MINDEN CIVIC CENTER

Schedule of Fees

SEATING:

Chairs Only	850
Tables & Chairs	450 – 500

Auditorium Only	**$300.00**
For Talent Show, Concert, Dances, etc.	**$600.00**
	***$100.00 Non-Refundable booking fee is required.**

KITCHEN: $125.00

REHEARSALS:
Night before, if no conflict. $75.00.

***Booking fee/deposit must be paid within two weeks of booking date and rental fee of building must be paid within one month of paying booking fee or deposit, unless authorized by the Facilities Director.**

LOBBY AREA:
When used for exhibits, receptions, etc.

Normal Business Hours:	**FREE**
Nights and Week-Ends	**$50.00**

COUNCIL CHAMBER:
Can be used during normal business hours without charge on a first come basis, and when not in conflict with official activities of the City of Minden or City Court. Use during non-business hours **$50.00**.

When facilities are reserved for dances as a school function, there must be at least four chaperones provided by the school – two male and two female**.** All other dances must be sponsored by a non-profit organization and approved in advance and in accordance with the following Security Guideline.

Security Guideline: There must be at least (2) Minden Police Officers and when required, up to (4) Minden Police Officers, present at such functions at a pay rate of $30.00 per hour per officer. The cost of security, including an administrative fee of $10.00, must be paid in advance along with rental and deposit fees.

All functions must terminate at 12 midnight and audience out by 12:15 unless the Center Director has given prior approval.

RULES AND REGULATIONS:

1. There shall be **NO SMOKING** inside the building.
2. Alcohol is **NOT PERMITTED** on the premises (INSIDE OR OUT). Violation could result in criminal prosecution.
3. LESSEE is responsible for:
    a. Abiding by City Ordinances.
    b. Abiding by Fire Codes.
    c. No nails and tacks being used in building.

Failure to follow the rules and regulations will result in loss of rental fee and prohibit any future rentals of the facility. This would include cancellation of all reservations that have been made.