



Alabama Dance Council - Dance Floor Rental Preparation Checklist

BEFORE YOUR RENTAL

Review and Sign the Rental Agreement

- Submit signed contract, \$500 refundable damage deposit, and initial payment.
- Full payment must be received before pickup.

Insurance Documentation

- Provide proof of insurance covering the full replacement value: \$42,300.
- Alabama Dance Council must be listed as an additional insured.

Truck Rental

- Reserve a 23/24-foot truck with a lift gate (required for full floor transport).
- Note: Loaded carts weigh over 300 lbs each.

Personnel Approval

- Identify who will handle pickup/drop-off. An ADC team member must be secured for all rentals (\$200).

PICKUP & TRANSPORT

Storage Location

- Pickup address: 619 4th Ave. North, Birmingham, AL 35233 (Alabama Ballet's offsite storage).
- Access instructions will be provided the week of your rental once payment is received.

Use ADC-Provided Straps

- Only use ADC-labeled straps to secure carts during transport.
- Do not use straps belonging to Alabama Ballet.

Load Properly

- Floor must be transported in its carts, with straps securing them in place.

DURING YOUR EVENT

Indoor vs. Outdoor Use

- Outdoors on grass/non-asphalt? Use plastic drop cloths under all panels.
- Never leave the floor outside overnight.

Floor Care & Use

- Clean only with a damp mop — no chemicals or sprays.
- No drinks other than water on the floor.
- Ensure the floor is dry and not slippery before use.

Storage

- When not in use, keep the floor in a locked, secure space.

Acknowledgment

- Include the following in your program:

"Custom designed portable sprung floor provided by the Alabama Dance Council.



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This floor is available for rentals. For more information, visit www.alabamadancecouncil.org.”

- Send a copy of your printed program to ADC within one week of the event.

RETURNING THE FLOOR

Return in Original Condition

- Carts and panels must be returned correctly packed.
- Follow ADC instructions for disassembly and reloading.

Avoid Penalties

- Late return: \$250/day per item
- Cart not packed correctly: \$25 deducted per cart
- Panel damage: \$100 deducted per panel
- Missing panel: \$200 each
- Missing cart: \$300 + \$700 replacement charge

Contact

Please reach out to the Alabama Dance Council with any questions or to confirm details. We appreciate your partnership!

**Alabama Dance Council Portable
Dance Floor Rental Information**

Nonprofit Rates:

- \$400 minimum 2 days
- \$500 for 3 days
- \$750 for 5 days
- \$1,000 per week

Corporate Rates:

- \$800/minimum 2 days
- \$1,000 for 3 days
- \$1,500 for 5 days
- \$2,000 per week

Discounts:

- Current Alabama Dance Council member: 10%

Other:

- Lessee is responsible for truck rental expenses. A 23-24 foot truck is necessary to transport the full floor system. A lift gate is highly recommended.
- Lessee must provide proof of insurance equivalent to the full replacement value of the floor: \$42,000.
- The person who is responsible for load-in and load-out of the floor on behalf of the lessee must be approved by the Alabama Dance Council.



Portable Sprung Floor Rental Agreement

This agreement is between the **Alabama Dance Council** ("we" or "ADC"), located at 2726 1st Avenue South, Birmingham, AL 35233, and the **Renter** ("you"), _____ with the address _____.

1. Floor Rental

We agree to rent you all or part of our portable sprung floor (including panels and carts and Marley flooring) for use at the following location:

- **Rental dates:** _____
- **Event location:** _____
- **Size of floor:** _____ entire floor
- **# of Marley panels:** 6

2. Transport

You are responsible for all transportation costs and arrangements.

- A 23- or 24-foot truck with a lift gate is required.
- You must return the floor in the same condition and packaging as you received it.
- We will give you clear written instructions on how to load, unload, assemble, disassemble, and return the floor.

Contact for scheduling pickup: David Page, (205) 585-1177

- Fee: \$ 200.00 (An ADC representative is required to be on-site during installation and removal of the floor.)

3. Payment

You agree to pay the following for the floor, Marley, and labor:

- A **\$500 refundable damage deposit** when you return the signed agreement.
- A **partial payment** of \$ _____ due with the signed agreement.
- The **remaining balance** of \$ _____ is due when you pick up the floor.

The agreement becomes official once we receive the signed contract and the first payment.

4. Care and Penalties

Please take care of the floor and all rental items. You are responsible for replacing or repairing anything damaged or missing (excluding normal wear and tear).

Penalties include:

- **\$250/day late fee** for each item not returned on time.
- **\$25** deducted for each cart not packed correctly.
- **\$100** deducted per panel damaged due to misuse.
- **\$200** deducted per missing panel.
- **\$300** deducted for a missing cart + **\$700 replacement fee**.

5. Insurance

You must provide insurance for the full replacement value of the floor (\$42,300).

- Proof of insurance is required before pickup.
- The insurance must name the Alabama Dance Council, Inc. as the beneficiary/additional insured.

6. Liability

You agree to protect the Alabama Dance Council and its employees, staff, board, contractors, volunteers from any legal or financial responsibility related to your use of the floor.

This includes costs, injuries, damages, or legal fees unless caused by ADC negligence.



Portable Sprung Floor Rental Agreement

7. Cancellations or Emergencies

If either of us is unable to fulfill the agreement due to circumstances beyond our control (like natural disasters or strikes), neither party will be held responsible.

8. Acknowledgment

You agree to credit the Alabama Dance Council in your printed event program with this statement:

“The custom portable sprung floor used in today’s performance was provided by the Alabama Dance Council and is available for rental at www.alabamadancecouncil.org/programs/dance-floor-rental.”

We’ll send you our logo by email. Please send us a copy of your printed program within one week after your event.

9. Final Agreement

This contract replaces any previous verbal agreements.

Changes must be made in writing and signed by both parties.

This contract becomes effective on the date signed by both parties.

Signatures

Renter’s Signature: _____

Printed Name: _____

Title: _____

Date: _____

ADC Signature:

Printed Name:

Kerri-Noelle Humphrey

Title:

Executive Director

Date: _____