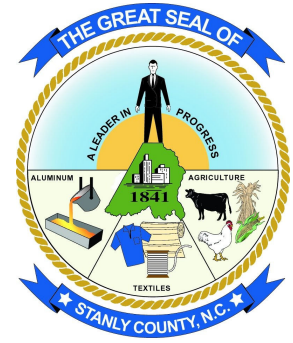


County of Stanly

Office Of
Director, Agri-Civic Center
Candice B. Moffitt



Thank you for considering the Agri-Civic Center for your event. Please review the scheduling process below to assist you in the planning process:

1. Contact the Director and discuss potential dates as soon as possible. An onsite meeting and tour of the facility is recommended if you are a first-time client. The Director will work with you to determine the best room/space for your event based on facility availability, type of event, and your personal preferences.
2. Once date(s) and location(s) are determined, applicable fees are discussed with client as well as the payment schedule (fee schedule below).
3. A contract is drawn up and mailed to the client in duplicate. The contract should be returned with a 25% deposit within 14 days.
4. Once the contract and deposit are received by the Agri-Civic Center, the reservation is considered “firm.”
5. After the contract is signed by the client, please supply the following:
 - a. A Certificate of Liability Insurance for no less than \$250,000
 - b. Satisfactory evidence that the Stanly County Sherriff’s Department will be present (if applicable, as indicated on the signed contract)
 - c. ABC permit if alcohol will be served (permit applications require several weeks to process. Contact the NC ABC Commission at 919-779-0700 ASAP)
 - d. Name of lighting and sound technician(s) (if applicable – auditorium events only)
 - e. Room or stage setup. Setup information should include tables, chairs, podiums, microphones, and if it is a stage event – which drapes will be used.
 - f. Balance due must be received no later than two weeks prior to event.

For questions about hosting your event at the Agri-Civic Center, please contact the Center’s office at (704)986-3666.