



**CITY OF BILOXI
LIGHTHOUSE PARK AND VISITORS CENTER**

Information on renting the Visitors Center may be obtained by contacting the center, located at 1050 Beach Boulevard.

Phone (228) 374-3105
 Fax (228) 702-0243
 Email: abwilliams@biloxi.ms.us
 Website: <http://www.biloxi.ms.us>
 Mailing address 1050 Beach Blvd. Biloxi, MS 39533

RENTAL FEES

1. A damage deposit if \$500.00 is required at time of reservation.
2. Rental fees are due in full 60 days prior to function.
3. The rental fee schedule is as follows:

Room	Square Footage	Reception Capacity	Seated Capacity (60" round tables)	Rental Cost (per day)	Daytime Rate M-Th (Max of 4 hours between 9a-5p)	Early Load In/Day Before
2 nd floor Ballroom	1,890	200	96/120	\$750.00 (includes porch and Dantzler)	N/A	\$500.00
Porch Second Floor	1,096	73	48	N/A	N/A	N/A
Dantzler Room	353	24	16	N/A	N/A	N/A
2 nd floor Ballroom, Dantlzer and Tullis	3,988	250	184	\$900.00	N/A	\$500.00
Theater	957	64	64	\$500.00	N/A	N/A
1st Floor Foyer <i>*(with 2nd floor Ballroom)</i>	1,890	200	60	\$200.00 <i>*(with 2nd floor Ballroom)</i>	N/A	N/A
1st Floor Foyer	1,890	200	60	\$400.00 <i>*(1st floor only)</i>	N/A	N/A
Tullis A and B	649	43	24	\$400.00	\$200	\$100.00
Tullis A	340	21	16	\$200.00	\$100	N/A
Tullis B	309	22	8	\$200.00	\$100	N/A
Father Ryan	649	43	24	\$400.00	\$200	\$100.00
Brielmaier Room	250	17	10	\$150.00	\$100	N/A
ADDITIONAL/MISCELLANEOUS FEES						
Dance Floor	15x15	\$100 (optional)				
Kitchen Usage Fee	\$100 (optional)				
Police (required)	\$25.00 per hour				
Fire (required)	\$25.00 per hour				

4. Rental includes the space reserved only and city set up and breakdown of current inventory of event furniture.
5. Events must be booked a minimum of 30 business days in advance and are subject to police, fire and staff availability.
6. First Floor Foyer events must start after 5:30pm (Monday-Sunday)
7. Client must provide linens for any tables used, décor, entertainment, audio visual, event/service staff, food and beverage.

Biloxi Visitors Center Event Rules

- 1) The facility is first and foremost a Visitor Center.
- 2) The COB Visitor Center is a nonsmoking facility; this includes E-cigarettes and tobacco products.
- 3) Alcoholic Beverage Service is limited to four hours, events may last longer.
- 4) Events are limited to 200 guests.
 - a. For events with unexpected greater guest counts a fee will be charged; guest count will be taken by city event staff stationed at the front desk, no exceptions.
- 5) Maximum Seating:
 - a. Maximum Seating in the Exhibit Space is 140 (without a dance floor)
 - b. Maximum Seating in the Exhibit Space with a dance floor is 100
 - i. Any floor plans outside of these arrangements must be submitted for approval a minimum of 45 days in advance of the event.
- 6) Live music is limited to 4 instruments.
 - a. 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.
- 7) The following items are not permitted on City of Biloxi Property: **beer kegs, decals/stickers, propane heaters, sparklers, 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 the before mentioned items will result in deposit charges, and possible city fines.
- 8) COB Event furniture (tables, chairs, podium etc...) will not be permitted outside the building. Event furniture is permitted on the porch but will be pulled if there is any chance of inclement weather (inclement weather includes but is not limited to rain, wind, and/or hail). The decision to pull the furniture is at the discretion of the facility manager or department director and is for maintenance and safety reasons and is non-negotiable.
- 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 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. Kitchen is for finishing and warming only.
- 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.

Contracts & Deposit DUE: (at booking)

Final Payment IN FULL DUE: _____
(60 days prior to event date)

Client Signature & Date: _____

COB Signature: _____

Pricing Effective for events booked on or after 7/2014

City of Biloxi Lighthouse and Visitors Center

1050 Beach Blvd. Biloxi, MS 39530



First Floor Foyer and Exhibit:



Father Ryan Meeting Room:



Theater and Brielmeyer Meeting Room:



Second Floor Ballroom:



Porches and Such:

