

## BOSSIER CIVIC CENTER

620 Benton Road

Bossier City La 71111

318-741-8900 Fax 318-741-8910 Toll Free 800-522-4842

Shelli Briggs, Booking Manager

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### RENTAL RATES

Deposit required: One half total rental due when contract signed. Dates being held on a tentative basis must be confirmed or released upon ten-day notice. Non -Commercial bookings will be contracted no sooner than 180 days. Rental includes tables, chairs, stage, podium, one microphone and the house sound system.

### RENTAL SPACE

#### Per day (7am-1am)

	<u>COMMERCIAL</u>	<u>NON-COMMERCIAL</u>
Entire Complex	\$3,150	\$2,625
Main Hall Only	\$2,450	\$1,750
Half Main Hall	\$1,575	\$1,225
Banquet Hall	\$1,250	\$1,000

### MEETING ROOMS

#### Per day

Barksdale Room	\$250
Red River Room	\$250
Bodcau Room	\$400
Cypress Room	\$400
Bistineau Room	\$400

### REQUIRED CHARGES

**Insurance Coverage**-Certificate of insurance in the amount of \$1,000,000 single limit liability with the City of Bossier City as additional insured is required for all events. City insurance coverage may be purchased for events with the restrictions of no alcohol served and 200 attendees or less. For information call the Civic Center office.

**Security**-Uniformed Bossier City Police required. For price quotation contact Civic Center.

**Alcohol**-Sales and consumption are by exclusive contractor only. Contact Civic Center for further information.

### Food & Beverage-Full Service Kitchen

Buffet/banquet	20% Commission/includes kitchen use-includes all equipment
Buffet/banquet	15% Commission/no kitchen use-ice & walk-in cooler/\$50 for use of sinks, disposal & prep tables
Self-catered	\$1.50 per person/ice & walk-in cooler/ \$50 for use of sinks, disposal & prep tables
Novelty Commission	15%
Kitchen use-no caterer	\$300 per day (no caterer)

### Equipment Rental

10X10 Booth	\$ 70 ea	Easels	\$ 5 ea
Extra tables	\$ 5 ea	Theater lights	\$150 evt
Carpet (linear foot)	\$ 3 ft	Operator for lights	\$ 10 hr
Table skirts	\$ 10 ea	Forklift/scissors-lift	\$ 50 hr
Vinyl table cover	\$ 5 ea	Above with operator	\$ 85 hr
Follow spot (1)	\$ 50 ea	Laborer	\$ 10 hr
Electrical hook up	\$ 10 ea	Additional microphones	\$ 25 ea
Electrical power box	\$ 50 ea	JBL Sound System	\$ 200 evt
Phone lines	\$ 10 ea	Avenue of Flags	\$ 100 evt
Electronic Message Board	\$ 50 day	Royalty free music	\$ 50 day
CD Player	\$ 25 day	Major Layout Change	\$ 100
Phone instrument	\$ 10 ea	AV Cart	\$ 25 day
Television – 32' Flat Screen	\$ 100 day	LCD Project	\$ 125 day
RV Hook Up 30AMP	\$ 15 night		
10X10 Screen	\$ 50 day		