

Assumption Parish Community Center

4910 Highway 308
Napoleonville, LA 70390
(985) 369-2195
maria@assumptionla.com

Whole Reception Hall Rental –NON PROFIT EVENTS

- **Rental Rate, \$2,000**
 - 7,000 square foot Reception Hall
 - (5) hour event allowance; (1) hour post-event allowance for clean-up
 - \$1,000 deposit due at booking, balance due 30 days prior to event
 - Usage contract includes: reception hall, kitchen, outdoor patios, restrooms, tables & chairs
 - (25) 60” round tables – seat 8; (5) 72” round tables, seat 10; (20) 6’ rectangular tables; (300) upholstered banquet chairs
 - (10) hour admittance prior to event for preparation
 - Booking deposit is non-refundable
 - Capacity, 450 people
- **Requirements**
 - Renter must provide 501 (c)(3) certification (Exclusions: faith-based organizations, school/athletic program fundraisers, political candidate fundraisers, dance recitals, class reunions); Proof of nature of Renter organization may be required
 - Contact Facility Director for more information
- **Catering**
 - Renter must provide own caterer
 - Caterer must acknowledge cleaning requirements specific to kitchen use
- **Refundable Cleanup/Damage Deposit, \$1,000**
 - Due 30 days prior to event
 - Janitorial staff is provided; however, Renter assumes some cleaning responsibilities
 - Renter is responsible for the removal of personal belongings from facility
 - Caterer must return kitchen to the condition in which it was found
 - Upon post event walkthrough by facility manager and all clean up refund rules have been complied with as well as no damage to the facility, entire clean-up deposit refunded
- **Event Liability Insurance (\$500,000/coverage, policy required)**
 - Many options; contact your insurance agent or seek out event insurance providers
 - Assumption Parish Police Jury must be named as additional insured
- **Security Required**
 - Minimum of (1) APSO deputy required for (5) hour event (cost approx: \$40/hour)
 - Contact: Bayou L’Ourse Sub Station to contract (30) days prior to event, (985)631-6611
- **Optional Amenities (rented by APCC)**
 - Stage Rental, 4 stage pieces 6’x8’ (14” rise), \$15 per piece
 - Pub Tables, \$10 per table
- **The Assumption Parish Community Center is a NON-SMOKING facility. Non-compliance will result in an immediate forfeiture of the Clean-Up Deposit.**