

The Baker Municipal Building Auditorium is available for rental to individuals and organizations. It measures 110 feet by 81 feet and has a capacity of 650 people. Events anticipating attendance above 650 must be reported prior to the event.

Amenities include:

(30) 64-inch round tables  
(40) eight-foot-rectangular banquet tables  
(350) chairs  
Stage  
Large pull down screen  
Podium  
Use of the auditorium kitchen

**NOTE: We do not supply ice. There is an extra fee for use of the sound system.**

Rental includes setup of the tables, chairs, podium and sound system (if fee is paid for use), as well as clean-up after the event. The rental hours begin at 7:30 a.m. and end at 2:00 a.m. Security must be arranged if the event includes serving or the consumption of alcohol.

**How to Rent the Auditorium**

To rent the auditorium, please see someone at the receptionist desk in City Hall located next to the Utility Billing Department. Please bring a check or money order to cover the deposit and a valid driver's license or picture ID. The Baker Municipal Building Auditorium hours of operation are from 8:00 a.m. to 4:30 p.m.

**Guidelines**

We only accept checks or money orders.

If alcohol is being served, security is needed. Security must be arranged with the Baker Police Department. Upon payment, a letter indicating that security has been arranged will be provided. The security letter must be presented upon or before final payment is made on the contract.

Final payment must be made at least one week prior to the event. Payments made less than thirty days before the event must be made by money order.

Cancellations must be made in writing a minimum of thirty days before the event or the entire balance of the contract is due and owed.

Deposits are refundable only with a notice of cancellation received in writing a minimum of thirty days before the event and if the auditorium is subsequently re-rented.

For more information regarding the rental of the auditorium, please contact (225) 778-0300.

## Rates

The following schedule, as referred to in Section 16-143, shall be the rates charged for the use of the Civic Room and Municipal Building Auditorium, effective January 15, 2014.

**I. MAIN AUDITORIUM:** Rental of the Municipal Building Auditorium includes: auditorium setup, 30 round tables, 40 banquet tables, 350 chairs, podium, use of the kitchen, use of the rest rooms in the auditorium, use of the stage, use of the pull-down screen and auditorium clean-up. The sound system is extra.

### **A. Weekend Rentals (Friday, Saturday and Sunday):**

1. Weddings and Receptions: (7:30 a.m. – 2 a.m.) Rental includes a two hour walk-through Tuesday, Wednesday or Thursday prior to the event, depending on the availability of the auditorium.  
**\$1,000.00 per day:** Baker Resident (\$500.00 deposit due upon booking)  
**\$1,200.00 per day:** Non-Resident (\$600.00 deposit due upon booking)
2. Balls: (7:30 a.m. – 2 a.m.)  
**\$1,000.00 per day:** Baker Resident + \$150.00 per day for decorating, limited to five days prior to. (\$500.00 deposit due upon booking)  
**\$1,200.00 per day:** Non-Resident + \$200.00 per day for decorating, limited to five days prior to. (\$600.00 deposit due upon booking)
3. Promotional Events: (7:30 a.m. – 2 a.m.)  
**\$2,000.00 per day** (\$1,000 deposit due upon booking)
4. Other Events: (7:30 a.m. – 2 a.m.)  
**\$1,000.00 per day:** Baker Resident (\$500.00 deposit due upon booking)  
**\$1,200.00 per day:** Non-Resident (\$600.00 deposit due upon booking)  
**\$300.00 deposit:** Baker Schools, amount to be refunded if event occurs

### **B. Weekday Rentals (Monday – Thursday):**

1. All Day Events: (7:30 a.m. – 2 a.m.)  
**\$650.00 per day:** Baker Resident (\$325.00 deposit due upon booking)  
**\$1,200.00 per day:** Non-Resident (\$600.00 deposit due upon booking)  
**\$300.00 deposit:** Baker Schools, refunded if event occurs
2. Non-Profit: All-Day Events (7:30 a.m. – 2 a.m.) Required: IRS Letter declaring the organization has 501(c)(3) non-profit status and proof from Louisiana Secretary of State of active status.  
**\$400.00 per day:** Baker Resident (\$400 payment due upon booking)  
**\$600.00 per day:** Non-Resident (\$600.00 deposit due upon booking)  
**\$300.00 deposit:** Baker Schools, refunded if event occurs
3. Rehearsal Dinners: (Three hours Tuesday, Wednesday or Thursday, upon Availability)  
**\$300.00:** Baker Resident (Paid in full upon booking)  
**\$400.00:** Non-Resident (Paid in full upon booking)

a. **Decorating: \$100 for each additional hour** on day of rental (during the hours of 8 a.m. to 8:30 p.m.)

4. Adult Parties: Five hours total—including time for decorating)  
**\$650.00** – Baker Residents (\$325.00 deposit due upon booking)

a. **Decorating: \$100 for each additional hour** on day of rental (during the hours of 8 a.m. and 8:30 p.m.)

**C. Sound System:** (Includes mixing board, amp, up to four speakers, two lapel microphones, two corded microphones, two wireless microphones, music /dvd player, laptop for mp3s, iPod connection and audio engineer)

1. Weddings, Receptions and Balls: **\$125.00** for five hours (\$35.00 per additional hour)

2. Adult Parties: **\$125.00**

3. Promotional Events: **\$35 per hour** (minimum of five hours, **plus \$35** for setup and tear-down of sound system.)

**D. Lighting and Video: \$35 per hour** (plus \$35 setup)

**II. Civic Center (Civic Room):** Rental of the Civic Center Civic Room includes: the use of the Civic Room.

A. Baby Showers: **\$300 for five hours** (Sunday's only)