

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

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

Promotional Rental Rate Policy Revision Proposal 12/12/01

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 for review and approval by Iberville Parks and Recreation District.
- < 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 by Iberville Parks and Recreation District.

To view dates available visit our website www.iprd.net