



**CITY OF BILOXI
CIVIC CENTER**

Amanda B. Williams

Phone (228) 374-3105
 Fax (228) 482-1193
 Email abwilliams@biloxi.ms.us
 Website: <http://www.biloxi.ms.us>
 Mailing address Post Office Box 775
 Biloxi, MS 39533

RENTAL FEES

1. A deposit is required at the time of reservation. Ten business day pencil hold only, if deposit and forms not received within ten business days the hold is immediately released.
2. Rental fees are due in full 30 days prior to function.
3. Rental fees include in house Tables and Chairs, Clean Up and Kitchen Access (if available).
4. Rental fee does not include Set Up
5. The rental fee schedule is as follows:

Room	Square Footage	Rental Cost (per day)	Deposit	Set Up
Full Ballroom	15,214	\$2,500.00	\$1,000.00	\$300.00
Ballroom A (1/2 floor)	6,457	\$1,500.00	\$500.00	\$300.00
Ballroom B	4,788	\$1,000.00	\$500.00	\$250.00
Ballroom C	3,323	\$500.00	\$250.00	\$150.00
Green Room/Meeting Room	646	\$150.00	\$200.00	\$100.00
Pre-function/West Lobby Area	3,931	\$500.00	\$500.00	\$150.00
Courtyard		\$200.00	\$100.00	\$100.00
24'x24' Dance Floor	\$200.00			
40' x40' Dance Floor	\$400.00			

Police	\$25.00 per hour
Firemen	\$15.00 per hour

6. Police and Fireguard are required for all events and contracted between the client and the respective department directly, proper booking documents are provided at the time of reservation.
7. Kitchen must be reserved at the time of booking to guarantee access and is available on a first come first serve basis; caterer must adhere to City of Biloxi Outside Catering Guidelines.
8. Rental is for the day of the event only, if renting a minimum of ½ the floor (A, B&C, or full ballroom) 3 hours of complimentary move in is provided the day prior to the rental, each additional hour of access is \$100, late pickup and overnight storage is an additional fee.
9. Minimum 30 day booking requirement.

**For events with more than 400 attendees, utilizing the full ballroom, with alcohol (or any combination of the mentioned) may be subject to an additional \$500 cleaning fee and busser minimum of 1 busser to 200 guests.*

Apply date: 1/1/13

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MISCELLANEOUS FEES

Portable Bars (4 available)	\$40
Marquee Ad per day	\$10
Marquee Ad per week (7 days)	\$35
Stage stairs	\$30
Hang point rigging/movement (1 hour minimum)	\$40 per hour (schedule subject to availability)
Restroom Attendant(s) (required for events w/more than 400 guests)	\$15 per hour
Building Access	\$100 per hour (1 hour minimum)
Storage /next day pickup (includes 1 hour of access)	\$100 per night of storage (1 hour access for pick up)
A/V hookup/patch into fee	\$50 per day
Ceiling Screen & Projector fees (2 in ballroom A)	\$50 (per day)
Center Stage Screen & Projector	\$50 (per day)
Spotlight fee	\$25 per spotlight (daily)
Stage lighting fee	\$50 per day
Microphone/Headset fee	\$10 per microphone (daily)
Pipe and drape (8'x10')	\$40
Pipe and drape (3' x 6') (single)	\$20
Pipe and drape booth package	\$65

****Linens, Service ware, Barware, Event Coordinator, and Audio Visual are NOT included in rental.***

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****For access to the on/site audio visual equipment an approved A/V tech is required.***