



## Decorating Tips:

### DO'S AND DON'TS

Decorations **may** consist of fresh flowers, decorative centerpieces, votive/tea light candles, and freestanding props.

Dance floors (24 x 24) are created by pulling up carpet squares in Salons.

#### Prohibited Decorations:

- Helium Balloons
- Tape, tacky/fun tack or command hooks
- Confetti/Glitter, Loose Hay/Hay bales
- Open flame candles, pyrotechnics (including sparklers) and fog/smoke machines
- Decorations may not be suspended from ceilings, light fixtures, walls, or curtains.

**Salon rentals require all event coordinators/planners to meet with GPC Staff 30 days prior to the event.**



#### Additional Services:

- Coffee Service
  - \$6 per pot
    - Includes 3 pots of coffee, sugar & creamer
- Bottled Water
  - \$3 per bottle
- Copies
  - \$0.50 per page (color)
  - \$0.10 per page
    - (black and white, one-sided)

#### Complimentary Services:

- GPC Staff sets the room with tables & chairs before event.
  - Salon Tables: (Salon Only)
    - 72 inch rounds
      - Can be set for 8 or 10
    - 6 foot rectangles
    - 16 Pub Tables
  - Classroom Tables
    - 2ft by 6ft
    - Room can be set for a party, conference U, or classroom style.
- Signage in lobby for all events.
- Trash cans and bags are provided.
- For events where security is needed, GPC staff will make security arrangements.



# Grand Prairie Center

Contact:

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Grand Prairie Center is owned and operated by  
Phillips Community College of the University of Arkansas



Room	Dimensions	Rental Pricing*
<b>Executive Conference Room</b> (Max Capacity 20)	26'3"x20'6" <b>Area</b> —540 sq. ft.	<b>Half Day</b> —\$80.00 <b>Full Day</b> —\$160.00
<b>Meeting Room</b> (Max Capacity 15)	23'5"x21'3" <b>Area</b> —490 sq. ft.	<b>Half Day</b> —\$80.00 <b>Full Day</b> —\$160.00
<b>Classroom A</b> (Max Capacity 48)	27'5"x47'4" <b>Area</b> —1,243 sq. ft.	<b>Half Day</b> —\$200.00 <b>Full Day</b> —\$400.00
<b>Classroom B</b> (Max Capacity 35)	23'9"x20'9" <b>Area</b> —490 sq. ft.	<b>Half Day</b> —\$70.00 <b>Full Day</b> —\$140.00
<b>Classroom C</b> (Max Capacity 40)	29'0"x26'6" <b>Area</b> —770 sq. ft.	<b>Half Day</b> —\$70.00 <b>Full Day</b> —\$140.00
<b>Classroom D</b> (Max Capacity 40)	27'6"x23'0" <b>Area</b> —630 sq. ft.	<b>Half Day</b> —\$80.00 <b>Full Day</b> —\$160.00
<b>Grand Hall</b>	365'x21' <b>Area</b> —7,665 sq. ft.	<b>Half Day</b> —\$165.00 <b>Full Day</b> —\$330.00
<b>Salon A</b> (Max Capacity 400)	95'6"x73'4" <b>Area</b> —7,000 sq. ft.	<b>Half Day</b> —\$450.00 <b>Full Day</b> —\$900.00
<b>Salon B</b> (Max Capacity 210)	53'6"x73'4" <b>Area</b> —4000 sq. ft.	<b>Half Day</b> —\$400.00 <b>Full Day</b> —\$650.00
<b>Salon AB Combined</b> (Max Capacity 610)	149'3"x73'4" <b>Area</b> —11,000 sq. ft.	<b>Half Day</b> —\$850.00 <b>Full Day</b> —\$1,500.00

\* Does not include pricing for event security.

## HALF-DAY: 6 HOURS Full Day: 8am-12am

### Riceland Auditorium

(Dressing Rooms Included)

668 (Floor Seating)

- Half Day—\$500.00
- Full Day—\$850.00

1,193 (Retractable Seating)

- Half Day—\$625.00
- Full day—\$1,100.00

### **Security Required**

- \$35 per person/per hour  
(based on needs.)

### **Sound Tech**

- \$150-\$500  
◦ (based on needs)

### Hospitality Kitchen

- Half day—\$30.00
- Full day—\$55.00

### Catering Kitchen &

### Cooking Pavilion

- Half Day—\$165.00
- Full day—\$330.00

### Dressing Room Rental

- \$75.00 per room

## PARTY RATES: BIRTHDAY PARTIES, BABY & BRIDAL SHOWERS

*Additional fees apply to birthday parties, baby & bridal showers.*

Pricing for birthday parties, bridal/baby showers held in **Classrooms B, C, and D** are:

- Half Day—\$75.00
- Full Day—\$150.00

**Renter is responsible for room clean up. All trash is to be taken to the dumpster at the back of the building.**

### Clean Up Deposit

- \$50.00 (Classrooms)
- \$100.00  
◦ (Salons, Auditorium, Dressing Rooms)

The clean up deposit is to be paid in cash the **Friday before the event** and can be picked up the **Monday following the event** if room is clean.

- Renter forfeits the deposit if the room used is not cleaned up after event.

*Additional clean-up fees may apply for larger events.*

### Event Security

Security is **required** for all events in the auditorium, as well as any events where alcohol is being served. GPC Staff will arrange for security. Security deposit must be paid in cash.

- Security consists of two (2) off-duty police officers, \$70 per hour.  
◦ (\$35 per officer.)

**Security must be present the entire duration of event/while alcohol is present.**