

GENERAL INFORMATION



Located in the heart of historic downtown and just a short drive from the Huntsville International Airport, the Von Braun Center is convenient to area hotels, restaurants and attractions.

With over 170,000 square feet of multi-purpose meeting space, the VBC features a team of experienced professionals and many in-house services including Food & Beverage, Exhibitor Services, and Audio Visual making this a “one-stop shop” for all your event needs.

In order to help with your planning and budgeting, please note the following:

- Once your event is contracted, an Event Coordinator is assigned to your event and will help with catering, room/set-up, and technical requirements.
- The Von Braun Center requires a Certificate of Liability Insurance naming the Von Braun Center as additionally insured for \$1,000,000 two weeks prior to your event.

Insurance may be obtained through the VBC at the applicable rate for most events.

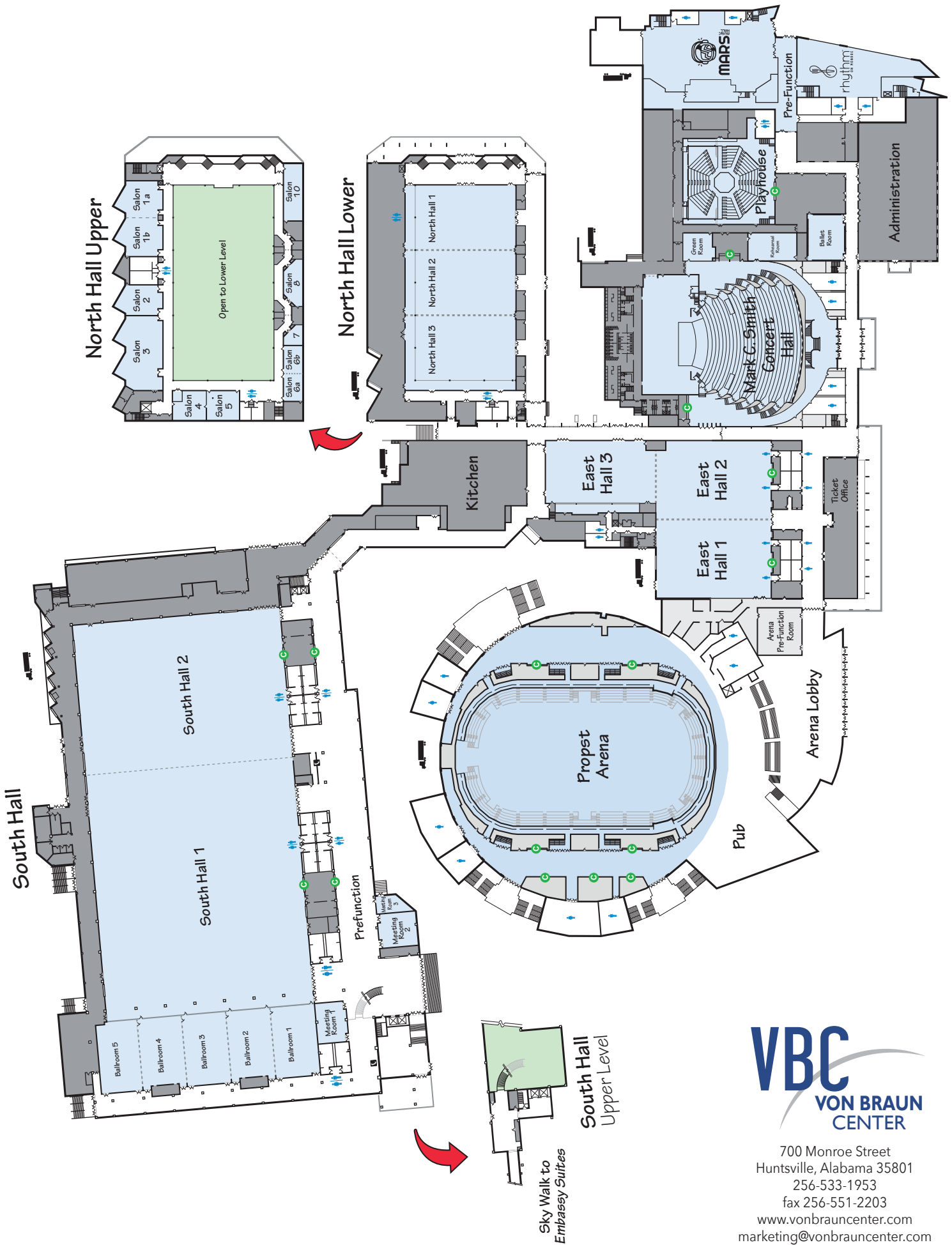
- The minimum requirement for security is one officer throughout the course of your event. Based upon the type of event, additional security may be required and will be determined by your Event Coordinator.
- A technician is required when utilizing VBC audio visual equipment. Your Event Coordinator can assist in providing a cost estimate based upon the requirements of your event.
- Rental rates include lighting, heating and/or air conditioning and water as installed. All labor, supplies and equipment are considered additional expenses and will be charged at rates as outlined in the Equipment, Services & Audio Visual price sheets.
- Theatre capacity is based on 10 square feet per person. Banquet capacity is based on 15 square feet per person with 5' round

tables. Rectangular tables will figure 12 square feet per person. Classroom capacity is based on 20 square feet per person. Special risers or staging needs may alter capacities.

- Room rental rates for rehearsals and move-in/ move-out dates are calculated at 60% of normal rental rates.
- All prices are subject to change without notice.
- Please refer to the current VBC Catering Guide for rules & regulations of all catered events.

All current rental rates are posted to the website including meeting room rental, equipment, services, audio visual and catering at www.vonbrauncenter.com





Sky Walk to Embassy Suites

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