

# FACILITY RENTAL INFORMATION

## SERVICES INCLUDED WITH FACILITY RENTAL

Dressing rooms and mezzanine meeting rooms are included in arena rental. Level one and two meeting rooms are included with the rental of the exhibit hall. Meeting room 100 A/B is included in the rental of the ballroom.

Rooms will be set up on a one time basis with costs for any other changes to be charged to the lessee at prevailing rates.

House lighting, ventilation, heat or air conditioning as required during show hours. In recognition of the need to conserve energy, a minimum level of comfort will be maintained during non-show hours.

The Ocean Center will provide premises in clean and serviceable condition. At the conclusion of the event, the lessee is responsible for returning the premises in the same condition as found at the beginning of the event. Ocean Center shall provide general cleaning service of public areas (i.e. restrooms, lobbies, mezzanine, etc.). Specialized cleaning and bulk trash removal is the responsibility of lessee. Interpretation of these terms is the right of Ocean Center Management.

## SERVICES NOT INCLUDED IN FACILITY RENTAL

**Event Staffing** - The Ocean Center will provide, and the lessee will be charged for, all event related staffing. All event requirements must be coordinated with, and approved by, Ocean Center Management at least fourteen (14) days prior to the beginning of the term of the lease agreement. Minimum staffing of specific positions will be required with certain events. All position have a four (4) hour minimum.

**Drayage Storage and Freight** - There are no facilities available at the Ocean Center for storage. All deliveries must be arranged through the decorator.

**Food Service, Catering and Concessions** - All food, beverage and concessions are operated and controlled exclusively by the Ocean Center. Food and beverage sampling must be approved in advance by Ocean Center Management.

**Catering** - All food and beverage needs must be provided by our exclusive in house caterer. No outside food or beverage may be brought into the Ocean Center.

**Parking** - Ample parking is available in our parking garage and surface lots at prevailing rates.

**Decorator** - Select any decorator from the Ocean Center Approved Decorator List.

**Electrical** - Select either the Ocean Center or a qualified provider from our Approved Electrical Contractor List.

**Communication Services** - Phone and internet lines are available at established rates.

### GENERAL INFORMATION

Physical and Mailing Address  
101 N. Atlantic Avenue  
Daytona Beach, FL 32118

Telephone: 386/254-4500 or 800/858-6444

Fax: 386/254-4512

Web Site: <http://www.oceancenter.com>

