

**BOSSIER CIVIC CENTER**

**620 Benton Road  
Bossier City La 71111  
Office:318-741-8900**

**Fax: 318-741-8910 Toll Free: 800-522-4842**

**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.

<b><u>RENTAL SPACE</u></b>	<b><u>COMMERCIAL</u></b>	<b><u>NON-COMMERCIAL</u></b> (Non-Profit)
<b>Per day (7am-1am)</b>		
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**

<b>Per day</b>	
Barksdale Room	\$250
Red River Room	\$250
Bodcau Room	\$400
Cypress Room	\$400
Bistineau Room	\$400

**WEDDING PACKAGES AVAILABLE-Contact Civic Center Office for details**

**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 (over 200)	\$ 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
(white or royal blue)		Above with operator	\$ 85 hr
Vinyl table cover (white)	\$ 5 ea	Laborer	\$ 10 hr
Follow spot (1)	\$ 50 ea	Additional microphones	\$ 25 ea
Electrical hook up	\$ 10 ea	Avenue of Flags	\$100 evt
Electrical power box	\$ 50 ea	Royalty free music	\$ 50 day
Phone lines (or instrument)	\$ 10 ea	Major Layout Change	\$100
Electronic Message Board	\$ 50 day	LCD Projector	\$125 day
CD Player	\$ 25 day		
Phone instrument	\$ 10 ea	10X10 Screen	\$ 50 day
Television (32" flat screen)	\$ 25 day	AV Cart	\$ 25 da
RV Hook Up 30AMP	\$ 15 night	Wireless Internet	\$100 day