



**CITY OF BILOXI, CIVIC CENTER
RENTAL FEES, 2018**

BOOKING MANAGER: Amanda B. Williams

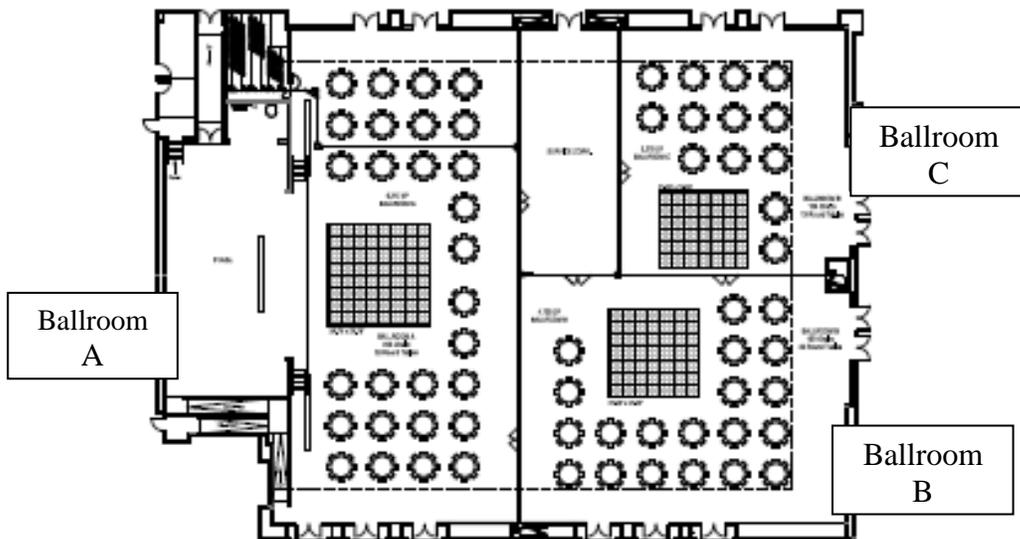
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Mailing Address: 1050 Beach Blvd. Biloxi, MS 39530

RENTAL FEES:

Room	Square Footage	Deposit	Rental Cost (per day)	Rental Cost (weekday: M/T/W)	Rental Cost (Nonprofit)
Full Ballroom	15,214	\$1,000.00	\$3,000.00	\$2,000.00	\$1500.00
Ballroom A or B&C (1/2 floor)	6,457	\$500.00	\$1,900.00	\$1,200.00	\$950.00
Service Corridor (Add on to A)		N/A	\$150.00	N/A	N/A
Ballroom B	4,788	\$500.00	\$1,250.00	\$800.00	\$625.00
Ballroom C	3,323	\$250.00	\$750.00	\$500.00	\$375.00
Ballroom A & B (or C)	11,245	\$500.00	\$2,500.00	\$1625.00	\$1,250.00
Green Room/Meeting Room *only available w/ballroom rental	646	\$200.00	N/A	N/A	N/A
Pre-function/West Lobby Area & Courtyard	3,931	\$500.00	\$750.00	\$600.00	\$375.00

**Multi-day rental rates available upon request*



**Ballrooms can be combined or opened to utilize all 15,214 square feet*

Additional/Miscellaneous Fees / Separate from Rental Fee	
Kitchen Usage Fee	\$100
Event Surcharge *(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

Apply date: 1/2018



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RENTAL FEES, 2016

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RENTAL FEES

1. A reservation/damage 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. Late payment forfeits deposit, if available the event can be rebooked with a new deposit.
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 Usage 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

Event Surcharge (required for events w/more than 400 guests/attendees/participants)	\$500.00
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') (two panels)	\$30
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.*

Biloxi Civic Center Kitchen



Civic Center Kitchen Equipment:

- Walk In Cooler (with 2 shelving units)
- Steam Tray (client must provide pans)
- Commercial dishwasher w/two racks and spray/scrape station
- Two (Three Compartment) sinks
- Two double door hotboxes
- Three single door hotboxes
- Separate Hallway station: double door cooler, sink, prep station with drainage and coffee hookups
- Client/Caterer must provide all food, beverage, cooking utensils, pans, serving ware etc...
- Client/Caterer is responsible for cleaning the kitchen and bussing all food and beverage from the ballroom to the dumpsters
- There are NO cooking sources, NO stove, NO oven, and NO microwave.
- Client/Caterer is allowed to bring outdoor kitchen equipment and set up in the parking lot a minimum of 10 feet from the building. Fire extinguisher MUST be provided by the client/caterer onsite if cooking equipment is set up.

