City of Rehoboth Beach

229 Rehoboth Avenue
P.O. Box 1163
Rehoboth Beach, Delaware 19971

Telephone 302-227-6181
Fax 302-227-4643
www.cityofrehoboth.com

REHOBOTH BEACH
CONVENTION CENTER APPLICATION

DATE:_____

NAME OF ORGANIZATION: _____

TYPE OF ORGANIZATION: PROFIT ☐   NON-PROFIT ☐

CONTACT PERSON: _____

ORGANIZATION ADDRESS: _____

_____

TELEPHONE: _____ **FAX:**

EMAIL: _____

EVENT DATE(S): _____

EVENT DESCRIPTION: _____

PLEASE CHECK FACILITIES REQUESTED:

☐ Convention Center   ☐ Conference Room I

☐ Conference Suite   ☐ Conference Room III

☐ Kitchen

PLEASE CHECK EQUIPMENT REQUESTED:

☐ Sound System   ☐ AV Equipment

☐ Tables

Type	#

☐ Chairs

Type	#

DAY	DATE	START TIME	END TIME	FACILITIES	COST
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					
TOTAL					

SPECIAL INSTRUCTIONS:

_____
_____
_____
_____
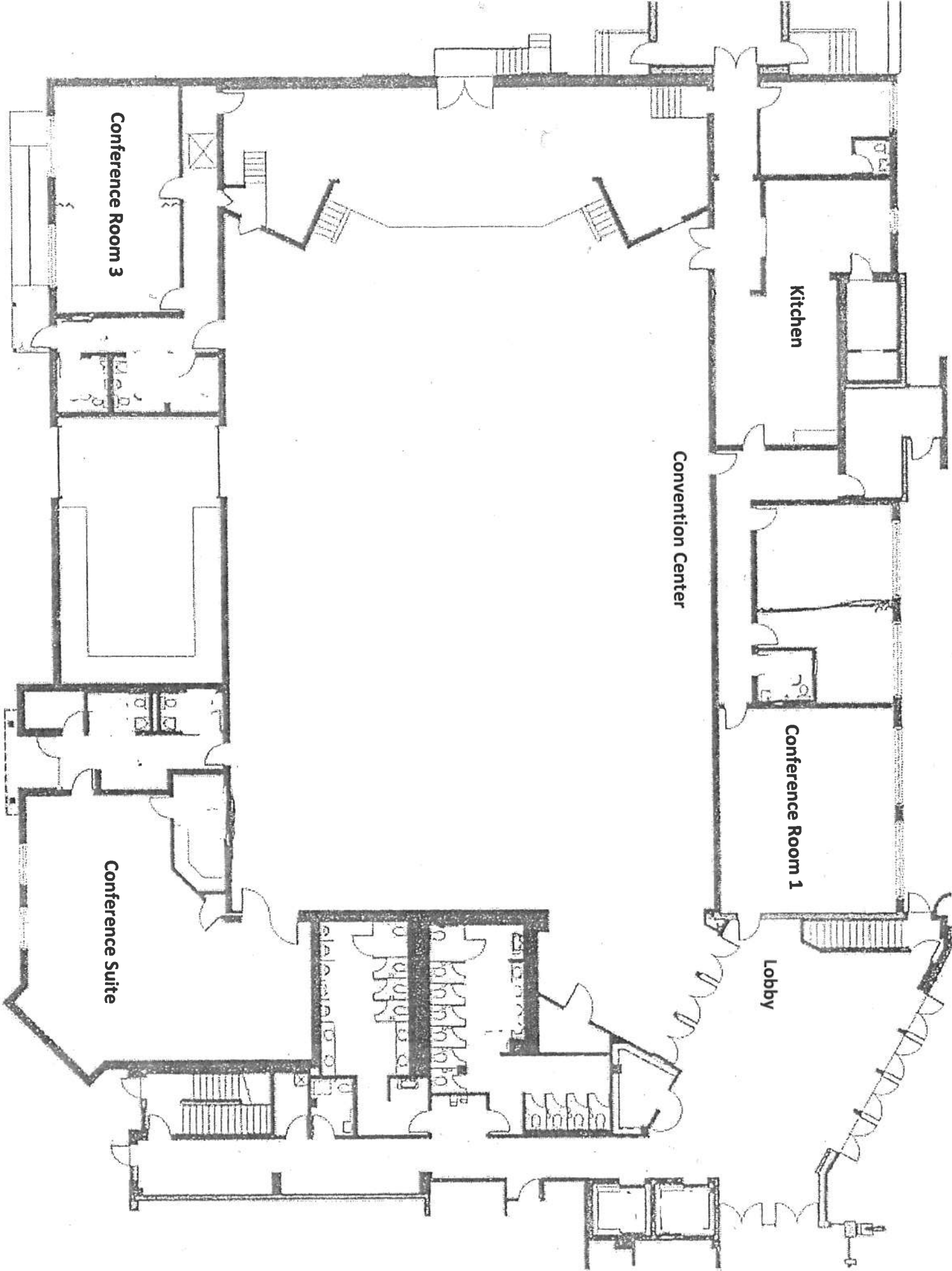
Liability Insurance: ☐ YES ☐ NO

Contract Deposit: _____ Date: _____ Taken By:_____

Security Deposit: _____ Date: _____ Taken By:_____

Balance due: _____ Date: _____ Taken By:_____

Applications can be mailed to:
The Rehoboth Beach Convention Center
229 Rehoboth Avenue ~ P.O. Box 1163
Rehoboth Beach, DE 19971

Or sent via e-mail attachment to: convention.center@cityofrehoboth.com

For more information, please call: 302-227-6181 option 8

Conference Room 3

Kitchen

Convention Center

Conference Room 1

Conference Suite

Lobby

Convention Center Marquee Sign Instructions

Our sign is **216x72** pixels on an 8x3' display board. The sign runs daily from 5AM to 11PM and will display other information besides your own, such as the time and temperature and other upcoming events. Your display card will run in rotation.

The board can display a logo as well as text in many combinations of foreground and background colors. We can also do multiple display cards in sequence for effects such as blinking text or animation.

If your graphics or marketing department can provide us with a 216x72 jpeg image we can display exactly what you provide. Otherwise we can extract information from your web site to create an image for you.

Web Site:_____

Display start time and date:_____

Display stop time and date:_____

Text only displays:

Foreground color of text:_____

Background color of text:_____

Please lay out the text exactly as you wish it to be displayed: