

ROBERT A. "BOB" BOWERS CIVIC CENTER (Port Arthur, TX)
RENTAL RATES and POLICIES

Main Hall (A, B, C, D, E)

- Commercial Schedule: \$1250 Per Day
(When admission charged or donation accepted, rates would be assessed at the applicable per-day rate against 10% of gross ticket sales or total donations received, whichever is greater.)

Building Rates – Individual Sections:

- Hall A \$900 Per Day
- Mini Halls (B, C, D, E) \$350 Per Mini-Hall, Per Day
- Meeting Room F \$100 Per Day
- Meeting Room G \$75 Per Day
- Lobby \$400 Per Day (Booked only on rare occasions and when it does not interfere with other bookings in building. With 30-day notice, director has option to move event in case of other bookings.)

-Tables are not included in the rental and are \$5.00 each. (The use of risers/stadium seating is an additional charge of \$500.00 per section)

-Catering: The Civic Center has no in-house caterer. Outside caterers are allowed to cater events as long as they meet all City of Port Arthur Health Codes and/or any health requirements from Jefferson County, the State of Texas or Federal Government. **A Catering Fee of \$.75 per chair set will be assessed; if alcohol is present, the fee is \$1.25 per chair set. (If the event has no seating, the chair set charge will be per person.) Maximum attendance for a catering event is 1200 people.**

-Building Deposit: A **\$1000 building deposit** will be assessed to every event. *(The building deposit is refundable. Refund is determined by the Civic Center Director. To receive the refund, the person renting the Civic Center must remove all decorations from the building, clear tables of all items, clean the kitchen and cause no excessive cleaning to the building. Refund is also subject to any damage or time overage.)*

-Alcohol: The Civic Center does not hold a liquor license. For non-ticketed events (wedding receptions, banquets, reunions, etc.) alcohol can be brought in by individuals. For ticketed events (concerts, consumer shows, etc.) and/or events where alcohol is to be sold, the Civic Center reserves the sole right to control all sales. **Alcohol is prohibited at any party or event given in honor of a minor.**

-Security: Security is required for all events where alcohol is present. Security is required for all dances or like events. It is at the discretion of the Civic Center Director to determine if any other event will require security. The level of security is determined by the Civic Center Director with consultation with the Port Arthur Police Department. It is at the discretion of security personnel on duty as to the overall safety of an event. Therefore, the security personnel shall determine entry or re-entry of individuals during an event and capacity as it relates to crowd control. All security is required from when the doors open for the event until 30 minutes after the event ends.

-Plaza and/or Portion of Parking Area: \$400 Per Day or 10% of all sales/admission fees, (whichever is greater).

-Non-Profit Schedule/ Student Activity & Multi-Day Use Schedule (Civic, Cultural and/or religious groups. [Port Arthur Only] & Proms, Fundraising Groups, Etc.):

- Main Hall \$1100 Per Day
- Hall A \$800 Per Day
- Mini Halls (B, C, D, E) \$300 Per Day

-Move-in/Move-out rates: If the Lessee renting the facility at the rates specified needs a day or days prior to and/or immediately following an event for the purpose of moving equipment etc., in or out of the facility, or for rehearsing, the charge will be 60% of the applicable one-day event. **Any side draping requires two move-in day. Any ceiling draping will require a rental of a minimum of three (3) move-in days.**

-Holiday Rate: Double amount of applicable rate on holiday, one and a half applicable rate for holiday weekend.

-Conditions: Rates are based on a four-wall policy and include a normal setup of stage, and chairs of available Civic Center inventory, janitorial services and utilities. The Lessee will may be charged a \$150 minimum for any outside equipment, i.e., stage, tables, etc., that needs to be acquired from outside sources to accommodate the event setup. An

-Time Restrictions: Event days are based on a basic all-day use; **9am – midnight**. Time restrictions for move-in/move-out days are based on an eight- (8) hour period. The Lessee will be charged a rate of **\$150/hr for use of the facility outside the time schedule** of applicable rate. This includes load-out times of performers, sound/light equipment, decorations, etc., which were used during the event. **The latest an event can go till is 1 am with a one-hour clean-up period, till 2 am.** The rental rate time includes the one-hour clean-up period. If the Lessee has not vacated the building by the end time specified in the contract, a charge, of **\$100.00 for the first thirty minutes after the end time, and \$200.00 for each additional thirty minutes**, will be assessed. This charge can be withheld from the Cleaning/Security Deposit and/or any funds of the Lessee in possession of the Lessor.

-Hanging or Postering: Those renting the Civic Center are prohibited from having anything nailed, stuck or taped to any portion of the Civic Center. **No balloons allowed which are lighter than air.**

-Date Reservation: A date can be held without a deposit for up to four weeks. Once the four weeks has passed, and no confirmation with a contract in process, the date will be available for other groups. For any holds, no date will be released to another group without a courtesy call to the person with the first hold. If the person with the first hold still wants to the date, they have to give all information for a contract immediately and the deposit will not be refundable for any cancellation.

-Cancellations: Cancellation of an event must be in writing. If the event is cancelled at least six months prior to the date of the event, any money paid is eligible to be refunded at the discretion of the Director of the Civic Center as long as no previous agreements prevent the refund. Any event cancelled less than six months prior to the date of the event, no money paid will be refunded. The Director of the Civic Center has discretion to refund money paid depending on extreme circumstances for cancellation and/or other extenuating circumstances.

--Rates do not include labor for the event production, i.e., decorating, stagehands, sound, spot or light operators, security, ticket takers, etc.

-- The Lessee will be charged a rate of \$100 per hour minimum four hours for any change or changeover, before or during the event, from the initial setup as agreed upon by the event chairperson and Civic Center Director.

--Anyone renting the Civic Center must follow all City, County, State and Federal laws, codes, guidelines and policies.