



Biloxi Civic Center – Rental Rates & Facility Rental Rules

578 Howard Ave., Biloxi, MS 39530

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Phone: (228)388-7170/email: reservations@biloxi.ms.us

RENTAL RATES:

FULL BALLROOM (INCLUDES LOBBY, COURTYARD, SERVICE CORRIDOR, CATERING KITCHEN USAGE, 4 DRESSING ROOMS, GREEN ROOM, COAT ROOM, & SETUP)

Monday-Wednesday	Deposit	\$1,500.00
	Per Day	\$2,000.00
Thursday-Sunday	Deposit	\$1,500.00
	One Day	\$3,000.00
	Two Days	\$5,000.00
	Three Days	\$6,000.00
	Four Days	\$7,000.00
	Five Days	\$8,000.00
	Six Days	\$9,000.00

BALLROOM A* OR BALLROOMS B PLUS C (INCLUDES 2 DRESSING ROOMS)

Monday-Wednesday	Deposit	\$1,000.00
	Per Day	\$1,200.00
Thursday-Sunday	Deposit	\$1,000.00
	One Day	\$1,900.00

BALLROOM B (INCLUDES 1 DRESSING ROOM)

Monday-Wednesday	Deposit	\$750.00
	Per Day	\$800.00
Thursday-Sunday	Deposit	\$750.00
	One Day	\$1,250.00

BALLROOM C (INCLUDES 1 DRESSING ROOM)

Monday-Wednesday	Deposit	\$500.00
	Per Day	\$500.00
Thursday-Sunday	Deposit	\$500.00
	One Day	\$750.00

BALLROOM A* PLUS B OR C (INCLUDES 2 DRESSING ROOMS)

Monday-Wednesday	Deposit	\$1,000.00
	Per Day	\$1,625.00
Thursday-Sunday	Deposit	\$1,000.00
	One Day	\$2,500.00

COURTYARD

Monday-Wednesday	Deposit	\$250.00
	Per Day	\$300.00
Thursday-Sunday	Deposit	\$250.00
	One Day	\$500.00

**Service Corridor available for \$150.00 per day. Service Corridor only available as an add-on to the rental of Ballroom A.*

Green Room available for \$50.00 per day. Green Room only available as an add-on with a Ballroom Rental.

Catering Kitchen Usage available for \$100.00 per event.

Lift usage available for \$80.00 per event.

Dance Floor available per event: 24'x24' - \$200.00; 30'x30' - \$300.00; 39'x39' - \$400.00

Building Access available for \$100.00 per hour (one-hour minimum and must be scheduled in advance).

A/V Package Available for \$100.00 per event. Includes: hookup/patch, projectors, spotlights, stage lighting, and wireless microphones.

Leeko (stationary) spot/pin light packages available per event: One to Three - \$25.00 per light; Four to Eight - \$100.00; Nine to Fifteen - \$200.00; Sixteen to Thirty - \$300.00

Overnight Storage available for \$100.00 per night (must be scheduled in advance).

Mardi Gras Rehearsals. \$100.00 per hour, not to exceed four hours in total per day facility is rented (e.g., three days of facility rental would allow up to twelve hours of rehearsal time). Please note rehearsals are only permitted on Mondays, Tuesdays, and Wednesdays and are restricted to groups that have rented space for an event. All rehearsal times must be booked and paid for by renter. All rehearsals must conclude 15 minutes prior to the rental time expiring to ensure all rehearsal individuals have exited the building by end of reservation time. Rehearsals are subject to facility availability and are not guaranteed. Full bookings will be given priority over rehearsals and reservations may be cancelled by the city, in its sole discretion.

GENERAL RENTAL RULES:

1. All rental fees will be assessed in accordance with Section 2-14-1, *et seq.* of the Code of Ordinances, Biloxi, Mississippi, of 1992.
2. Checks for all rental fees should be made payable to the City of Biloxi.
3. City facilities may only be rented by adults 21 years of age and older.
4. All City facilities are nonsmoking facilities. The use of tobacco products, electronic

cigarettes and water vapor cigarettes are prohibited.

5. Depending on the nature of the event, proof of liability insurance naming the City of Biloxi as an additional insured may be required.

6. Music and entertainment inside of City facilities must be contained so as to not disturb the surrounding area. If amplified sound is utilized outdoors, an Amplified Sound Permit must be obtained from the Biloxi Police Department.

7. The following items are NOT permitted in City facilities or on the premises thereof: Fireworks, sparklers, floating/Chinese lanterns, decals, propane heaters, bird seed, confetti, confetti cans, confetti guns, confetti shooters, streamer shooters, streamer cannons, streamer guns, glitter, gum, rice, dark colored flower petals, or bio-degradable rice. Use of these items may result in loss of security deposits.

8. Occupancy will not exceed the number of guests identified in the Facility Rental Agreement.

9. No person(s) or group(s) renting any City facility will be permitted to consume, serve or sell alcoholic beverages in any City facilities or on the premises without written consent from the City of Biloxi.

10. 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.

11. With the exception of Sterno cans to warm chaffing dishes and candles as described above, open flames are not permitted inside City facilities. 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.

12. No propane or butane canisters of any kind are allowed in City facilities. Outdoor cooking stations must be a minimum of 10 feet from any building or structure. Renters are responsible for any damage and/or cleanup involved to the grounds.

13. City furniture (tables, chairs, podium, etc.) must remain inside City facilities.

14. Rental of City Facilities for the purpose of rehearsals, if available, are subject to the schedule and availability. Rehearsals are not guaranteed, full bookings are given preference.

15. Nails, staples and tacks shall not be used to attach decorations. Only masking tape and blue painter's tape is approved for taping. Tape shall not be used on any floor or glass surface in City facilities. Decorations shall not be attached to ceiling. All decorations and any materials used to affix decorations to rails or tables must be completely removed by Renters following use of facility.

16. Glass containers are not permitted in City facilities.

17. Styrofoam coolers and coolers measuring six or more feet are not permitted in City facilities.

18. Alcoholic beverages may not be stored overnight in any City facility.

19. The frying of foods is not permitted in the kitchen of any City facility.

20. The Biloxi Civic Center is owned and operated by the City of Biloxi and administered by the Department of Parks & Recreation. The Director of Parks & Recreation has the authority to interpret and enforce these rules, as well as all Facility Rental Agreements for the Biloxi Civic Center.

21. Center Hours: Activities in the center must be completed and everyone should be out of the facility at 4:00 a.m. If the renter elects to clean, then you must shut the function down at 2:00 a.m., clean facility and be out by 4:00 a.m.

22. If any technical equipment, such as spotlights and sound boards are rented from the City, a licensed technician selected from the City-approved list of technicians must be hired to operate said options.

23. Renter may cancel the Facility Rental Agreement by giving written notice to the City. If such notice is received not less than 30 days in advance of the Event Date, the City will refund to Renter prepaid amounts, if any. Any cancellations by Renter less than 30 days prior to the Event will result in the forfeiture of the Security Deposit. Upon cancellation by Renter, City shall have the right to re-let the Facility to another party.

THE DEPARTMENT OF PARKS & RECREATION MUST BE CONTACTED FOR AVAILABILITY AND FULL CONTRACT DETAILS. FACILITY CONTRACTS ARE NOT LISTED ON THE CITY'S WEBSITE, ONLY INFORMATION. ANY CONTRACTS AND/OR DEPOSITS MAILED IN WITHOUT CONFIRMATION THROUGH THE DEPARTMENT OF PARKS & RECREATION WILL NOT BE CONSIDERED.