Biloxi Visitor Center-Rental Rates & Facility Rental Rules

1050 Beach Blvd., Biloxi, MS 39530 www.biloxi.ms.us

Phone: (228)374-3105 Email: visitor@biloxi.ms.us

RENTAL RATES:

Ballroom (Includes Dantzler, Tullis, 2nd Floor Porch, Kitchen Usage, and Dance Floor)

Seated Capacity: 120 Standing Capacity: 200

Sunday-Thursday	Deposit	$500.00
	Daytime Rental (8am-4pm)	$500.00
	Evening Rental (8am-12am)	$850.00
Friday-Saturday	Deposit	$500.00
	Per Day Rental	$1,500.00

1st Floor Foyer or Lawn Without Ballroom Rental (Only available after 5:30 pm)

Sunday-Thursday	Deposit	$200.00
	Per Day Rental	$300.00
Friday-Saturday	Deposit	$200.00
	Per Day Rental	$400.00

1st Floor Foyer or Lawn with Ballroom Rental (Only available after 5:30 pm)

Sunday-Thursday	Deposit	No Deposit Required
	Per Day Rental	$100.00
Friday-Saturday	Deposit	No Deposit Required
	Per Day Rental	$200.00

Tullis or Father Ryan Room

Seated Capacity: 24 Standing Capacity: 40

Sunday-Thursday	Daytime Deposit	$100.00
	Daytime Rental (8am-4pm)	$100.00
	Evening Deposit	$200.00
	Evening Rental	$200.00

	(8am-12am)	
Friday-Saturday	Deposit	$200.00
	Per Day Rental	$400.00

Brielmeyer, Dantzler OR Kitchen

Capacity: 10

Sunday-Thursday	Deposit	$100.00
	Daytime Rental (8am-4pm)	$50.00
	Evening Rental (8am-4pm)	$100.00
Friday-Saturday	Deposit	$100.00
	Per Day Rental	$150.00

Lighthouse Pavilion

For Private Event	Deposit	$150.00
	Rent	$250.00
For Public Event	Deposit	$200.00
	Rent	$400.00

Miscellaneous Rental Fees

Overnight Storage	$100.00/night	Must be booked 10 days in advance.
Projector and Screen	$50.00/day	
Large Bluetooth Speaker	$50.00/day	
Podium with Speaker and Microphone	$50.00/day	
Biloxi Noise Permit	$5.00	For Lighthouse Pavilion
Police (If required)	$35/officer/hour	Police and Fire departments will contact you separately to coordinate officers if your event requires them.
Fire (If required)	$35/officer/hour	

Rental Rules

1. All rental fees will be assessed in accordance with Section 2-14-, *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. A damage deposit 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 City of Biloxi Accounting department within 4-6 weeks.

5. Final Payment/Rental fees are due in full **30 days** prior to function **with signed security forms**.

6. Rental includes the space reserved only and city set up and breakdown of current inventory of event furniture.

7. **Events must be booked a minimum of 30 business days in advance and are subject to police, fire, and staff availability.**

8. First Floor Foyer events must start after **5:30 p.m.** The ballroom and meeting rooms are available during business and after hours.

9. Client **must** provide linens for any tables used.

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

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

12. Renter may cancel the Facility Rental Agreement for the Biloxi Visitors Center by giving written notice to the city. If such notice is received not less than 60 days in advance of the Event Date, the city will refund to Renter prepaid amounts, if any. Any cancellations by Renter less than 60 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.

13. 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.

14. 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. If music played indoors or outdoors is deemed too disruptive or inappropriate, the city event staff maintains the right to end the music at the discretion of the facility manager or department director.

15. **The following items are not permitted on City of Biloxi property: <u>real candles, 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.</u>** *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 the client.

16. Absolutely **NO** attaching anything to walls, doors, mirrors, or chandeliers. Any use of staples, hooks, tacks, tape, adhesive product(s), nails, etc. is forbidden. Any damages to the walls/wallpaper/paint are the responsibility of the client and will be charged accordingly.

17. All City facilities are nonsmoking facilities. The use of tobacco products, electronic cigarettes and water vapor cigarettes are prohibited within 20 ft. of the building.

18. Open flames and cook top cooking stations are not permitted at any food stations or in the event space (Sterns are permitted). Any fabric used must be flame retardant and the fireguard on duty may ask to see proof of material safety.

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

20. **Children must be supervised at all times.**

21. Occupancy will not exceed the number of guests identified in the rental and miscellaneous fee tables.

22. 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.

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

24. City furniture (tables, chairs, podiums, etc.) must remain inside City facilities.

25. Load In/Kitchen Access is only available for the time scheduled on 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 in rental space.**

26. It is the client's 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.