

BOSSIER CIVIC CENTER
620 Benton Road
Bossier City, La 71111
For information call 318-741-8900

RENTAL RATES

Deposit required: One half total rental due when contract signed. Dates being held on a tentative basis must be confirmed or released upon ten-day notice. Non -Commercial bookings will be contracted no sooner than 180 days. Rental includes tables, chairs, stage, podium, one microphone and the house sound system.

<u>RENTAL SPACE</u>	<u>COMMERCIAL</u>	<u>NON-COMMERCIAL</u> (Non-Profit)
Per day (7am-1am)		
Entire Complex	\$3,150	\$2,625
Main Hall Only	\$2,450	\$1,750
Half Main Hall	\$1,575	\$1,225
Banquet Hall	\$1,250	\$1,000

MEETING ROOMS

Per day	
Barksdale Room	\$250
Red River Room	\$250
Bodcau Room	\$400
Cypress Room	\$400
Bistineau Room	\$400

WEDDING PACKAGES AVAILABLE-Contact Civic Center Office for details

REQUIRED CHARGES

Insurance Coverage-Certificate of insurance in the amount of \$1,000,000 single limit liability with the City of Bossier City as additional insured is required for all events.

Security-Uniformed Bossier City Police required. For price quotation contact Civic Center.

Alcohol-Sales and consumption are by exclusive contractor only. Contact Civic Center for further information.

Food & Beverage-Full Service Kitchen

Buffet/banquet	20% Commission/includes kitchen use-includes all equipment
Buffet/banquet	15% Commission/no kitchen use-ice & walk-in cooler/\$50 for use of sinks, disposal & prep tables
Self-catered	\$1.50 per person/ice & walk-in cooler/ \$50 for use of sinks, disposal & prep tables
Novelty Commission	15%
Kitchen use-no caterer	\$300 per day (no caterer)

Complimentary Wireless Internet

Equipment Rental

10X10 Booth	\$ 70 ea	Easels	\$ 5 ea
Extra tables	\$ 5 ea	Theater lights	\$150 evt
Table skirts (black or royal blue)	\$ 10 ea	Operator for lights	\$ 10 hr
Vinyl table cover	\$ 5 ea	Forklift/scissors-lift	\$ 50 hr
Follow spot (1)	\$ 50 ea	Above with operator	\$ 85 hr
Electrical hook up	\$ 10 ea	Additional microphones	\$ 25 ea
Electrical power box	\$ 50 ea	Avenue of Flags	\$100 evt
Phone lines	\$ 10 ea	Royalty free music	\$ 50 day
Electronic Message Board	\$ 50 day	Major Layout Change	\$100 evt
Television	\$ 25 day	LCD Projector	\$125 day
10X10 Screen	\$ 50 day		
AV Cart	\$ 25 day		
Phone Instrument	\$ 10 ea		
CD Player	\$ 25 day		