



CITY OF BILOXI, VISITORS CENTER

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Website: <http://www.biloxi.ms.us>

RENTAL FEES

1. A damage deposit of \$500.00 is required at time of reservation
 - a. (This processed fee is SEPARATE from rental, due in full at the time of reservation and utilized as a DAMAGE DEPOSIT, to be refunded AFTER the event through the COB accounting department).
2. Final Payment/Rental fees are due in full 60 days prior to function with a signed Security form.
3. Rental includes the space reserved only and city set up and breakdown of current inventory of event furniture.
4. Events must be booked a minimum of 30 business days in advance and are subject to police, fire and staff availability.
5. First Floor Foyer events must start after 5:30pm. Ballroom, Meeting room(s) and Theater are available during business and after hours.
6. Client must provide linens for any tables used, décor, entertainment, audio visual, event/service staff, food & beverage. Nonprofit Rental requires submitted proof of current nonprofit/charitable standing
7. The rental and miscellaneous fee schedule is as follows:

ROOM	Standard Weekend Rental <i>Friday/Saturday Day & Evening</i>	Standard Weekday Rental <i>Sunday-Thursday Daytime (8am-4pm)</i>	Nonprofit Rental <i>Sunday-Thursday Daytime (8am-4pm)</i>
Second Floor Ballroom Rental <i>Includes: Ballroom, Tullis, Dantzler, Porch, Dance Floor and Kitchen Usage Reception Maximum Capacity: 225 Seated Capacity: 96/120</i>	\$1,000.00	Evening Rate: \$750.00	Evening Rate: \$500.00
		Daytime Rate: \$500.00	Daytime Rate: \$300.00
Theater <i>Maximum Capacity: 64</i>	\$500.00	Evening Rate: \$300	Evening Rate: \$200
		Daytime Rate: \$200	Daytime Rate: \$150
1st Floor Foyer	\$400.00	\$300.00	\$250.00
1st Floor Foyer WITH Second Floor Rental	\$200.00	\$100.00	\$100.00
Tullis or Father Ryan Room <i>Reception Capacity: 40 /Seated Capacity: 24</i>	\$400.00	Evening Rate: \$200	Evening Rate: \$200
		Daytime Rate: \$100	Daytime Rate: \$100
Brielmaier Room <i>Capacity: 10</i>	\$150.00	Evening Rate: \$100	Evening Rate: \$75
		Daytime Rate: \$50	Daytime Rate: \$50

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Additional Miscellaneous Rentals/Fees:

Overnight Storage	\$100.00 Per Night	Booked 10 business days out
Day Before Buyout/Load In	\$500.00	Guaranteed at booking (for ballroom only)
Rehearsal Fee	\$100.00 Per Hour	Booked 10 business days out
Police (required)	\$35 per officer/per hour
Fire (required)	\$35 per officer/per hour

Biloxi Visitors Center Event Rules

- 1) The facility is first and foremost a Visitors Center, events and groups must not impede or discourage the public's *experience of the visitors center or exhibits.*
- 2) *The COB Visitor Center is a nonsmoking facility; this includes E-cigarettes and tobacco products.*
- 3) *Per fire code Ballroom events are limited to 200 guests.*
- 4) *Maximum Seating:*
 - a. *Maximum Seating in the Ballroom is 120 (without a dance floor)*
 - b. *Maximum Seating in the Ballroom with a dance floor is 96*
 - i. *Any floor plans outside of these arrangements must be submitted for approval 45 days in advance of the event.*
- 5) *Music and entertainment must not intrude the public use of the building; if the music is too loud or deemed inappropriate the city event staff maintains the right to end the music at the discretion of the facility manager or department director.*
- 6) *The following items are not permitted on City of Biloxi Property: **BEER KEGS, *decals/stickers, chocolate fountains, propane heaters, silly string, sidewalk chalk, sparklers, bird seed, confetti, confetti cans/guns/ shooters/streamers or streamer cannons/guns, glitter, gum, rice, dark colored flower petals, or bio-degradable rice.** Use of the before mentioned items will result in deposit charges, and possible city fines.*
 - a. *NO DECALS OR VINYL unless installed by city approved vendor, any/all damages will be charged to client.*
- 7) *Absolutely NO attaching anything to walls or doors; use of staples, 3M hooks, tacks, hooks, tape, adhesive product(s), nails etc... are forbidden. Any damages to the walls/wallpaper/paint are the responsibility of the client and will be charged accordingly.*
- 8) *COB Event furniture (tables, chairs, podium etc...) will not be permitted outside the building.*
- 9) *Oil candles are not permitted on property, all candles must be in an enclosed vase/candle holder that allows a minimum of TWO inches from the top of the flame to the top of the vase/candle holder. All other candles will be extinguished by city event staff or the onsite fireguard.*
- 10) *Open flames and cook top cooking stations are not permitted at any food stations or in the event space (Sternos are permitted). Any fabric used must be flame retardant and the fireguard on duty may ask to see proof of material safety. Burlap material is not allowed near open flames.*
- 11) *Load In/Kitchen Access is only available for the time scheduled the day of the event.*
 - a. *Kitchen is for finishing and warming only.*
 - b. *Client/Vendor is responsible for kitchen clean up and removal of all food, beverage and trash.*
- 12) *It is the clients' responsibility to make sure that all documents and payments are completed and submitted on time. Any delay in paperwork/contracts/documents and/or payment is subject to event cancellation.*

Biloxi Lighthouse and Visitors Center



First Floor Foyer



** white garden chairs & gold chiavari chairs are rentals brought in by client*

Front Lawn Ceremony and Photos



**white garden chairs are rentals brought in by client*

Visitors Center Ballroom



**white garden chairs and gold chiavari chairs are rentals brought in by client*



Lighthouse Brides



Kayce Stark
PHOTOGRAPHY



Biloxi Visitors Center Meeting Space

Ballroom as Classroom Meeting Space



Tullis and Father Ryan Meeting Rooms



Brielmaier & Theater Meeting Space

