

WEDDINGS: AN OVERVIEW



Please see below an overview regarding rental rates and fees for banquet rooms at the Houma-Terrebonne Civic Center, as it applies to weddings and/or receptions.

The rental period is from 8am-midnight.



Banquet Rooms

Rental price: \$1000/day for entire wing of approximately 10,000 sq ft. or \$300/room. The facility has 4 dividable rooms at approximately 2500 sq ft/room.

Please note that one room is too small to set up tables, catering (food and bar), cake table(s), entertainment, etc.

Meeting Room 1-2 -- 62' X 78'.....	\$600
Meeting Room 2-3 -- 62' X 89'.....	\$600
Meeting Room 1-2-3 -- 62' X 127'.....	\$900
Meeting Room 3-4-5 -- 62' X 88'	\$600
Meeting Room Wing -- 62' X 166'	\$1000

The rental price includes all tables and chairs, as well as setup, reasonable cleanup, and teardown. You may use any decorator and florist of your choice.

All food, beverage, and alcohol catering is exclusive through your choice 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.

The Houma Police Department must provide you the security of two officers if alcohol is served. The rate is \$25/hour/officer with a 4-hour minimum.

Per our Risk Management Department, insurance of \$500,000 of General Liability coverage is required for use of the building 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!