

Waxahachie Civic Center Rental Rates and Fees



Our rates and fees for facility use are below. Please contact our staff directly for any questions.

Facility	Standard Rate	Waxahachie Resident & Non-Profit Rate
Meeting Room ABCD (806 sq. ft.)	\$125.00	\$100.00
Meeting Room AC-BD (1611 sq. ft.)	\$250.00	\$200.00
Performance Stage Area (2461 sq. ft.)	\$375.00	\$300.00
Crape Myrtle (Special Event) Room (3037 sq. ft.)	\$875.00	\$700.00
Ballroom (18057 sq. ft.)	\$2,500.00 per day	\$2,000.00 per day
Ballroom (3006 sq. ft.)I-II-III-IV	\$425.00	\$350.50
Ballroom (5964 sq. ft.)	\$850.00	\$700.00
Entire Center	\$3,475.00	\$2,800.00
Board Room	\$125.00	\$100.00
Work Room	\$75.00	\$50.00
Bride's Room <i>(Only available as additional space in conjunction with other rental).</i>	\$50.00	\$50.00
Men's Green Room <i>(Only available as additional space in conjunction with other rental).</i>	\$75.00	\$75.00
Women's Green Room <i>(Only available as additional space in conjunction with other rental).</i>	\$75.00	\$75.00
Additional clean-up hours may be purchased at \$200.00 an hour (2 hour maximum).		
Event hours of operation: 7:00 am - 10:00 pm Sunday - Thursday 7:00 am - 11:30 pm Friday and Saturday		

*** STANDARD RATE:** This classification is defined as use by a Non-Resident, or any other Business, Group, or Person using the facility for a profit making endeavor.

*** NON-STANDARD RATE:** This classification is defined as use by a Non-Profit Organization, Taxing or Government Agency, or any Resident Business or Person using the facility. (Proof of residency is required.)

NOTE...*The Director of the Waxahachie Civic Center shall have the final discretion over all issues regarding rental rates, rules and regulations.*

Dance floor and staging charge based on size. (See Additional Fees.)

Catering Fee... Any event that provides food or beverage will be charged a \$1.00 per person fee.

Event Space Deposit Policy...A deposit of 1/2 the room rental and a signed Rental Agreement is required within 15 days of the date on the agreement. The balance is due 14 days prior to the first day of your event. Events booked within 14 days require a non-refundable cash or money order payment equal to the total rental fee with the signed Rental Agreement. Additional deposits may be required.

Cancellation Policy... Notification of cancellation of an event must be received no later than 60 days prior to the event date to receive deposit back. Notification of cancellation received after this deadline will result in a forfeiture of the entire contract amount. All cancellations must be submitted in writing.

Waxahachie Civic Organizations... may rent rooms at the Waxahachie Civic Center at a special discount rate. These civic organizations must meet on a regular weekly or monthly basis and reserve for a period of 12 months in advance.

Move-in/Move-out...*A half-day rental will be charged to shows for each day of move-in or move-out.*

Additional Fees...

- Security Deposit - \$200.00 (Paid Separately)
- Recreational Vehicle / Rental Fee - \$ 15.00 per day
- Men's Green Room - \$75.00
- Bar Station - \$25.00
- Kitchen Deposit - \$ 100.00 (Paid Separately)
- Bride's Room - \$50.00
- Outside or Inside Hanging of Banners - \$50.00
- Linens - Ivory - \$7.50 Black \$12.50
- Riser or Stage Rental - Quote
- Women's Green Room - \$75.00
- Dance Floor - Quote
- Stage Lighting - \$25.00

Some Additional changes have been made, please consult the Sales Department for current pricing.

Amenities - Rental fees provided by sales manager or event personnel

- LCD Projector
- Internet Access
- Fax Line
- Long Distance Service
- Overhead
- Screen
- Microphone
- CD Player
- TV / VCR