

IBERVILLE PARKS AND RECREATION DISTRICT  
RENTAL RATES FOR THE CARL F. GRANT CIVIC CENTER - A NON SMOKING FACILITY  
EIGHT (8) HOUR RENTAL

RATES FOR SOCIAL EVENTS: INCLUDES BALLS, WEDDINGS, CHURCH RELATED EVENTS,  
PROMS, NON-PROFIT CLUBS, SOCIAL CLUBS, AND  
POLITICAL EVENTS.

	RATE	SECURITY	CAPACITY
MAIN HALL (INCLUDES)KITCHEN/CONCESSION AREA	\$600	\$300	800
WEST HALL (INCLUDES)KITCHEN	\$400	\$300	250
BOTH HALLS (INCLUDES)KITCHEN/CONCESSION AREA	\$1000	\$300	1,150

ADDITIONAL RENTAL TIME IF NEEDED, IS AVAILABLE AT \$50 PER HOUR AND MUST BE PRE-PAID IN THE IPRD OFFICE NO LATER THAN FIVE (5) BUSINESS DAYS PRIOR TO EVENT.

DEPOSITS: The Civic Center halls are rented and reserved only upon the receipt of half of the rental rate per day for each day reserved. All reservations are on a first come, first serve basis. There is **NO REFUND ON THIS DEPOSIT.**

BALANCE DUE: The balance of rent due must be paid at least ninety (90) days prior to the event. A refundable \$300 security deposit (CASH ONLY) is also required. Any balance not paid by this time will result in forfeiture of all monies paid.

\*\*If event is open to the public, security is required. A minimum of (8) security personnel assigned surveillance both indoor and outdoor during the event. The individuals hired must be bonded and insured. References including lead contact name and security agency affiliated with are required for review and approval by Iberville Parks and Recreation.

RESERVATIONS: Phone Linda Raymond (225) 687-0641 for available dates.

Rates Adopted 1/16/91  
Policy Revised 1/28/11



# CARL F. GRANT CIVIC CENTER DECORATING GUIDELINES

For the safety and protection of both the renter and the Carl F. Grant Civic Center, the following requires complete cooperation.

**The rental time is eight (8) hours.** It is your responsibility to coordinate all related activities involving production of your event to meet within the rental time allotted. This includes decorating, rehearsing and the scheduled event. This also prohibits prior delivery and storage of decorating set items, plants, catering equipment and supplies, or any other items related to the event.

No crepe paper of any type is allowed near the stage curtains. No metal objects such as wire, pins or tacks will be allowed to touch the stage curtains. The curtains are treated with a fire proofing substance which when tampered with will cause discoloration and/or immediate rust.

**NOTHING IS TO TOUCH THE STAGE CURTAINS!**

No staples, duct, electrical or double stick tape and/or permanent adhesives may be used on walls or doors because of their damage to wood, tile and masonry.

Candles, either table or floor style, require protective trays or covering for dripping wax.

No painting, either by spray, brush or roller, will be allowed.

No sand, dirt, gravel or foreign material which may cause damage to the floor finish will be allowed in the building.

No rice or bird seed will be allowed in the building. Bird seed is recommended to be used outside.

Confetti is not allowed to be used outside the building.

No sparklers are allowed inside or outside of the building.

**Balloons are NOT allowed in the building.**

**UNDER NO CIRCUMSTANCES CAN THE SECURITY CAMERAS BE BLOCKED – NO EXCEPTIONS**

**UNDER NO CIRCUMSTANCES CAN THE LOBBY BE BLOCKED -- NO EXCEPTIONS**

**EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. WE ARE NOT RESPONSIBLE FOR ANYTHING LEFT BEHIND.**

We hope your event is a memorable success. If you have any questions, please phone us at 687-0641. Our office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m.

Linda Raymond  
Administrative Program Coordinator

**Civic Center Measurements**

Main Hall - 120'x76' 9,100 sq/ft

West Hall - 100'x40' 4,000 sq/ft

Lobby - 20'x40' 800 sq/ft

25' ceilings in both Main and West hall

7' ceilings in lobby

12' front outdoor portico

Balcony Railing dimensions;

43" tall

18 posts 6 ½' apart

17 sections

Holds 185

**Equipment Count**

(80) 2'x 1 ½" x 8' rectangle tables (30" tall)

(9) 48" round tables

(20) 60" round tables

(270) Navy Matrix Stackable Chairs

(326) Burgandy Matrix Stackable Chairs

**Electrical Information**

400 Amps

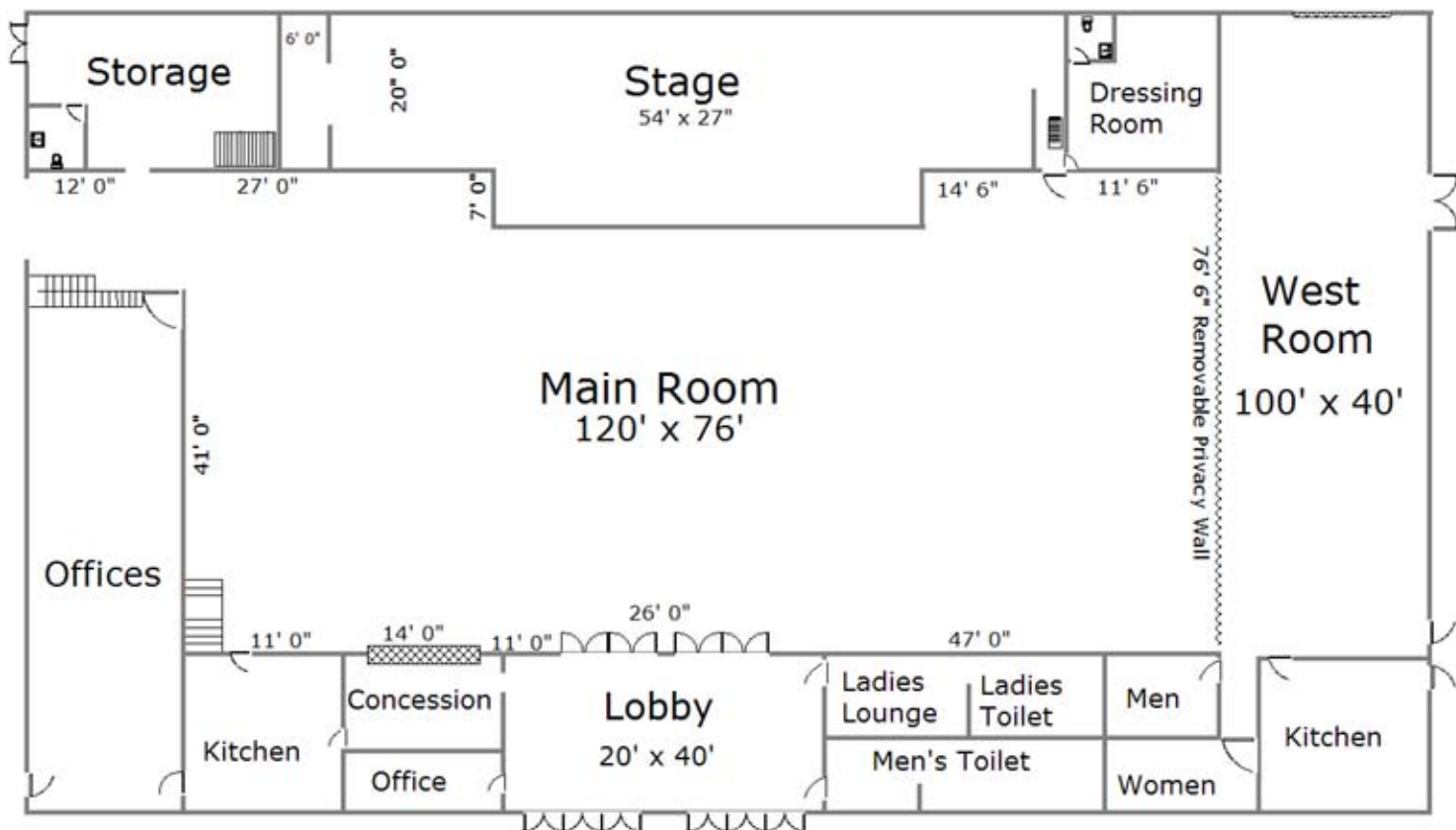
(2) cordless microphones

Following are two pages that detail the Civic Center floor plan and information sheet you are required to complete and return to the IPRD office.

You can print out both pages and hand fill them out if you prefer or if you like, you can fill out the information page from the browser and then print it.

To navigate the form, use the TAB key to advance to the next field. When you are finished, click on PRINT from the FILE menu at the top left of the page.

Thank you for choosing the Carl F. Grant Civic Center for your event.



CARL F. GRANT CIVIC CENTER  
FLOOR PLAN REQUEST FORM

This is **YOUR** special event. Informing us of the "who, what, where and when" will allow us to schedule our staff accordingly to ensure your event runs smoothly. The rental time is for eight(8) hours, including decorating, rehearsing and the scheduled event. The floor plan will be set up as you request by completing both pages of this form. On the reverse side, simply mark where you want tables and chairs arranged. Your floor plan is due in our office no later than one week prior to your event. There will be no exceptions. Otherwise, a standard floor plan will be set up and will not be changed by our staff the date of your event.

NAME OF LESSEE: \_\_\_\_\_

HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ MAIN HALL: \_\_\_\_\_ WEST HALL: \_\_\_\_\_ BOTH HALLS: \_\_\_\_\_

TIME OF EVENT: Beginning: \_\_\_\_\_ A.M./P.M. Ending: \_\_\_\_\_ A.M./P.M.

DECORATING TIME: Beginning: \_\_\_\_\_ A.M./P.M. Ending: \_\_\_\_\_ A.M./P.M.

(Please list names and phone numbers of designated coordinators: \_\_\_\_\_  
\_\_\_\_\_

FLORIST ARRIVING: \_\_\_\_\_ A.M./P.M. CATERER ARRIVING: \_\_\_\_\_ A.M./P.M.

Name & phone number: \_\_\_\_\_ Name & phone number: \_\_\_\_\_

MISCELLANEOUS DELIVERIES: \_\_\_\_\_ A.M./P.M.

Name & phone number: \_\_\_\_\_

NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

NUMBER OF TABLES NEEDED: \_\_\_\_\_ (97 available. Tables measure 8' X 30" and seat 8 each.)

NUMBER OF CHAIRS NEEDED: \_\_\_\_\_ (700 available)

NINE (9) 48" ROUND TABLES: \_\_\_\_\_ - TWENTY (20) 60" ROUND TABLES: \_\_\_\_\_

(Recommended for cake, punch or guest book)

PODIUM \_\_\_\_\_ PUBLIC ANNOUNCEMENT SYSTEM \_\_\_\_\_ PORTABLE BAR \_\_\_\_\_

BALCONY SEATING NEEDED \_\_\_\_\_ (Seating for 150 available)

SPECIAL EQUIPMENT REQUESTS: Equipment with additional charges must be paid in advance prior to the date of your event.

EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. THIS INCLUDES DECORATIONS, GREENERY, PROPS, ETC. NOTHING WILL BE STORED. IPRD IS NOT RESPONSIBLE FOR ANYTHING LEFT BEHIND.

IF YOU NEED ASSISTANCE, PHONE 687-0641.  
OUR OFFICE HOURS ARE MONDAY THROUGH FRIDAY FROM 8 A.M. TO 4 P.M.