



RENTAL & USAGE FEES

8.25% sales tax where applicable - 5% fee for credit card payment

CIVIC CENTER

ITEM	ADD TAX	DESCRIPTION	WEEKEND (5PM FRIDAY-SUNDAY)	WEEKDAY (MONDAY-5PM FRIDAY)
DOWNSTAIRS EXHIBIT HALL		Rate is for Hall Only	\$1000 Commercial	\$700 Commercial
14,464 SQ. FEET		Chairs & Tables not included	\$700 Non-Profit	\$500 Non-Profit
UPSTAIRS EXHIBIT HALL		Hall includes Upstairs Kitchen,	\$600 Commercial	\$450 Commercial
4,316 SQ. FEET		2 Breakout Rooms (386 & 449 sq. ft.)	\$500 Non-Profit	\$350 Non-Profit
UPSTAIRS HALL EARLY EXIT		Hall, Kitchen, Breakout Rooms	N/A	\$350 Commercial
WEEKDAY 8AM-3PM ONLY		Chairs & Tables for 50 people	N/A	\$350 Non-Profit
EARLY MOVE IN/ LATE OUT		50% Of Room Rental Amount	%	%
LARGE MEETING ROOM		Rate is for Room Only	\$100 Commercial	\$80 Commercial
766 SQ FEET		Chairs, Tables, Projector, Screen Extra	\$100 Non-Profit	\$80 Non-Profit
SMALL MEETING ROOM		Rate is for Room Only	\$50 Commercial	\$50 Commercial
393 SQ FEET		Chairs, Tables, Projector, Screen Extra	\$50 Non-Profit	\$50 Non-Profit
LOBBY AREA		Civic Center Main Lobby	\$50 Per Day	\$50 Per Day
TICKET BOOTH		Double Pass, 4 Windows, Locking Door	\$25 Per Day	\$25 Per Day
CATERING KITCHEN		Full Access to Catering Kitchen	\$175 Per Day	\$175 Per Day
EXHIBIT PARKING LOT		Exhibits Outside on Paved Parking	\$100 Per Day	\$100 Per Day
BANQUET TABLES	(+ Tax)	6' & 8' Rectangle Tables	\$5 Per Table	\$5 Per Table
CAFÉ TABLES	(+ Tax)	High Round Table	\$5 Per Table	\$5 Per Table
ROUND DINING TABLES	(+ Tax)	5' & 6' Round Dining Tables	\$5 Per Table	\$5 Per Table
SEMINAR TABLES	(+ Tax)	6' Narrow Rectangle Classroom Tables	\$5 Per Table	\$5 Per Table
CHAIRS	(+ Tax)	Padded Metal Frame Chairs	\$1.00 Each Per Event	\$1.00 Each Per Event
STAGE PER UNIT	(+ Tax)	4' x8' Sections	\$15 Per Section	\$15 Per Section
STAGE WITH SKIRTING	(+ Tax)	12' x 32' With Skirting	\$140 Per Day	\$140 Per Day
STAGE - SPECIAL SET UP	(+ Tax)	12' x 32' With Skirting & Special Set Up	\$200 Per Event	\$200 Per Event
SOUND SYSTEM		Sound System, No Laptop Included	\$100 Per Event	\$100 Per Event
PHONE LINE / CREDIT CARDS		Phone Line to Run Credit Cards	\$25 Per Day	\$25 Per Day
PIPE & DRAPE	(+ Tax)	Per 10' Section	\$10 Per Event	\$10 Per Event
PODIUM	(+ Tax)	Wooden Speaker Podium	\$10 Per Event	\$10 Per Event
PROJECTOR PORTABLE	(+ Tax)	Portable LCD Projector No Laptop Inc.	\$75 Per Day	\$75 Per Day
PROJECTOR SCREEN	(+ Tax)	Portable 80" Projection Screen	\$25 Per Day	\$25 Per Day
DRY ERASE BOARD	(+ Tax)	Large Adjustable, Double Sided	\$6 Per Day	\$6 Per Day
FLAG SET	(+ Tax)	Set: American & Texas State Flag	\$10 Per Event	\$10 Per Event
CROWD CONTROL ROPE	(+ Tax)	Set of 2 Adjustable Posts	\$10 Per Event	\$10 Per Event
BEVERAGE COOLER, ROUND	(+ Tax)	Round Portable Ice Cooler	\$5 Per Event	\$5 Per Event
BEVERAGE COOLER, BAR	(+ Tax)	Large Chest Ice Cooler w/Bar Top	\$10 Per Event	\$10 Per Event
BAR, CUSTOM WOOD	(+ Tax)	Full Size Custom Wooden Bar	\$175 Per Event	\$175 Per Event
COFFEE MAKER, 2 POTS	(+ Tax)	Does Not Include Coffee, Filters, or Cups	\$5 Per Day	\$5 Per Day
WATER SERVICE	(+ Tax)	Ice Water Pitcher, Ice, and Cups	\$25 Per Day	\$25 Per Day
CLEAN-UP FEE		Downstairs Hall: Up to \$350	Upstairs Hall: Up to \$250	Meeting Rooms: Up to \$50
ADMISSIONS-TICKETED EVENTS		Fee Per Admisson Sold or Comp	Commercial Event \$1	Non-Profit Event \$.50

LEASE INFORMATION

A non-refundable deposit of \$250 is required to hold an event date. The deposit will be applied to the room rental fee.

All food served or sold must come from a licensed food establishment. Caterers must supply their Sales Tax ID, Health Permit, and Liability Insurance.

Events serving or selling alcohol are required to have TABC permits and licensed bartenders with proof of TABC certification and photo ID.

Alcohol is not allowed in this facility for any event honoring a minor.