

**IBERVILLE PARKS AND RECREATION DISTRICT
RENTAL RATES FOR THE CARL F. GRANT CIVIC CENTER - A NO-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

Additional rental time if needed, is available at \$50 per hour and must be pre-paid in IPRD office no later than five (5) business days prior to scheduled event.

DEPOSITS: The Civic Center halls are rented and reserved only upon the receipt of a \$100 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 \$300 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 \$50 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 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 *prior to booking date*.
- ▶ 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 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, security is required. A minimum of four (4) 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.
- ▶ 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.

RESERVATIONS: Phone Linda Raymond at (225) 687-0641 for available dates.

Rates Adopted 01/16/91
Policy Revised 05/17/10