

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
- Chairs

Type	#

Type	#

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

**SPECIAL INSTRUCTIONS:**

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Liability Insurance:  YES  NO

Contract Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_

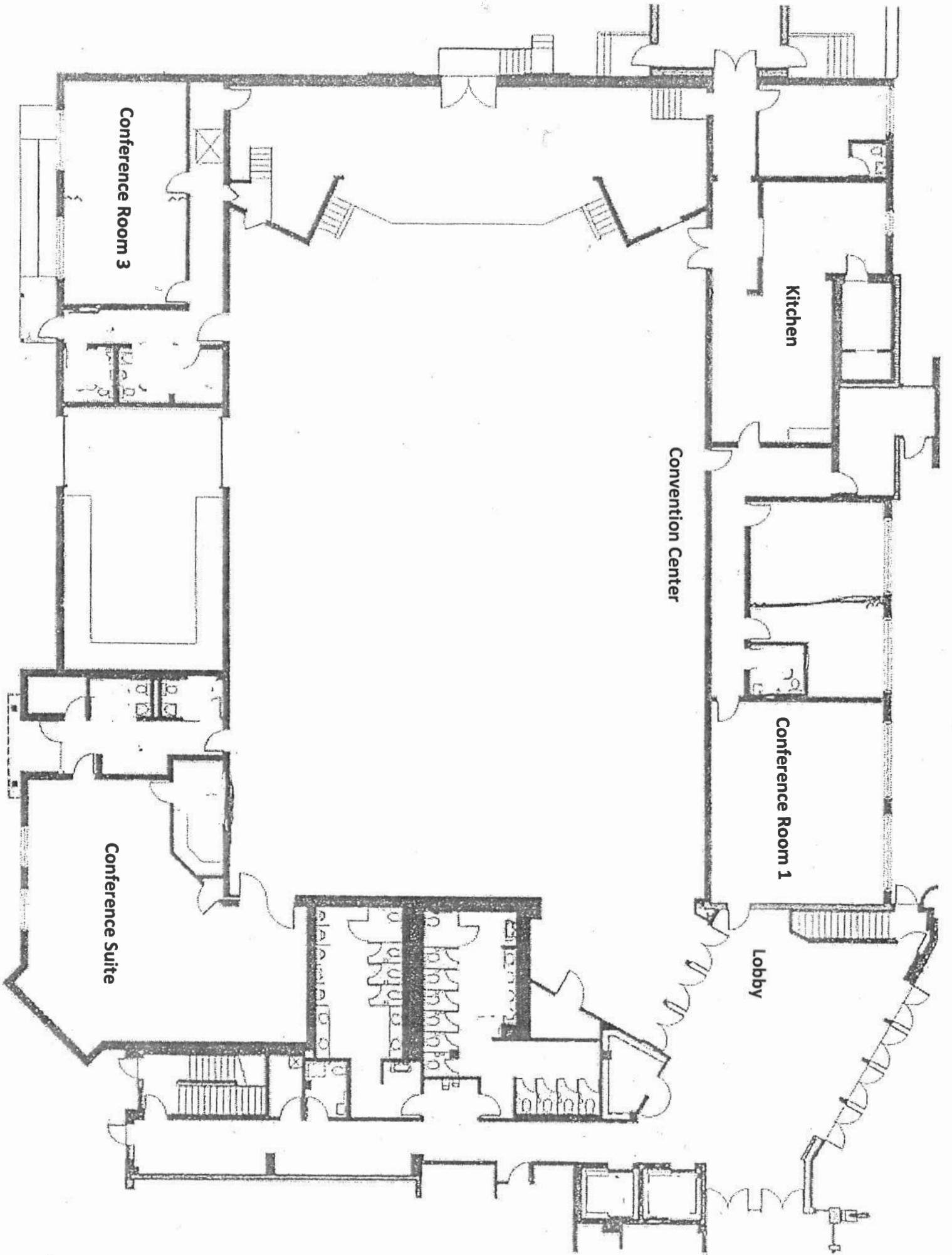
Security Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Taken By: \_\_\_\_\_

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](mailto:convention.center@cityofrehoboth.com)

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



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## Convention Center Marquee Sign Instructions

Our sign is **270x90** 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 270x90 jpeg image we can display exactly what you provide.

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: