

Decorating Tips:

DO'S AND DON'TS

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

GPC provides Vendor information for dance floor rental.

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.

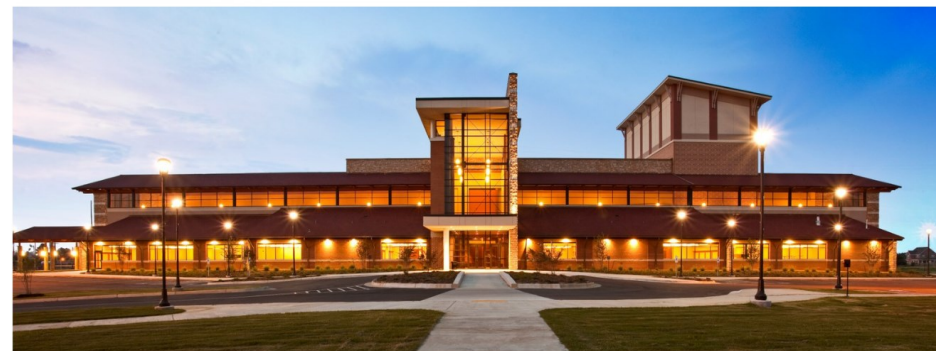


Additional Services:

- 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:

Phone: 870-673-4201

ext. 1895/1896

rrobison@pccua.edu or afields@pccua.edu

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



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