



Please see below general rental rates, fees, and information for the Houma-Terrebonne Civic Center.

The rental period is from 8am-midnight.



**ARENA CONFIGURATION:**

HALL A & B: Public ticketed events where admission is charged, \$2,500 base rental fee against 10% of gross proceeds after taxes, whichever figure is greater, computed per day, plus a \$500 set-up fee.

All other events where no admission is charged- \$2,500 base rental fee/day plus a \$500 set-up fee.

- *25% discount off the base rent for non-profit organizations based in Terrebonne Parish ONLY*

**THEATRE CONFIGURATION:** (Use of theater grid system)

HALL B: Public ticketed events where admission is charged- \$1,500 base rental fee against 10% of gross proceeds after taxes, whichever figure is greater, computed per day, plus a \$300 set-up fee.

All other events where no admission is charged- \$1,500 base rental fee/day, plus a \$300 set-up fee.

- *25% discount off the base rent for non-profit organizations based in Terrebonne Parish ONLY*

**HALF ARENA CONFIGURATION:**

HALL A or B: \$1,500 base rental fee/day plus a \$300 set-up fee.

- *25% discount off the base rent for non-profit organizations based in Terrebonne Parish ONLY*

**FLOOR ONLY CONFIGURATION:**

Events that require no equipment or inventory and only an empty floor space will incur a reduced rent and setup charge of the following:

HALL A: \$1,200 base rental fee/day, plus a \$150 set up fee  
HALL B: \$1,400 base rental fee/day, plus a \$200 set up fee  
HALL A & B: \$2,500 base rental fee/day, plus a \$250 set up fee

- *25% discount off the base rent for non-profit organizations based in Terrebonne Parish ONLY*

**MEETING ROOM WING**

Meeting Room 1	62' X 38'	\$300 all inclusive
Meeting Room 2	62' X 38'	\$300 all inclusive
Meeting Room 3	62' X 50'	\$300 all inclusive
Meeting Room 4	31' X 38'	\$150 all inclusive

Meeting Room 5	31' X 38'	\$ 150/day all inclusive
Meeting Room 4-5	62' X 38'	\$ 300/day all inclusive
Meeting Room 3-4-5	62' X 88'	\$ 600/day all inclusive
Meeting Room Wing (1-5)	62' X 164'	\$1000/day all inclusive

### **LOBBY CONCOURSE**

Rental rate may be charged when lobby is used as event space.

Lobby concourse: \$ 600/day all inclusive

### **PARKING LOT**

Rental rates may be charged when the parking lot space is specifically used as event space, not to include event parking

Lot A (Bayou-side)-	\$ 700/day
Lot B (Front)-	\$ 400/day
Lot C (Lot with RV Pedestals)-	\$2000/day

Our backstage dressing rooms are available to you at no charge. There are (4) four large rooms and (2) two small "Star" rooms.

The rental prices above include all tables and chairs, as well as setup, reasonable cleanup, and teardown.

Move-in days are half of the base rent per day when occurring between 8am-5pm weekdays only. Please note that move-in days are not discounted.

You will need to contract decorating services from an outside vendor, if applicable. You will also need to contract with an outside vendor any production services i.e. sound and stage lights associated with your event, if applicable. All other building equipment or soft goods may be rented at an additional charge. A complete list of equipment rental charges, full rental rates, terms and conditions, as well as technical specs can be found on our website or provided upon request.

For events where Ticketmaster ticket services are requested or required, the following charges would apply:

- 3% fee of gross Box Office receipts charged to the promoter at settlement.
- \$1 facility maintenance fee added to the price of every ticket sold at the Civic Center's Box Office, which is retained by the Civic Center.
- 4% fee charged to the promoter at settlement for all credit card sales for tickets purchased through the Civic Center's Box Office

*Please note that other equipment or miscellaneous expenses may apply as the event details surface.*

### **OTHER RENTAL TERMS**

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/officer/hour, with a 4-hour minimum that applies.

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. If your event has concession needs, the Houma Civic Center's in-house concessionaire can provide you with fixed or portable concessions.

Our Risk Management Department requires that you provide a one-million dollar General Liability insurance certificate for the arena and parking lot or five-hundred thousand dollar General Liability insurance certificate for the meeting rooms naming *Terrebonne Parish Consolidated Government* as Additional Insured and Certificate Holder. This must include move-in and move-out days as well as event days.

If your event includes public ticket sales/admission fee, you may need to obtain a Special Event Occupational License from the Sales & Use Tax Department for a charge of \$250. Please contact this department at 985-876-3734 for additional information.

One of our special features is our paved parking lot capable of parking 1600 vehicles and providing electric and water to 200 guests through our RV pedestals. We also have 8 dump stations conveniently located on site. There is a \$20/day RV hookup charge for guests that would like to use these services.

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

For more information, please contact the sales department. Thank you for your interest, and we hope to host your next event!