

BANQUETS: AN OVERVIEW



Please see below general information regarding rental rates and fees for banquet rooms at the Houma-Terrebonne Civic Center.

The rental period is from 8am-midnight.



Meeting/Banquet Rooms

Rental price is \$1000/day for entire wing of approximately 10,000 sq ft. or \$300/room for approximately 2500 sq ft. The (4) four dividable rooms can accommodate groups of approximately 50 to 500 people.

The rental price includes all tables and chairs, as well as setup, reasonable cleanup, and teardown.

All food, beverage, and alcohol catering is exclusive through your choice of one of our approved caterers. An approved caterers list with contact information and/or menu options can be found in the *CATERING* section of the website. Catering quotes are most often provided only after the client signs a contract for the space.

You will need to contract any and all decorating services from an outside vendor.

Security through the Houma Police Department is required for all events where alcohol is served, as well as some functions with a high volume of patrons where crowd control is needed. The rate for a security detail is \$25/hour/officer, with a 4-hour minimum that applies.

Insurance of \$500,000 of General Liability coverage is required for use of the meeting rooms on event days, as well as any load in/out days. *Terrebonne Parish Consolidated Government* must also be listed as Certificate Holder and Additional Insured.

Events are not considered booked without a signed contract and deposit for (1/2) half or, on some occasions, full payment for room rental.

Please contact the sales department for details on the following information. Thank you for your interest, and we hope to host your event!