



# RENTAL & USAGE FEES

8.25% sales tax where applicable - 5% fee for credit card payment

## CIVIC CENTER

ITEM	ADD TAX	DESCRIPTION	WEEKEND (5PM FRIDAY-SUNDAY)	WEEKDAY (MONDAY-5PM FRIDAY)
<b>DOWNSTAIRS EXHIBIT HALL</b> 14,464 SQ. FT, Screen 9'x12'		Rate is for Hall Only Chairs & Tables not included	\$1000 Commercial \$700 Non-Profit	\$700 Commercial \$500 Non-Profit
<b>UPSTAIRS EXHIBIT HALL</b> 4,316 SQ. FT, Screen 8'x 10'		Hall includes Upstairs Kitchen, 2 Breakout Rooms (386 & 449 sq. ft.)	\$600 Commercial \$500 Non-Profit	\$450 Commercial \$350 Non-Profit
<b>UPSTAIRS HALL EARLY EXIT</b> WEEKDAY 8AM-3PM ONLY		Hall, Kitchen, Breakout Rooms Chairs & Tables for 50 people	N/A N/A	\$350 Commercial \$350 Non-Profit
<b>EARLY MOVE IN/ LATE OUT</b>		50% Of Room Rental Amount	%	%
<b>LARGE MEETING ROOM</b> 766 SQ FEET		Rate is for Room Only Chairs, Tables, Projector, Screen Extra	\$100 Commercial \$100 Non-Profit	\$80 Commercial \$80 Non-Profit
<b>SMALL MEETING ROOM</b> 393 SQ FEET		Rate is for Room Only Chairs, Tables, Projector, Screen Extra	\$50 Commercial \$50 Non-Profit	\$50 Commercial \$50 Non-Profit
<b>LOBBY AREA</b>		Civic Center Main Lobby	\$50 Per Day	\$50 Per Day
<b>TICKET BOOTH</b>		Double Pass, 4 Windows, Locking Door	\$25 Per Day	\$25 Per Day
<b>CATERING KITCHEN</b>		Full Access to Catering Kitchen	\$175 Per Day	\$175 Per Day
<b>EXHIBIT PARKING LOT</b>		Exhibits Outside on Paved Parking	\$100 Per Day	\$100 Per Day
<b>BANQUET TABLES</b>	(+ Tax)	6' & 8' Rectangle Tables	\$5 Per Table	\$5 Per Table
<b>CAFÉ TABLES</b>	(+ Tax)	High Round Table	\$5 Per Table	\$5 Per Table
<b>ROUND DINING TABLES</b>	(+ Tax)	5' & 6' Round Dining Tables	\$5 Per Table	\$5 Per Table
<b>SEMINAR TABLES</b>	(+ Tax)	6' Narrow Rectangle Classroom Tables	\$5 Per Table	\$5 Per Table
<b>CHAIRS</b>	(+ Tax)	Padded Metal Frame Chairs	\$1.00 Each Per Event	\$1.00 Each Per Event
<b>STAGE PER UNIT</b>	(+ Tax)	4' x8' Sections	\$15 Per Section	\$15 Per Section
<b>STAGE WITH SKIRTING</b>	(+ Tax)	12' x 32' With Skirting	\$140 Per Day	\$140 Per Day
<b>STAGE - SPECIAL SET UP</b>	(+ Tax)	12' x 32' With Skirting & Special Set Up	\$200 Per Event	\$200 Per Event
<b>SOUND SYSTEM</b>		Sound System, No Laptop Included	\$100 Per Event	\$100 Per Event
<b>PHONE LINE / CREDIT CARDS</b>		Phone Line to Run Credit Cards	\$25 Per Day	\$25 Per Day
<b>PIPE &amp; DRAPE</b>	(+ Tax)	Per 10' Section	\$10 Per Event	\$10 Per Event
<b>PODIUM</b>	(+ Tax)	Wooden Speaker Podium	\$10 Per Event	\$10 Per Event
<b>PROJECTOR PORTABLE</b>	(+ Tax)	Portable LCD Projector No Laptop Inc.	\$75 Per Day	\$75 Per Day
<b>PROJECTOR SCREEN</b>	(+ Tax)	Portable 80" Projection Screen	\$25 Per Day	\$25 Per Day
<b>DRY ERASE BOARD</b>	(+ Tax)	Large Adjustable, Double Sided	\$6 Per Day	\$6 Per Day
<b>FLAG SET</b>	(+ Tax)	Set: American & Texas State Flag	\$10 Per Event	\$10 Per Event
<b>CROWD CONTROL ROPE</b>	(+ Tax)	Set of 2 Adjustable Posts	\$10 Per Event	\$10 Per Event
<b>BEVERAGE COOLER, ROUND</b>	(+ Tax)	Round Portable Ice Cooler	\$5 Per Event	\$5 Per Event
<b>BEVERAGE COOLER, BAR</b>	(+ Tax)	Large Chest Ice Cooler w/Bar Top	\$10 Per Event	\$10 Per Event
<b>BAR, CUSTOM WOOD</b>	(+ Tax)	Full Size Custom Wooden Bar	\$175 Per Event	\$175 Per Event
<b>COFFEE MAKER, 2 POTS</b>	(+ Tax)	Does Not Include Coffee, Filters, or Cups	\$5 Per Day	\$5 Per Day
<b>WATER SERVICE</b>	(+ Tax)	Ice Water Pitcher, Ice, and Cups	\$25 Per Day	\$25 Per Day
<b>CLEAN-UP FEE</b>		Downstairs Hall: Up to \$350 Upstairs Hall: Up to \$250 Meeting Rooms: Up to \$50		
<b>ADMISSIONS-TICKETED EVENTS</b>		Fee Per Admisson Sold or Comp	Commercial Event \$1	Non-Profit Event \$.50

## LEASE INFORMATION

A non-refundable deposit of up to \$500 is required to hold an event date. The deposit will be applied to the room rental fee.

All food served or sold must come from a licensed food establishment. Caterers must supply their Sales Tax ID, Health Permit, and Liability Insurance.

Events serving or selling alcohol are required to have TABC permits and licensed bartenders with proof of TABC certification and photo ID.

Alcohol is not allowed in this facility for any event honoring a minor.