



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. (Carpet remains in place.)

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)
- Staging & Podium + Microphone \$50.00
 - 4x6' Platforms (8 total)
 - Extra mic +\$25.00

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
 - 15 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.
 - **Renter takes out trash from event.**
- For events where security is needed, GPC staff will make security arrangements.



NEW RATES EFFECTIVE

JULY 1, 2025

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 —\$100.00 Full Day —\$200.00 |
| Meeting Room (Max Capacity 15) | 23'5"x21'3" Area —490 sq. ft. | Half Day —\$100.00 Full Day —\$200.00 |
| Classroom A (Max Capacity 50) | 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 —\$80.00 Full Day —\$160.00 |
| 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 —\$175.00 Full Day —\$340.00 |
| Salon A (Max Capacity 400) | 95'6"x73'4" Area —7,000 sq. ft. | Half Day —\$500.00 Full Day —\$1,000.00 |
| Salon B (Max Capacity 210) | 53'6"x73'4" Area —4000 sq. ft. | Half Day —\$450.00 Full Day —\$700.00 |
| Salon AB Combined (Max Capacity 610) | 149'3"x73'4" Area —11,000 sq. ft. | Half Day —\$950.00 Full Day —\$1,700.00 |

* Does not include pricing for event security or additional fees

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

Riceland Auditorium

(Dressing Rooms Included)

Rental 8am-12am

668 (Floor Seating)

- \$1,000.00

1,193 (Retractable Seating)

- \$1,650.00

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

Nonprofit Rate

- \$75.00 (Classrooms)

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

Security must be present for entire duration of event.

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-\$100.00
- Full Day-\$200.00

Pricing for birthday parties, bridal/baby showers held in **Classroom A** are:

- Half Day-\$250
- Full Day-\$450

Weddings

Wedding rental is a flat rate consisting of 2 full days.

- Salon A - \$2,000.00
- Salon B - \$1,000.00
- Combined - \$3,500.00

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 week after the event if room is clean and trash is removed.

- **Renter forfeits the deposit if the room used is not cleaned up after event/trash is not taken to dumpster.**

Additional clean-up fees may apply for larger events.

Revised: 2/13/25