

Assumption Parish Community Center

*4910 Highway 308
Napoleonville, LA 70390
(985) 369-2195
maria@assumptionla.com*

Half Reception Hall Rental

- **Rental Rate, \$1,000**
 - *3,500 square foot Reception Hall*
 - *(5) hour event allowance; (1) hour post-event allowance for clean-up*
 - *\$500 deposit due at booking, balance due 30 days prior to event*
 - *Usage contract includes: reception hall, kitchen, outdoor patios, restrooms, tables & chairs*
 - *(25) 60" round tables – seat 8; (5) 72" round tables, seat 10; (20) 6' rectangular tables; (300) upholstered banquet chairs*
 - *(10) hour admittance prior to event for preparation*
 - *Booking deposit is non-refundable*
 - *Capacity, 200 people*
- **Catering**
 - *Renter must provide own caterer*
 - *Caterer must acknowledge cleaning requirements specific to kitchen use*
- **Refundable 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 the removal of personal belongings from facility*
 - *Caterer must return kitchen to the condition in which it was found*
 - *Upon post event walkthrough by facility manager and all clean up refund rules have been complied with as well as no damage to the facility, entire clean-up deposit refunded*
- **Event Liability Insurance (\$500,000/coverage, policy 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 (1) APSO deputy required for (5) hour event (cost approx: \$40/hour)*
 - *Contact: Bayou L'Ourse Sub Station to contract (30) days prior to event, (985)631-6611*
- **Optional Amenities (rented by APCC)**
 - *Stage Rental, 4 stage pieces 6'x8' (14" rise), \$15 per piece*
 - *Pub Tables, \$10 per table*

*For additional information or to schedule an event, please
contact Maria Joseph at (985) 369-2195 or maria@assumptionla.com.*