



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 coffee, sugar, creamer & cups
- 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 (69 total)
 - Can be set for 8 or 10
 - 6 foot rectangles (71 total)
 - 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.



Grand Prairie Center

For Rental Information Contact

Mailing Address: 2807 Hwy 165 South, Box A

Physical Address: 2709 Hwy 165 South
Stuttgart, Arkansas 72160

Phone: 870-673-4201
ext. 1895/1896

E-mail:

rrobison@pccua.edu or afields@pccua.edu

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



<u>Room</u>	<u>Room Dimensions</u>	<u>Rental Pricing*</u>
Executive Conference Room (Max Capacity 20)	26'-3" x 20'-6" Area—540 sq. ft.	Half Day-\$80.00 Full Day-\$160.00
Meeting Room (Max Capacity 15)	23'-0" x 21'-3" Area-490 sq. ft.	Half Day-\$80.00 Full Day-\$160.00
Classroom A (Max Capacity 48)	27'-5" x 47'-4" Area-1,124 sq. ft.	Half Day-\$200.00 Full Day-\$400.00
Classroom B (Max Capacity 35)	23'-9" x 20'-9" Area-490 sq. ft.	Half Day-\$70.00 Full Day-\$140.00
Classroom C (Max Capacity 40)	29'-0" x 26'-6" Area-770 sq. ft.	Half Day-\$70.00 Full Day-\$140.00
Classroom D (Max Capacity 40)	27'-6" x 23'-0" Area-630 sq. ft.	Half Day-\$70.00 Full Day-\$140.00
Grand Hall	365' x 21' Area-7,665 sq. ft.	Half Day-\$165.00 Full day-\$330.00
Salon A (Max Capacity 400)	95'-6" x 73'-4" Area-7,000 sq. ft.	Half Day-\$450.00 Full day-\$900.00
Salon B (Max Capacity 210)	53'-9" x 73'-4" Area-4,000 sq. ft.	Half Day-\$400.00 Full day-\$650.00
Combined (Max Capacity 610)	149'-3" x 73'-4" Area-11,000 sq. ft.	Half Day-\$850.00 Full Day-\$1,500.00

*Does not include pricing for Event Security for Alcohol

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

Riceland Auditorium

(Dressing Rooms Included)

668 (Floor Seating)

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

1,200 (Retractable Seating)

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

*Security Required

\$25 per person/per hour

*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

Special rates apply to birthday parties, baby & bridal showers.

Pricing for parties held in Classrooms B, C, D, and Meeting Room are:

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

Parties in Classroom A

- Half Day- \$ PRICE
- Full Day- \$ PRICE

Clean Up Deposit—

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

The clean up deposit is to be paid in cash and can be picked up the Monday following event. Renter forfeits the deposit for failure to take out the trash.