

# Assumption Parish Community Center

4910 Highway 308 - Napoleonville, LA 70390

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## FOR-PROFIT EVENTS

- **Rental Rate, \$5,000**

- *\$1,000 non-refundable deposit due at booking, balance due 30 days prior to event*
- *(5) hour event allowance; (2) hour post-event allowance for clean-up*
- *10-hour admittance prior to event start; Renter must provide own sound/lighting*
- *Booking deposit is non-refundable*
- *Capacity, 450-Reception Hall; 600-Gymnasium*

- **Requirements**

- *Renter must provide current business license issued by Assumption Parish and provide proof of registration with the Assumption Parish Sales Tax Office.*
- *If alcohol is being sold, Renter must apply for temporary/special event licensure from the Police Jury and then all required licensure by the State of Louisiana. A copy of all permits must be provided to the Facility Manager (2) weeks prior to the event.*
- *Event-specific information must be provided to the Facility Manager (30) days prior to the event so that Security requirements can be decided and adequate staffing can be provided.*
- *Third party rentals will not be allowed.*

- **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: \$40/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.***