



Event Type	Room	Room Size (approximated)	Seating Capacity	Rental Rate (min. 4 hour rental)	Additional Hourly Rate
Church Service/Concert	Sanctuary Auditorium and Lobby		1100	\$ 2,000.00	\$ 250.00
Funeral	Sanctuary Auditorium and Lobby		1100	\$ 1,000.00	\$ 250.00
Wedding	Sanctuary Auditorium and Lobby		1100	\$ 1,000.00	\$ 250.00
General Meeting	Sanctuary Auditorium and Lobby		1100	\$ 1,500.00	\$ 250.00
Green Room	Located in Sanctuary Bldg.		360 sq.ft.	\$ 200.00	\$ 100.00
Small Meeting	Multipurpose Room (located in Sanctuary Bldg.)		1118 sq.ft.	\$ 400.00	\$ 100.00
Small Meeting	Lobby only (located in Sanctuary Bldg.)		1184 sq.ft.	\$ 400.00	\$ 100.00
Small Meeting	Meeting Room (located in Education Bldg.)		608 sq. ft.	\$ 200.00	\$ 50.00
Small Event	Creole Chapel (located in Admin Bldg.)		1800 sq.ft.	\$ 500.00	\$ 100.00
Food Prep	Breakroom (located in Admin Bldg.)		160 sq. ft.	N/A	\$ 50.00
Large Event	Galleria		2565 sq. ft.	\$ 900.00	\$ 100.00
Full Service Kitchen	Galleria		Standard Commercial	N/A	\$ 200.00

Support Staff	Room Location or Additional Information	Time Requirements	Rate	Additional Hourly Rate
Audio & Sound Technician	Sanctuary Auditorium	Minimum 5 hours	\$ 250.00	\$ 50.00
Audio & Visuals Technician	Galleria or Creole Chapel	Minimum 5 hours	\$ 250.00	\$ 50.00
Production Technician: Lighting and LED Panel				
Visuals	Sanctuary Auditorium	Minimum 5 hours	\$ 200.00	\$ 40.00
Event Coordinator		Minimum 4 hours	\$ 200.00	\$ 50.00
Production Team: Video Recording (1 Camera & 1 Operator)	(Use same billable rate for each additional camera)	Minimum 4 hours	\$ 200.00	\$ 50.00
Video Editing		Minimum 2 hours	\$ 100.00	\$ 50.00
Parking Attendant		Minimum 4 hours	\$ 200.00	\$ 50.00
Armed Security		Minimum 4 hours	\$ 200.00	\$ 50.00
Housekeeping	Sanctuary Auditorium and Lobby	FIXED	\$ 250.00	N/A
Housekeeping	Green Room	FIXED	\$ 50.00	N/A
Housekeeping	Multipurpose Room	FIXED	\$ 100.00	N/A
Housekeeping	Lobby only	FIXED	\$ 100.00	N/A
Housekeeping	Admin Bldg: Creole Chapel	FIXED	\$ 100.00	N/A
Housekeeping	Admin Bldg: Breakroom	FIXED	\$ 50.00	N/A
Housekeeping	Galleria	FIXED	\$ 150.00	N/A
Housekeeping	Full Service Kitchen in Galleria	FIXED	\$ 50.00	N/A
Housekeeping	Education Bldg: Meeting Room	FIXED	\$ 80.00	N/A

Room Resources	Additional Information	Amount
Tables: Rectangular	Total of (4) tables rectangular, round or cocktail is included in room rental	Per Additional \$ 8.00
Tables: Round	Total of (4) tables rectangular, round or cocktail is included in room rental	Per Additional \$ 10.00
Tables: Cocktail	Total of (4) tables rectangular, round or cocktail is included in room rental	Per Additional \$ 8.00
Tables in Galleria	Up to 19, 60-inch rounds included in rental	Included
Table Linens	Black or white available	Included
Chairs	*See Room Resources Detail at bottom of page	Per Additional \$ 1.50
Internet (Wi-Fi)	Fixed	\$ 25.00
Portable Television (55")	Fixed	\$ 50.00
Projector	Fixed	\$ 100.00
Podium	Available Upon Request	N/A
Stage rental	Galleria	Fixed \$ 100.00
Uplights	Galleria (4 included in rental)	Per Additional \$ 30.00
Pipe and Drape	Black or White	Per LF (10LF increments only) \$ 5.00

Room Resources Detail	Room	Quantity included in room rental rate
Chairs - 18" padded fabric	Sanctuary Auditorium	1100
Chairs - 18" padded fabric	Multipurpose Room	50
Chairs - 18" padded fabric	Lobby only	0
Chairs - 18" padded fabric	Admin Bldg: Creole Chapel	112
Chiavari Chairs	Galleria	150
Chairs - 18" padded fabric	Education Bldg: Meeting Room	30