



CITY OF BILOXI, CIVIC CENTER RENTAL FEES, 2015

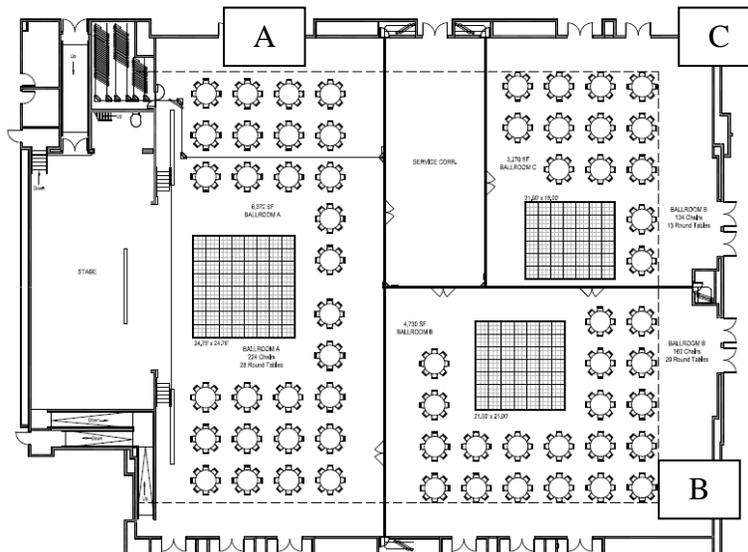
BOOKING MANAGER: Amanda B. Williams

Phone: (228) 374-3105 / Fax: (228) 702-0243 / Email: abwilliams@biloxi.ms.us

Mailing Address: 1050 Beach Blvd. Biloxi, MS 39530

RENTAL FEES:

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



Additional/Miscellaneous Fees	
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



**City of Biloxi, Civic Center
RENTAL FEES, 2015**

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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. The rental fee schedule is as follows:
6. 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.
7. 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 received 8 hours of complimentary move in (scheduled 8am-5pm) the day prior to the rental, each additional hour of access is \$100, late pickup and overnight storage is an additional fee.
8. Minimum 30 day booking requirement.

MISCELLANEOUS FEES

Portable Bars (4 available)	\$40
Restroom Attendant(s) (required for events w/more than 400 guests)	\$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)
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.*



CITY OF BILOXI CIVIC CENTER Multi Day Rental

Amanda B. Williams

Phone (228) 374-3105
 Fax (228) 482-1193
 Email abwilliams@biloxi.ms.us
 Website: <http://www.biloxi.ms.us>
 Mailing address 1050 Beach Blvd.
 Biloxi, MS 39530

RENTAL FEES

1. A deposit is required at the time of reservation. Ten business day pencil hold only, 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 include load in the day prior (when renting ballroom A, B/C, or full ballroom) in house event furniture, set up, and break down.
 - a. City Event Furniture ONLY allowed inside the building.
4. Rental fee does not include Kitchen Usage, Kitchen Fee \$100 additional.
5. Biloxi Police and Biloxi 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 reservation.
6. Kitchen must be reserved at the time of booking to guarantee access and is available on a first come first serve basis; caterer must adhere to City of Biloxi Outside Catering Guidelines.
7. The rental fee schedule is as follows:

Room	Square Footage	Deposit	Rental Cost (1 st Day)	Rental Event Day 2	Rental Event Day 3
Full Ballroom	15,214	\$1,000.00	\$3,000.00	\$2,500.00	\$2,000.00
Ballroom A (1/2 floor)	6,457	\$500.00	\$1,900.00	\$1,500.00	\$1,300.00
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City of Biloxi Fireguard	\$25.00 per hour

Apply date: 8/2014

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 Mailing address Post Office Box 775
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Biloxi Civic Center

