



901 Ridge Avenue West Monroe, Louisiana 71291

(318) 396-5000 Phone

www.CityofWestMonroe.com/wmcc

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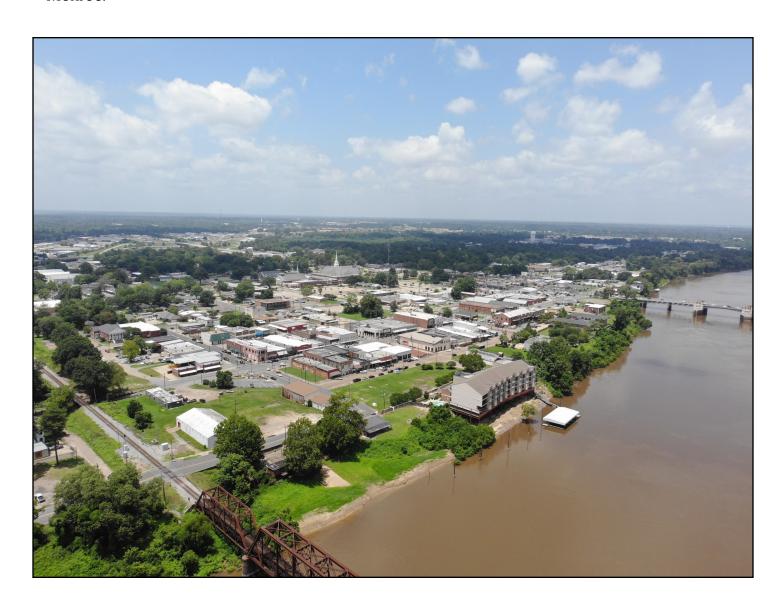
WELCOME!

Thank you for your interest in the West Monroe Convention Center! In the following pages you will find information to better assist in the planning process for your event. The facility offers large conference halls, spacious meeting rooms, boardroom, lush courtyard, and built in concession windows in our large lobby area.

We offer turnkey event coordination for all events held at the Convention Center. All details for an event are coordinated on-site ranging from room schematics to coordination of linens, A/V equipment, and security.

Beverage services are provided by the West Monroe Convention Center and can be customized to fit your needs.

The facility is easily accessible from all directions, located just minutes from I-20 and approximately two miles from over 70 businesses located on Trenton Street on Antique Alley in historic West Monroe!



FACILITY

Area	SEATING STYLES						G 31	101 101
	Classroom Style	Banquet Style	Theater Style	Reception Style	Dimensions	Sq. Ft.	Ceiling Height	10'x 10' Booths
Conference Hall	448	616	1,000	1,100	79' x 160'	12,640	18'	63
East Hall	128	176	400	350	49' x 79'	3,871	18'	18
Center Hall	192	264	500	400	62' x 79'	4,526	18'	22
West Hall	128	176	400	350	49' x 79'	3,871	18'	19
East/Center Halls	320	440	900	750	79' x 111'	8,397	18'	43
Center/West Halls	320	440	900	750	79' x 111'	8,397	18'	43
Trenton Room	40	48	60	60	25' x 36'	900	12'	
Ouachita Room	60	80	120	100	32' x 52'	1,664	12'	
Boardroom	10	N/A	18	N/A	13' x 21'	273	12'	
Entire Facility						18,977		

- Room rentals are furnished with tables and chairs. Additional costs for table linens and/or skirting
- Rates above do not include kitchen rental (see approved catering policy)
- Non-refundable 50 percent deposit is due to hold the space

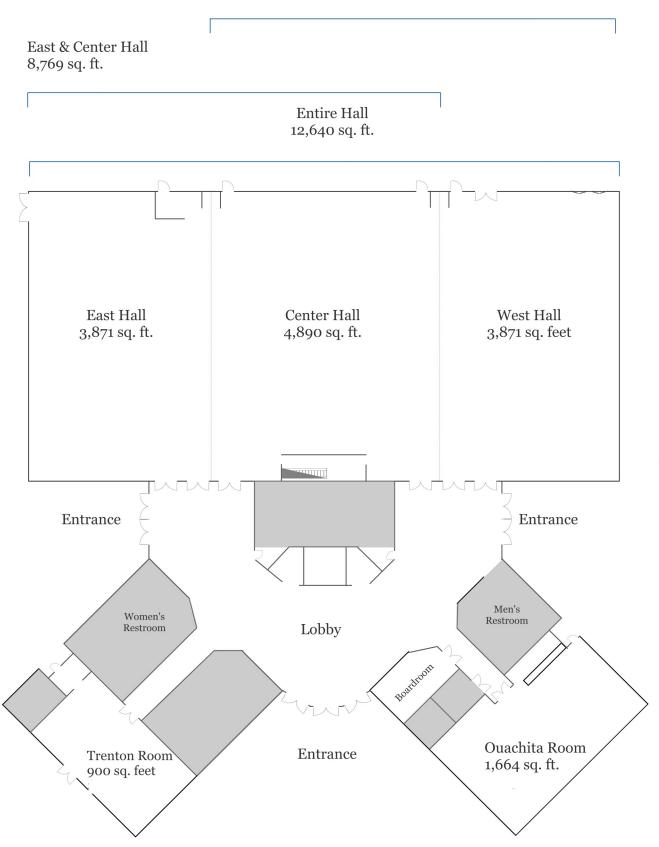






FLOOR PLAN

Center & West Hall 8,769 sq. ft.



APPROVED CATERING POLICY

The West Monroe Convention Center offers a diverse selection of approved caterers. These caterers have passed stringent approval guidelines including proper permitting and general liability protection.

Take a moment to review all our approved caterers on the following page. Whether your event is large or small, formal or casual, these approved caterers are capable of meeting all your catering needs. Our spacious commercial kitchen provides all equipment necessary for your approved caterer to deliver breakfast, lunch, dinner, or reception hors d'oeuvres; all prepared on site!

You will work directly with your caterer while determining your menu and pricing structure. Catering costs are not included in the price of the meeting space and our staff does not negotiate catering on behalf of the client or caterer.

The approved caterers have the freedom to prepare onsite in our commercial kitchen by renting the space based on the number people they are cooking for. A \$2.75 per person fee is assessed to the caterer as a usage fee for all catered events, regardless of whether the kitchen is utilized. This fee covers the use of all equipment, smallwares, refrigeration/freezer space, and covers maintenance of the equipment and replacement of items that are lost or broken. The approved caterers will typically add this usage fee to your catering invoice.

All events held at the West Monroe Convention Center must be catered by one of our Approved Caterers—absolutely no exceptions (wedding cakes are excluded from this policy). Should you have any questions or need additional information, please do not hesitate to call the WMCC staff at (318) 396-5000.

