

First Time Renter?

We know renting a building for the first time can seem daunting. So, we have come up with **FIVE** easy steps for you to follow while planning your event at the Manatee Convention Center.

1. By phone, email or in-person, discuss your needs with a BEST (Business and Event Support Team) representative and verify your availability and space needs.
2. Complete a facility Rental Request Form, which can be found at www.manateeconventioncenter.com. From that a contract is prepared and executed by both parties with required deposits paid. Be sure to read the agreement through and feel free to ask questions.
3. Take advantage of our monthly calendars and websites to provide the information to the public about your event.
4. Approximately 30-45 days prior to your event, a facility representative will call to discuss final plans and work with you throughout your event.
5. Visit www.annamariaisland-longboatkey.com or contact us for additional local area information or hotel accommodations.

If you have any questions you can call 941.722.3244 at any point. Or, email any questions to manatee.civiccenter@mymanatee.org.