



**CITY OF BILOXI, CIVIC CENTER  
RENTAL FEES, 2015**

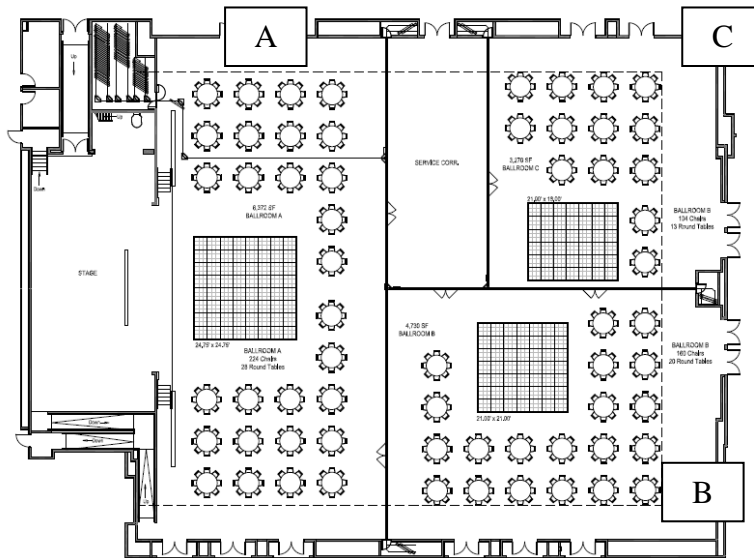
**BOOKING MANAGER: Amanda B. Williams**

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Mailing Address: 1050 Beach Blvd. Biloxi, MS 39530

**RENTAL FEES:**

Room	Square Footage	Deposit	Rental Cost (per day)	Rental Cost (weekday: M/T/W)
Full Ballroom	15,214	\$1,000.00	\$3,000.00	\$2,000.00
Ballroom A or B&C (1/2 floor)	6,457	\$500.00	\$1,900.00	\$1,200.00
Service Corridor (Add on to A)		N/A	\$150.00	N/A
Ballroom B	4,788	\$500.00	\$1,250.00	\$800.00
Ballroom C	3,323	\$250.00	\$750.00	\$500.00
Ballroom A & B (or C)	11,245	\$500.00	\$2,500.00	\$1,625.00
Green Room/Meeting Room *only available w/ballroom rental	646	\$200.00	N/A	N/A
Pre-function/West Lobby Area & Courtyard	3,931	\$500.00	\$750.00	\$600.00



<b>Additional/Miscellaneous Fees</b>	
Kitchen Usage Fee	\$100
Event Surcharge/Restroom Attendant Fee *(required for events over 400 guests)	\$500
24' x 24' Dance Floor	\$200.00
30' x 30' Dance Floor	\$300.00
40' x 40' Dance Floor	\$400.00
City of Biloxi Police / Fire	\$25.00 per hour/ per guard



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**RENTAL FEES**

1. A deposit is required at the time of reservation. Ten business day pencil hold only.
  - a. If deposit and forms not received within ten business days the hold is immediately released.
2. Rental fees are due in full 60 days prior to function.
3. Rental fees includes in house event furniture, set up, and break down.
  - b. City Event Furniture is NOT ALLOWED outside.
4. Rental fee does not include Kitchen Usage, Kitchen Fee \$100 additional.
5. 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 contract.
6. Rental is for the day of the event only, if renting a minimum of ½ the floor (Ballroom A, B&C, or full ballroom) client receives 8 hours of complimentary move in (scheduled 8am-5pm, subject to availability) the day prior to the rental, each additional hour of access is \$100, late pickup and overnight storage is an additional fee.
7. Minimum 30 day booking requirement.

**MISCELLANEOUS FEES**

Portable Bars (4 available)	\$40
Restroom Attendant(s) <b>(required for events w/more than 400 guests)</b>	\$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)
Lift Usage Fee (1-4 hours)	\$60
Lift Usage Fee (5-8 hours/ full day)	\$80
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
Leeko (stationary) spot/pin light (1 light)	\$25
Leeko (stationary) spot/pin light (4-8 lights)	\$100
Leeko (stationary) spot/pin light (9-15 lights)	\$200
Leeko (stationary) spot/pin light (16-30 lights)	\$300
Microphone/Headset fee	\$10 per microphone/headset (daily)
Staging-Risers (4' x 8')	\$30 per section
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, Food & Beverage and Audio Visual are NOT included in rental.**

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

**\*Lift usage available to city approved, licensed and insured company decorators/planners only.**