

RENTAL RATES

Main Hall (A, B, C, D, E)

- Commercial Schedule: \$900 Per Day
(When admission charged or donation accepted, rates would be assessed at the applicable per-day rate against 10% of gross ticket sales or total donations received, whichever is greater.)

- Multi-Day Use: \$800 Per Day
(When admission charged or donation accepted, rates would be assessed at the applicable per-day rate against 10% of gross ticket sales or total donations received, whichever is greater.)

Building Rates – Individual Sections:

- Hall A \$700 Per Day

- Mini Halls (B, C, D, E) \$250 Per Mini Hall Per Day

- Meeting Room F \$100 Per Day

- Meeting Room G \$75 Per Day

- Lobby \$300 Per Day (Booked only on rare occasions and when it does not interfere with other bookings in building. With 30-day notice, director has option to move event in case of other bookings.)

Catering: The Civic Center has no in-house caterer. Outside caterers are aloud to cater events as long as they meet all City of Port Arthur Health Codes and/or any health requirements from Jefferson County, the State of Texas or Federal Government. **A Catering Fee of \$.50 per person will be assessed, along with a \$250 cleaning deposit. (The cleaning deposit is refundable. Refund is determined by the Civic Center Director. To receive the refund the person renting the Civic Center must remove all decorations from the building, clear tables of all items and cause no excessive cleaning to the building.)**

Alcohol: The Civic Center does not hold a liquor license. For non-ticketed events (wedding receptions, banquets, reunions, etc.) alcohol can be brought in by individuals. For ticketed events (concerts, consumer shows, etc.) and/or events where alcohol is to be sold, the Civic Center reserves the sole right to control all sales. Security is required for all events where alcohol is present.

Plaza and/or Portion of Parking Area: \$300 Per Day or 10% of all sales/admission fees, (whichever is greater).

Non-Profit Schedule/ Student Activity Schedule (Civic, Cultural and/or religious groups. [Port Arthur Only] & Proms, Dances, Fundraising Groups, Etc.):

- Main Hall \$800 Per Day (multi-day use \$700/day)
- Hall A \$600 Per Day
- Mini Halls (B, C, D, E) \$200 Per Day

Hourly Schedule: \$100 Per Hour with three-hour minimum with limits on setups.

Move-in/Move-out rates: If the Lessee renting the facility at the rates specified needs a day or days prior to and/or immediately following an event for the purpose of moving equipment etc., in or out of the facility, or for rehearsing, the charge will be 60% of the applicable one-day event rate.

Holiday Rate: Double amount of applicable rate on holiday, one and a half applicable rate for holiday weekend.

Conditions: Rates are based on a four-wall policy and include a normal setup of stage, tables, and chairs of available Civic Center inventory, janitorial services and utilities. The Lessee will be charged a \$100 minimum for any outside equipment, i.e., stage, tables, etc., that needs to be acquired from outside sources to accommodate the event setup.

Rates do not include labor for the event production, i.e., decorating, stagehands, sound, spot or light operators, security, ticket takers, etc.

Time restrictions for event days are based on a basic all-day use; 8am – midnight. Time restrictions for move-in/move-out days are based on an eight- (8) hour period. The Lessee will be charged a rate of \$150/hr for use of the facility outside the time schedule of applicable rate. This includes load-out times of performers, sound/light equipment, decorations, etc., which were used during the event.

The Lessee will be charged a rate of \$75 per hour minimum two hours for any change or changeover, before or during the event, from the initial setup as agreed upon by the event chairperson and Civic Center Director.