

IBERVILLE PARISH COUNCIL
RENTAL RATES FOR THE CARL F. GRANT CIVIC CENTER - A NON SMOKING
FACILITY EIGHT (8) HOUR RENTAL

RATES FOR SOCIAL EVENTS: INCLUDES BALLS, WEDDINGS, CHURCH RELATED EVENTS,
PROMS, NON-PROFIT CLUBS, SOCIAL CLUBS,
AND POLITICAL EVENTS.

| | RATE | SECURITY | CAPACITY |
|--|--------|----------|----------|
| MAIN HALL (INCLUDES)KITCHEN/CONCESSION AREA | \$600 | \$300 | 800 |
| WEST HALL (INCLUDES)KITCHEN | \$400 | \$300 | 250 |
| BOTH HALLS (INCLUDES)KITCHEN/CONCESSION AREA | \$1000 | \$300 | 1,150 |

DEPOSITS: The Civic Center halls are rented and reserved only upon the receipt of half of the rental rate per day for each day reserved. All reservations are on a first come, first serve basis. There is **NO REFUND ON THIS DEPOSIT.**

BALANCE DUE: The balance of rent due must be paid at least ninety (90) days prior to the event. A refundable \$300 security deposit is also required. Any balance not paid by this time will result in forfeiture of all monies paid.

**If event is open to the public, security is required. A minimum of (8) security personnel assigned surveillance both indoor and outdoor during the event. The individuals hired must be bonded and insured. References including lead contact name and security agency affiliated with are required for review and approval.

RESERVATIONS: Phone (225) 692-1436 for available dates.

CIVIC CENTER RENTAL RATES
 ~ **PROMOTIONAL EVENTS**
 ~ **EIGHT (8) HOUR RENTAL**

| HALL | RENTAL FEE | RENTAL TIME | ADDITIONAL HOURLY RATE (TWO HOUR MINIMUM) |
|------------|------------|-----------------|---|
| WHOLE BLDG | \$3,500 | EIGHT (8) HOURS | \$100 |
| | | | |
| | | | |

RESERVATION DEPOSIT \$500
 REFUNDABLE SECURITY DEPOSIT
 \$1,000 TRANSFER DATE FEE \$100
 (ONE DATE CHANGE ONLY)

ALL TRANSACTIONS MUST BE CASH ONLY

DEPOSITS: The Civic Center halls are rented and reserved only upon the receipt of a \$500 deposit per day for each day reserved. All reservations are on a first come, first serve basis.

BALANCE DUE: The balance of rent due must be paid at least ninety (90) days prior to the event. A refundable \$1,000 security deposit is also required. Any balance not paid by this time will result in forfeiture of all deposit(s) made. Cancellations later than 90 days prior to the event will result in forfeiture of all monies paid. There will be a \$100 charge for scheduling changes within 90 days of original date.

*** NOTE: ALL DOCUMENTATION LISTED BELOW MUST BE IN OUR OFFICE FIVE (5) BUSINESS DAYS PRIOR TO THE DATE OF YOUR SCHEDULED EVENT. IPRD RESERVES THE RIGHT TO REFUSE ANY BOOKING FAILING TO MEET ANY OF THESE REQUIREMENTS.**

- < If alcohol is to be sold at event, proof of a liquor permit is required and **an additional \$100 added to your rental fee.**
- < If event is open to the public, **proof of public liability insurance coverage** in the principal amount of not less than One Million and NO/100 (\$1,000,000.00) Dollars is required.
- < If event is open to the public, and admission charged, proof of **registration with the city of Plaquemine** for a **temporary special event permit is required.**
- < If event is open to the public, and admission charged, and/or sale of food, alcohol or any product planned, **proof of registration with the Iberville Parish Sales Tax office is required.**
- < If event is open to the public, and entertainment is proposed, a list of the **entertainers stage name and legal name, plus references** including the last three (3) public events performed, owner/manager name and telephone numbers are required.
- < If event is open to the public, **security is required.** A minimum of eight (8) security personnel assigned surveillance both indoor and outdoor during the event. The individuals hired must be bonded and insured. References including lead contact name and security agency affiliated with are required for review and approval.

CARL F. GRANT CIVIC CENTER DECORATING GUIDELINES

For the safety and protection of both the renter and the Carl F. Grant Civic Center, the following requires complete cooperation.

The rental time is eight (8) hours. It is your responsibility to coordinate all related activities involving production of your event to meet within the rental time allotted. This includes decorating, rehearsing and the scheduled event. This also prohibits prior delivery and storage of decorating set items, plants, catering equipment and supplies, or any other items related to the event.

No crepe paper of any type is allowed near the stage curtains. No metal objects such as wire, pins or tacks will be allowed to touch the stage curtains. The curtains are treated with a fire proofing substance which when tampered with will cause discoloration and/or immediate rust.

NOTHING IS TO TOUCH THE STAGE CURTAINS!

No staples, duct, electrical or double stick tape and/or permanent adhesives may be used on walls or doors because of their damage to wood, tile and masonry.

Candles, either table or floor style, require protective trays or covering for dripping wax.

No painting, either by spray, brush or roller, will be allowed.

No sand, dirt, gravel or foreign material which may cause damage to the floor finish will be allowed in the building.

No rice or bird seed will be allowed in the building. Bird seed is recommended to be used outside.

Confetti is not allowed to be used outside the building.

No sparklers are allowed inside or outside of the building.

Balloons are NOT allowed in the building.

UNDER NO CIRCUMSTANCES CAN THE SECURITY CAMERAS BE BLOCKED – NO EXCEPTIONS

UNDER NO CIRCUMSTANCES CAN THE LOBBY BE BLOCKED -- NO EXCEPTIONS

EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. WE ARE NOT RESPONSIBLE FOR ANYTHING LEFT BEHIND.

Civic Center Measurements

Main Hall - 120'x76' 9,100 sq/ft

West Hall - 100'x40' 4,000 sq/ft

Lobby - 20'x40' 800 sq/ft

25' ceilings in both Main and West hall

7' ceilings in lobby

12' front outdoor portico

Balcony Railing

dimensions;

43" tall

18 posts 6 ½' apart

17 sections

Holds 185

Equipment Count

(80) 2'x 1 ½" x 8' rectangle tables (30" tall)

(9) 48" round tables

(20) 60" round tables

(270) Navy Matrix Stackable Chairs

(326) Burgandy Matrix Stackable Chairs

Electrical Information

400 Amps

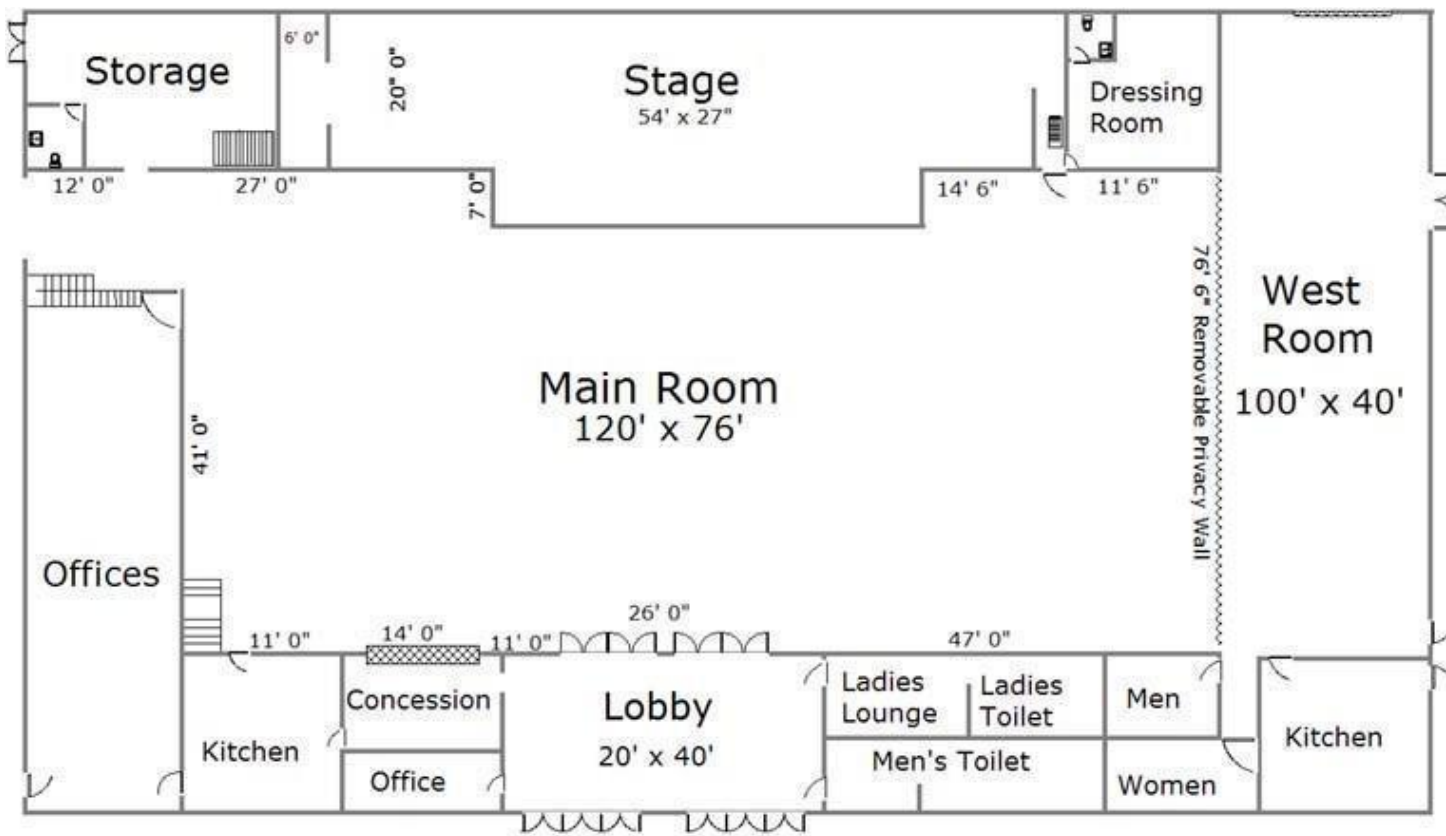
(2) cordless microphones

Following are two pages that detail the Civic Center floor plan and information sheet you are required to complete and return.

You can print out both pages and hand fill them out if you prefer or if you like, you can fill out the information page from the browser and then print it.

To navigate the form, use the TAB key to advance to the next field. When you are finished, click on PRINT from the FILE menu at the top left of the page.

Thank you for choosing the Carl F. Grant Civic Center for your event.



CARL F. GRANT CIVIC CENTER
FLOOR PLAN REQUEST
FORM

This is **YOUR** special event. Informing us of the "who, what, where and when" will allow us to schedule our staff accordingly to ensure your event runs smoothly. The rental time is for eight (8) hours, including decorating, rehearsing and the scheduled event. The floor plan will be set up as you request by completing both pages of this form. On the reverse side, simply mark where you want tables and chairs arranged. Your floor plan is due in our office no later than one week prior to your event. There will be no exceptions. Otherwise, a standard floor plan will be set up and will not be changed by our staff the date of your event.

NAME OF LESSEE: _____

HOME: _____ WORK: _____ CELL: _____ FAX: _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ MAIN HALL: _____ WEST HALL: _____ BOTH HALLS: _____

TIME OF EVENT: Beginning: _____ A.M./P.M. Ending: _____ A.M./P.M.

DECORATING TIME: Beginning: _____ A.M./P.M. Ending: _____ A.M./P.M.

(Please list names and phone numbers of designated coordinators: _____)

FLORIST ARRIVING: _____ A.M./P.M. _____ A.M./P.M.

CATERER

ARRIVING: _____

Name & phone number: _____ Name & phone number: _____

MISCELLANEOUS DELIVERIES: _____ A.M./P.M.

Name & phone number: _____

_____ NUMBER OF GUESTS EXPECTED:

NUMBER OF TABLES NEEDED: _____ (97 available. Tables measure 8' X 30" and seat 8 each.)

NUMBER OF CHAIRS NEEDED: _____ (700 available)

NINE (9) 48" ROUND TABLES: _____ - TWENTY (20) 60" ROUND TABLES: _____

(Recommended for cake, punch or guest book)

PODIUM_____

PUBLIC ANNOUNCEMENT SYSTEM

PORTABLE BAR_____

BALCONY SEATING NEEDED_____ (Seating for 150 available)

SPECIAL EQUIPMENT REQUESTS: Equipment with additional charges must be paid in advance prior to the date of your event.

EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. THIS INCLUDES DECORATIONS, GREENERY, PROPS, ETC. NOTHING WILL BE STORED.

IF YOU NEED ASSISTANCE, CALL US AT 225-692-1436.