

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.**