

Assumption Parish Community Center

4910 Highway 308
Napoleonville, LA 70390
(985) 369-2195

erintheriot@assumptionla.com

Gymnasium Rental for Social Events

- **Rental Rate, \$2,500**
 - (5) hour event allowance; (2) hour post-event allowance for clean-up
 - \$1,250 (50% of rental rate) deposit due at booking, balance due 30 days prior to event
 - Usage contract includes: concession stand, kitchen, restrooms, backstage dressing rooms, tables & chairs:
 - (25) 60" round tables – seat 8; (5) 72" round tables – seat 10; (20) 6' rectangular tables; (500) chairs
 - 10-hour admittance prior to event start
 - Renter must provide own sound/lighting
 - Booking deposit is non-refundable
 - Capacity, 600 people
- **Catering**
 - Renter must provide own caterer
 - Caterer must acknowledge cleaning requirements specific to kitchen use
- **Cleanup/Damage Deposit, \$1,000**
 - Due 30 days prior to event
 - Janitorial staff is provided; however, Renter assumes some cleaning responsibilities
 - Renter is responsible for removing all personal belongings from facility
 - Caterer must return kitchen to the condition in which it was found
 - Upon post event walkthrough by facility manager, all clean-up refund rules have been complied with as well as no damage to the facility, entire clean-up deposit is refunded
- **Event Liability Insurance (\$1,000,000/coverage, police required)**
 - Many options; contact your insurance agent or seek out event insurance providers
 - Assumption Parish Police Jury must be named as additional insured
- **Security Required**
 - Minimum of (2) APSO deputies required for (5) hour event (cost approx: \$25/hour)
 - Contact: Bayou L'Ourse Sub Station to contract (30) days prior to event, (985)631-6611
- **Optional Amenities (rentals)**
 - Stage Rental, 4 stage pieces 6'x8' (14" rise), \$15 per piece (separate from the built in stage)
 - Pub Tables, \$10 per table
- **The Assumption Parish Community Center is a NON-SMOKING facility. Non-compliance will result in an immediate forfeiture of the Clean-Up Deposit.**

For additional information or to schedule an event,
please contact Erin Theriot at (985) 369-2195 or erintheriot@assumptionla.com.