

Castine Center Pricing Sheet

Welcome to Recreation District #1 of St. Tammany Parish, Castine Center

The Castine Center offers flexible spaces for meetings, conferences, banquets, and private events. We provide competitive rental rates and setup/staffing options to fit your needs.

Event Hall Rentals

<i>Halls</i>	<i>Weekday</i>	<i>Weekend</i>	<i>Move-In/Out Weekday</i>	<i>Move-In/Out Weekend</i>
1 Hall	\$650	\$900	\$260	\$360
2 Halls	\$1,100	\$1,600	\$440	\$640
3 Halls	\$1,550	\$2,300	\$620	\$920
4 Halls	\$2,000	\$3,000	\$800	\$1,200

Conference Room Rentals

<i>Option</i>	<i>Price</i>	<i>Additional Hour</i>
Standalone (In-District)	\$78	\$14
Standalone (Out-of-District)	\$102	\$14
Weekday	\$78	\$14
Weekend	\$102	\$14

Courtyard Rentals

<i>Option</i>	<i>Price</i>	<i>Notes</i>
Weekday	\$300	Refundable if setup not completed and weather cancels event
Weekend	\$450	Refundable if setup not completed and weather cancels event



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Setup & Staffing Fees

Setup charges are calculated using a points system based on what your event needs. A baseline setup includes up to 15 tables and/or 120 chairs per hall. Anything above this adds points.

<i>Level</i>	<i>Fee</i>	<i>Points</i>	<i>What's Included</i>
Courtyard	\$150	N/A	Basic staffing & setup
Level 1 (per hall)	\$250	0-1	Basic staffing & setup (within baseline)
Level 2 (per hall)	\$500	2-3	Stage, after-hours staff, extra staff, extra tables/chairs, electrical, dumpsters, seafood, bleachers, traffic detail (small/moderate amounts)
Level 3 (per hall)	\$750	4-5	Same services as Level 2, with larger amounts or more complex setup
Level 4 (per hall)	\$1,000	6-7	Same services as Level 2, with even larger or more complex setup
Level 5 (per hall)	\$1,250	8+	Same services as Level 2, with the highest amounts and most complex setup

Level Point System

Each setup item adds points. The total points place your event into a level, which determines your setup and staffing cost.

<i>Category</i>	<i>Description</i>	<i>Points</i>
Tables & Chairs	Up to 50% more than baseline	1
	51-100% more than baseline	2
	More than 100% above baseline	3
Staffing	After-hours staffing	2
	Extra staffing	2
	Extra janitorial service	2
Trash & Cleanup	Extra dumpsters	2
	Seafood served	1
Bleachers	1-2 bleachers	1
	3-4 bleachers	2
	5-10 bleachers	3
Stage Setup	1-10 stage pieces	1
	11-20 stage pieces	2
	21-30 stage pieces	3
Electrical	Electrical switch	1



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Other Fees

<i>Description</i>	<i>Price</i>
Kitchen & Concessions Buyout – One or Two Halls	\$300
Kitchen & Concessions Buyout – Three or Four Halls	\$600
Vendor Fees (Per Vendor)	\$45
Staffing Pricing (for Cooperative Agreements)	Direct Cost

Notes:

- *Courtyard rental refunds only apply if setup has not been completed.*
- *Setup/Staffing Levels 2-5 include stage, after-hours staffing, extra staff, tables/chairs, electrical, dumpsters, seafood, bleachers, and traffic detail.*
- *Hall rentals are from 8:00 A.M. – Midnight.*
- *Conference room reservations are up to 6 hours.*
- *Move-in/Move-out allows 6 hours the day before or after the event; each is charged separately.*

General Policies

- Renters are responsible for all cleanup, including proper disposal of food waste and trash.
- Liability insurance may be required for certain events or events involving alcohol.
- Cancellation fees may apply as outlined in the rental agreement.

How to Reserve

To check availability, view policies, or submit an application, please contact us:

Email: agreements@pelicanpark.com

Phone: (985) 626-7997

Address: 63350 Pelican Dr., Mandeville, LA 70448