcasting WTVY-FM 95.5 WKMX-FM 106.7 WLDA-FM 103.9 285 North Foster Street Dothan, AL 36303 334-712-9233 fax: 334-712-9346 www.magicbroadcasting.net</p>	<p>WWNT-AM 1450 1733 Columbia Hwy Dothan, AL 36303 334-671-0075 fax: 671-0091 www.wwntradio.com</p>	<p>WDYF-FM 90.3 P.O. Box 210789 Montgomery, AL 36121 334-271-8900 fax: 260-8962 mail@faithradio.org faithradio.org</p>
<p>WRVX-FM 97.9 P.O. Box 531 Eufaula, AL 36027 334-688-2121 fax: 688-2112</p>	<p>WVOB-FM 91.3 P.O. Box 1944 Dothan, AL 36302 334-671-9862 fax: 793-4344 wvob913fm@aol.com</p>	<p>Wiregrass Radio WESP-FM 102.5 "The Q" WJRL-FM ROCK 100.5 WECB-FM B105.3 WBBK-FM MAGIC 93.1 285 North Foster St. 8th Floor Dothan, AL 36303 334-699-0047 334-699-3456</p>	<p>WOAB-FM104.9/WOZK P.O. Box 1109 Ozark, AL 36361 334-774-5600 woab@charter.net</p>
<p>WRJM FM 93.7 285 East Broad Street Ozark, AL 36360 1-888-318-9379 fax: 774-6450</p>			

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Caterers

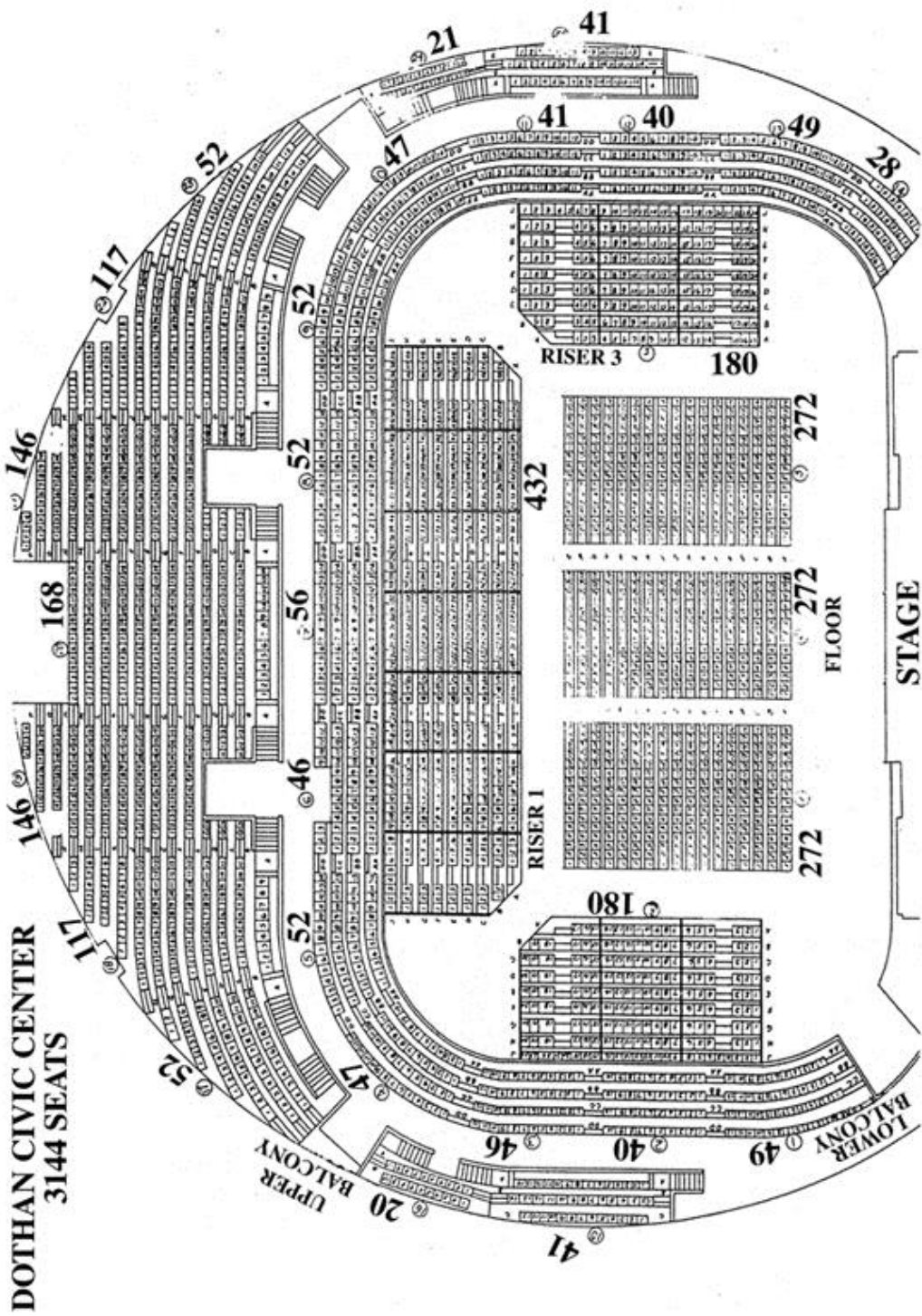
<p>Basketcase Café Donna or Rick 228 South Oates Street Dothan, AL 36301 Work: 334-671-1117 Fax: 334-702-7306 Cell: 334-655-0330 www.basketcasecafeandcatering.com donna_balzaratti@yahoo.com</p>	<p>The Blue Plate Chris Bradshaw 3850 W. Main Street, Ste. 300 Dothan, AL 36303 Work: 334-702-7100 Fax: 334-702-9407 Cell: 334-714-3344 www.blueplaterestaurant.com chris@blueplaterestaurant.com</p>	<p>Delectable Edibles & More Debbie Schulman 1481 Westgate Parkway, Su 1 Dothan, AL 36303 Work: 334-677-2200 Fax: 334-677-2201 Cell: 334-596-1865 www.delectableediblesdothan.com delectableedibles@gmail.com</p>	<p>Hunt's Seafood Restaurant Tim Reeves 177 Campbellton Highway Dothan, AL 36301 Work: 334-794-5193 Fax: 334-792-8987 Cell: 334-714-4993 www.huntsrestaurant.com wendy@huntsrestaurant.com</p>
<p>The Landing Five Star Catering Patricia Kelley 113 Novosel Street Ft. Rucker, AL 36362-0789 Work: 334-598-2426 ext. 44 Fax: 334-598-8026 www.ftruckermwr.com Patricia.a.kelley3@us.army.mil</p>	<p>Pans & Petals Catering Faye Jacobs 150 Providence Road Slocomb, AL 36375 Work: 334-677-5848</p>	<p>The Pepi Companies Dwalla Harrell 165 Technology Drive Dothan, AL 36303 Work: 334-671-2310 vicp@pepifoods.com</p>	<p>Red Elephant Kim Kruczek 3108 Ross Clark Circle, Ste. 4 Dothan, AL 36303 Work: 334-673-7492 RedElephantPizza.com Dothan@redelephantpizza.com</p>
<p>Sterling Event Services Debbie Key 795 Ross Clark Circle P.O. Box 338 Dothan, AL 36303 Work: 334-792-0022 ext 236 or Fax: 334-677-7378 Cell: 334-685-3001 www.mysterlinge.com dkey@wrcjobs.com</p>			

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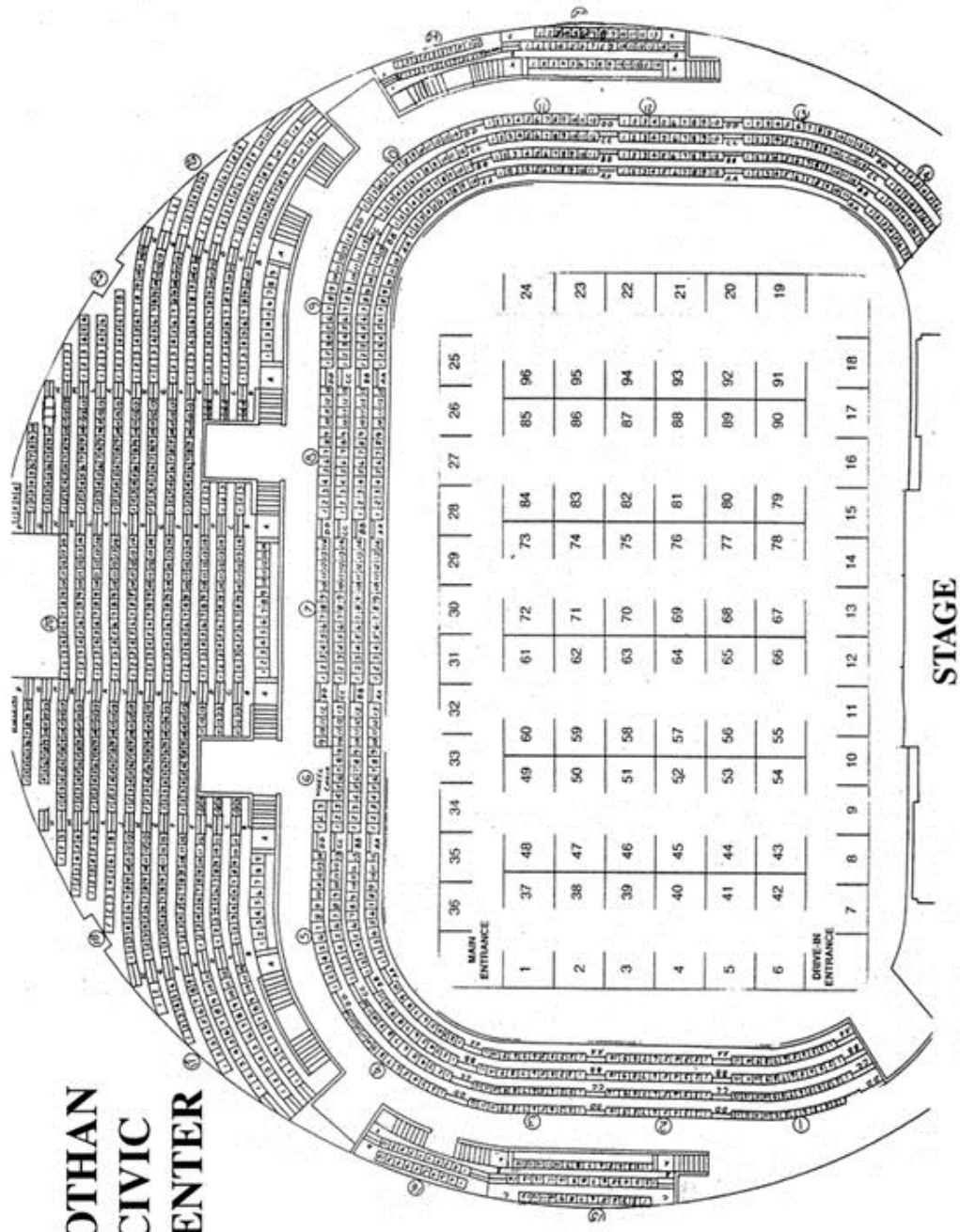
Lodging

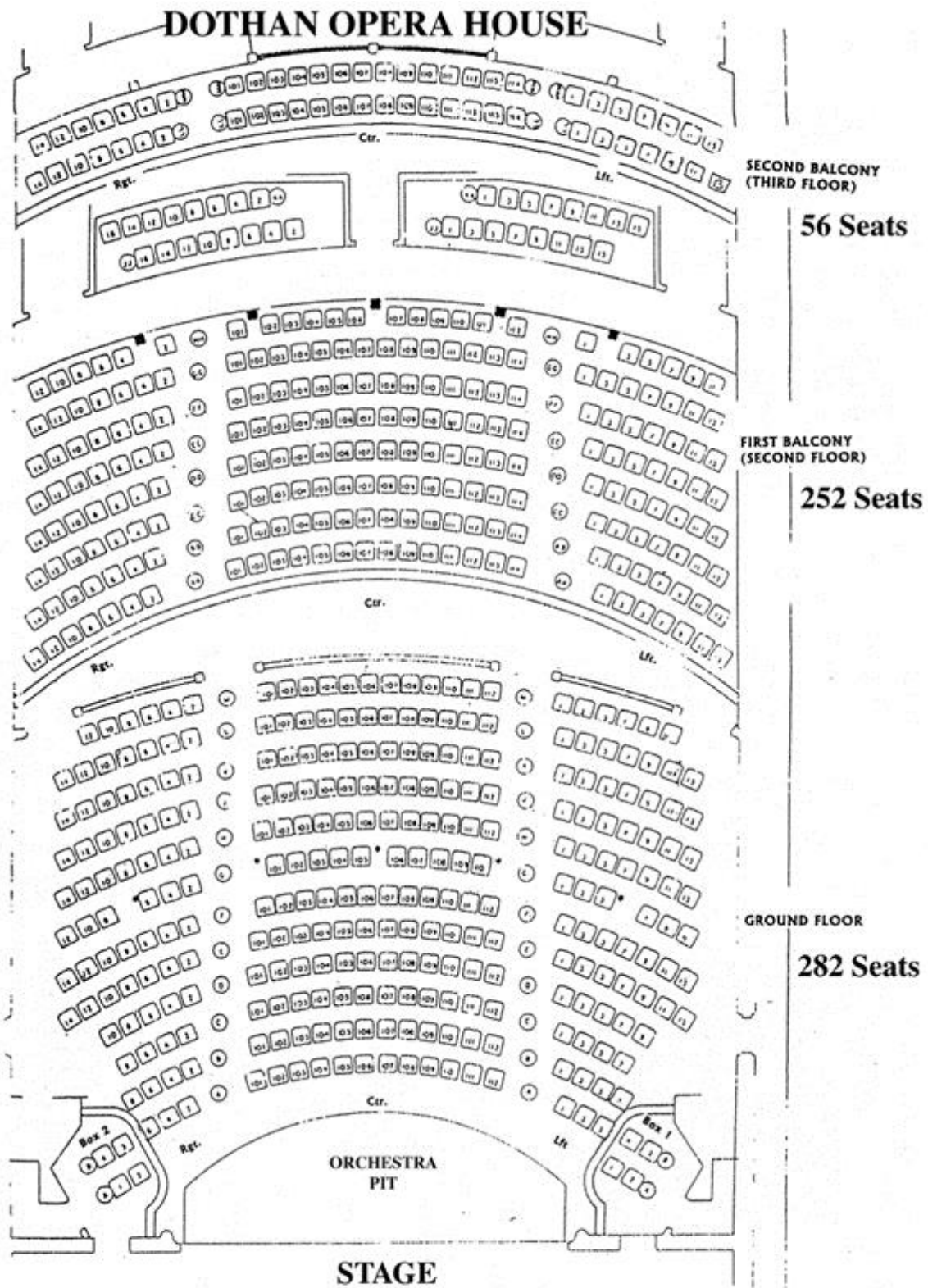
<p>America's Best Value Inn & Suites 2901 Ross Clark Circle Dothan, AL 36301 Work: 334-793-5200 Fax: 334-678-1670</p>	<p>Best Western Dothan Inn & Suites 3285 Montgomery Highway Dothan, AL 36303 Work: 334-793-4376 Fax: 334-793-7720 www.bestwesterndothaninnsuites.com Bestwestern3@graceba.net</p>	<p>Comfort Suites 1650 Westgate Parkway Dothan, AL 36303 Work: 334-792-9000 Fax: 334-678-7777 Cell: 334-379-5733 www.choicehotels.com/hotel/al342</p>	<p>Country Hearth Inn & Suites 3011 Ross Clark Circle Dothan, AL 36301 Work: 334-699-3950 Fax: 334-699-3958 www.ch.dothan.com nirav@chdothan.com</p>
<p>Country Inn & Suites 3465 Ross Clark Circle Dothan, AL 36303 Work: 334-479-8900 Fax: 334-479-8901 www.countryinns.com/dothanal</p>	<p>Courtyard by Marriott 3040 Ross Clark Circle Dothan, AL 36301 Work: 334-671-3000 Cell: 334-796-8767 Fax: 334-671-1356 www.marriott.com/dhncycydothan@lbaproperties.com</p>	<p>Econo Lodge 2910 Ross Clark Circle Dothan, AL 36301 Work: 334-673-8000 Fax: 334-671-0037 www.choicehotels.com gm.al007@choicehotels.com</p>	<p>Fairfield Inn by Marriott 3038 Ross Clark Circle Dothan, AL 36301 Work: 334-671-0100 Cell: 334-796-8767 Fax: 334-671-8608 www.marriott.com/dhnaffidothan@lbaproperties.com</p>
<p>Hampton Inn & Suites Dothan 4684 Montgomery Hwy Dothan, AL 36303 Work: 337-671-7672 Fax: 334-671-7673 Cell: 334-796-9853 www.dothansuites.hamptoninn.com</p>	<p>Hilton Garden Inn Dothan 171 Hospitality Lane Dothan, AL 36303 Work: 334-671-7676 Fax: 334-671-7696 Cell: 334-796-9853 www.dothan.hgi.com</p>	<p>Howard Johnson Inn 2244 Ross Clark Circle Dothan, AL 36301 Work: 334-792-3339 www.howardjohnson.com</p>	<p>InTown Suites 2880 Ross Clark Circle Dothan, AL 36301 Work: 334-673-2557 Fax: 334-673-2111 www.intownsuites.com</p>
<p>La Quinta Inn & Suites 3593 Ross Clark Circle Dothan, AL 36303 Work: 334-793-9090 Fax: 334-793-4367 Cell: 334-797-0149 www.LQ.com</p>	<p>Residence Inn by Marriott 186 Hospitality Lane Dothan, AL 36303 Work: 334-793-1030 Cell: 334-796-8767 Fax: 334-793-1130 www.marriott.com/dhnri</p>	<p>Sleep Inn & Suites 4654 Montgomery Highway Dothan, AL 36303 Work: 334-671-2086 Fax: 334-671-2087 Cell: 334-587-3792 www.choicehotels.com/ires/hotel/al212 gm.al212@choicehotels.com</p>	<p>Westgate Inn 3053 Ross Clark Circle Dothan, AL 36301 Work: 334-794-6601 Fax: 334-794-9032 www.magnusonhotels.com</p>

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DOTHAN CIVIC CENTER





**DOTHAN FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
GUIDELINES FOR SETUP AND USE OF THE CIVIC CENTER ARENA**

EMERGENCY EXITS-

- Exits to be unlocked at ALL times when Arena is occupied.
- Exits-Travel to Exits and Corridors are to remain **CLEAR** at **ALL** times (Displays, tables, or other barriers should not be placed in front of areas leading to exits. Exit lights and other Fire Protection features should be in plain sight.)
- No combustibles (materials that will readily burn) should be placed Exits or areas leading to Exits

DECORATIONS-

- No combustible material should be used in decorating unless flame retardant (verification will be needed). Some exceptions may be allowed by Fire Marshall's office **ONLY**.

OPEN FLAMES-

- No open flames or flame/spark/heat producing equipment will be allowed.(Some exceptions may be allowed by Fire Marshall's office **ONLY**.) Lighted candles can be used as decorations for banquets on tables only if the candles are completely enclosed in a glass container. The Fire Marshal or Assistant Fire Marshal must approve other use of candles.

Due to the variety of events, coordinators should contact the Fire Marshall's office several days **PRIOR** to setting up when possible, if anything other than minor decorating is to be done.

We can be reached at 615-4522, 8:00-5:00, Monday-Friday.

Danny Appling
Fire Marshall
Dothan Fire Department

Building Capacity and Square Footage
For Roy Driggers Building, Civic Center, and Opera House

Area	Capacity	Square Footage
Lobby 1 st and 2 nd Floor		5,060 each
Driggers Building 1 st and 3 rd Floor		22,185 each
Arena		13,230 (90'0"x147'0")
Meeting Room B	60	420
Meeting Room C	154	1,056
Meeting Room D	60	420
Board Room	126	1,056

ADDENDUM TO RATES & SERVICES Dated 03/2007

Rental rates are as follows:

Civic Center*:	Commercial & Convention all days	\$1,000
	Thursday – Saturday (Civic Rate)	\$1,000
	Sunday – Wednesday (Civic Rate)	\$ 800
	**Sunday – Wednesday (Non-Profit)	\$ 250
Opera House*:	Commercial & Convention all days	\$ 600
	Thursday – Saturday (Civic Rate)	\$ 600
	Sunday – Wednesday (Civic Rate)	\$ 400
	**Sunday – Wednesday (Non-Profit)	\$ 150

* Plus any incidental costs as specified in the approved rate schedules and as set forth in the signed rental contract and any riders attached thereto.

**Complete Non-Profit guidelines available in Performing Arts office.

This Addendum effective 11/29/2005.

Initial as Read _____

RESOLUTION NO. 2004-5

WHEREAS, The Board of Commissioners, by Resolution No. 2002-244, Authorized a fee for all credit card ticket sales and a per envelope mailing fee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Dothan, Alabama as follows:

Section 1. That Resolution No. 2002-244, authorizing a fee for all credit card Ticket sales and a per envelope mailing fee, is hereby superseded by this Resolution.

Section 2. That a \$1.00 Facility Fee shall be added to the cost of all tickets Purchased from the City of Dothan Box Office.

Section 3. That a \$.50 Complimentary Ticket Fee shall be charged for each Complimentary ticket requested by a promoter.

Section 4. That a \$1.00 Mailing Fee per envelope shall be charged for tickets

Mailed to purchaser.

PASSED, ADOPTED AND APPROVED ON January 6, 2004

s/ Chester Sowell
Mayor

ATTEST:

s/ James N. Reading
Associate Commissioner

s/ Pam McCoy
City Clerk

s/ Amos M. Newsome, Jr.
Associate Commissioner

s/ Don Clements
Associate Commissioner

s/ Jason Rudd
Associate Commissioner

s/ Pat Thomas
Associate Commissioner

s/ Phillip M. Tidwell
Associate Commissioner

BOARD OF CITY COMMISSIONERS