

FRANKLIN COUNTY CONVENTION CENTER
1008 CENTRAL AVENUE WEST – HAMPTON, IOWA 50441
641-456-2049
BASIC INFORMATION

PLEASE NOTE: THIS IS BASIC INFORMATION ONLY. PLEASE CONTACT THE CONVENTION CENTER OFFICE FOR MORE DETAILED INFORMATION

RENTAL FEES:

Sunday through Thursday - \$500.00

Friday and Saturday - \$700.00

For Profit Event - \$1,000.00

Set-up/Tear down (day before and/or after above event) - \$125.00 each day

Security Deposit – \$1,000.00 – paid in separate check prior to set-up

DEPOSIT & RENTAL FEES (MUST BE PAID TO HOLD YOUR DATE)

Deposit equal to one-half of rental fee. If you wish day before and/or day after your event, the fee is also due at time of signing reservation contract. Balance of rental fee and any alcohol purchases must be paid prior to setting up.

Example: Saturday rental with Friday set up (\$350.00 + \$125.00 = \$475.00)

DEPOSIT IS NON-REFUNDABLE.

FURNISHINGS AND CAPACITY:

Convention Center will seat approximately 500 people. Available are 20-5' round tables, approximately 50 – 8' rectangle tables and 600 chairs. There are lattice panels, archway, and a sound system available. Use of catering kitchen.

Roasters and coffee pots

available for rental. Additional tables and chairs available upon request.

ALCOHOL:

All alcohol **MUST** be purchased through the Convention Center. **Absolutely NO alcohol** may be brought on the fairgrounds or into the convention center. Bartenders and bar supplies are furnished. Complimentary beer and wine may be purchased through the convention center. Cost of domestic beer is \$250.00 per keg. Bar closes at 12:00 p.m.

CLEAN-UP:

Garbage bags are provided. A dumpster is provided for your use. Kitchen counters and appliances must be clean. Tables and chairs to be clean and put on racks in storage room. All decorations, etc. must be removed from the building.

HOURS OF OCCUPANCY:

The Convention Center MUST be vacated by 2:00 a.m. If you have rented Sunday as an additional day, you may return after 6:00 a.m.