

# Assumption Parish Community Center

4910 Highway 308  
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## Gymnasium–NON PROFIT EVENTS

- **Rental Rate, \$2,500**
  - (5) hour event allowance; (2) hour post-event allowance for clean-up
  - \$1,250 (50% of rental rate) deposit due at booking, balance due 30 days prior to event
    - Usage contract includes: concession stand, kitchen, restrooms, backstage dressing rooms, tables & chairs: (25) 60” round tables – seat 8; (5) 72” round tables – seat 10; (20) 6’ rectangular tables; (500) chairs
  - 10-hour admittance prior to event start
  - Renter must provide own sound/lighting
  - Booking deposit is non-refundable
  - Capacity, 600 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 (2) APSO deputies 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.**