

CITY OF VALDEZ, ALASKA

RESOLUTION #23-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AMENDING THE VALDEZ CONVENTION AND CIVIC CENTER OPERATING POLICY BY UPDATING FACILITY RATES AND FEES AND REPEALING RESOLUTION NO. 04-111 FORMERLY SETTING RATES AND FEES

WHEREAS, the Valdez Convention and Civic Center is a multi-purpose public facility intended to encourage a variety of uses to meet the economic, social, cultural, convention, and certain recreational needs of Valdez; and

WHEREAS, the Valdez Convention and Civic Center is governed by operating policies adopted by the City Council to ensure fair and consistent use of the facility; and

WHEREAS, the last update to Valdez Convention and Civic Center operating policies, which included updates to facility rates and fees, was made by Resolution No. 19-39; and

WHEREAS, the City of Valdez must make amendments to the current fee schedule to more appropriately reflect value of offered facilities and services while still keeping fees low for users; and

WHEREAS, Resolution No. 04-111 formerly setting Valdez Convention and Civic Center rates and fees was never properly repealed when the facility's operating policy was updated.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that

Section 1. Resolution No. 19-39 is hereby repealed.

Section 2. The amended Valdez Convention and Civic Center Facility Rates and Fees Schedule is attached and incorporated herein as Attachment A and shall replace the Rates and Fees Schedule currently incorporated in the Valdez Convention and Civic Center Facility Operating Policy.

Section 3. This resolution and the fees named herein shall take effect upon adoption.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF VALDEZ, ALASKA

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Alan Sorum, Mayor Pro Tempore

ATTEST:

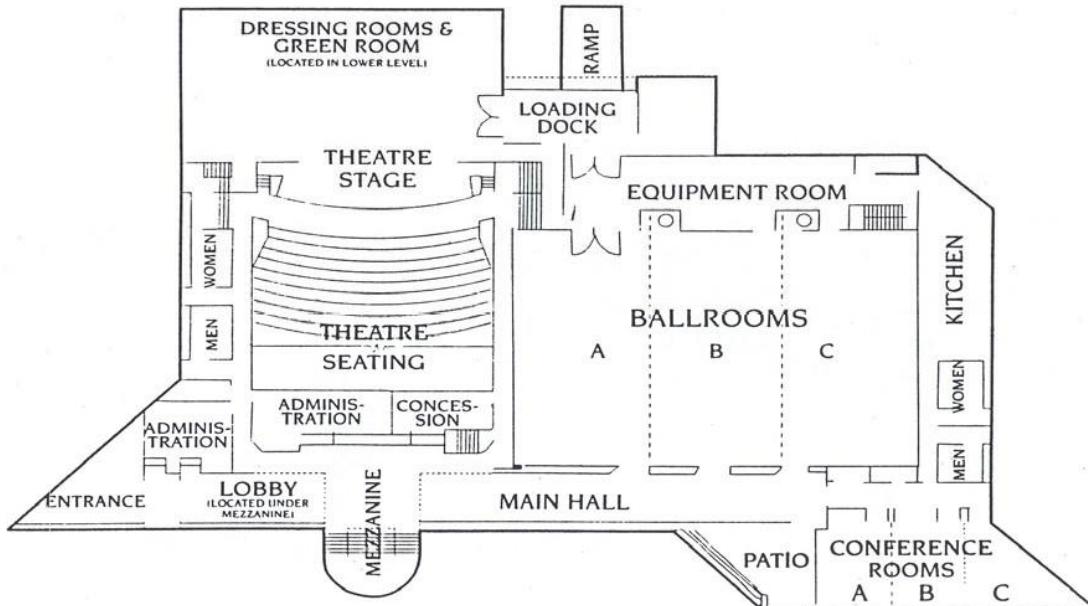
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Elise Sorum-Birk, Deputy City Clerk

## VALDEZ CONVENTION AND CIVIC CENTER

### ROOM RATES, ROOM DIMENSIONS AND SEATING STYLE CAPACITIES

| Room              | Daily Rates |                |            |          | Room Dimensions      |                  |              |                   | Seating Styles         |                  |              |                  |                 |               |
|-------------------|-------------|----------------|------------|----------|----------------------|------------------|--------------|-------------------|------------------------|------------------|--------------|------------------|-----------------|---------------|
|                   | Commercial  | Local Resident | Non Profit | Hourly   | Length (Ft.)         | Width (Ft.) Area | in (Sq. Ft.) | Ceiling Ht. (Ft.) | Banquet Style          | Seminar Style U- | Shaped Style | Conference Style | Reception Style | Theatre Style |
| Entire Facility   | \$ 1,380.00 | \$ 1105.00     | \$ 690.00  | NA       | NA                   | NA               | NA           | NA                | NA                     | NA               | NA           | NA               | NA              | NA            |
| 3 Ballrooms       | \$ 690.00   | \$ 555.00      | \$ 345.00  | NA       | 101                  | 64               | 6,464        | 24                | 400                    | 325              | NA           | NA               | 903             | 450           |
| 2 Ballrooms       | \$ 460.00   | \$ 370.00      | \$ 230.00  | NA       | 68                   | 64               | 4,352        | 24                | 250                    | 200              | 96           | 120              | 602             | 325           |
| 1 Ballroom        | \$ 230.00   | \$ 185.00      | \$ 115.00  | \$ 46.00 | 34                   | 64               | 2,176        | 24                | 120                    | 100              | 48           | 60               | 301             | 150           |
| Conference Room   | \$ 150.00   | \$ 120.00      | \$ 75.00   | \$ 30.00 | 53                   | 22               | 1,166        | 12                | 56                     | 40               | 42           | 48               | 100             | 100           |
| Theatre Complex   | \$ 520.00   | \$ 415.00      | \$ 260.00  | NA       | NA                   | NA               | NA           | NA                | NA                     | NA               | NA           | NA               | NA              | 450           |
| Theatre/Mezzanine | \$345.00    | \$ 280.00      | \$ 175.00  | \$ 40.00 | 60                   | 60               | 3,600        | 24                | NA                     | NA               | NA           | NA               | NA              | 420           |
| Green Room        | \$ 70.00    | \$ 55.00       | \$ 35.00   | \$ 15.00 | 32                   | 17               | 544          | 8                 | NA                     | 24               | 20           | 24               | 32              | 24            |
| Dressing Rooms    | \$ 25.00    | \$ 20.00       | \$ 15.00   | NA       | 32                   | 16               | 512          | 8                 | NA                     | NA               | NA           | NA               | NA              | NA            |
| Lobby             | \$ 45.00    | \$ 40.00       | \$ 25.00   | \$ 10.00 | 44                   | 21               | 924          | 8                 | NA                     | NA               | NA           | NA               | NA              | NA            |
| Main Hall         | \$ 45.00    | \$ 40.00       | \$ 25.00   | \$ 10.00 | 93                   | 13               | 1,209        | 17                | NA                     | NA               | NA           | NA               | NA              | NA            |
| Parking Lots      | \$ 45.00    | \$ 40.00       | \$ 25.00   | \$ 10.00 | Parking Spaces = 180 |                  |              |                   | Accessible Parking = 6 |                  |              |                  |                 |               |



*Valdez Convention and Civic Center*

**Daily / Hourly Room Rental Rates**

*A regular “DAY” is 8 a.m. to Midnight*

Room rental includes all tables, chairs and table drapes

|                       | Daily Rates |                | Hourly Rates |      |
|-----------------------|-------------|----------------|--------------|------|
|                       | Commercial  | Local Resident | Non-Profit   | All  |
| Entire Facility       | \$1380      | \$1105         | \$690        | NA   |
| 3 Ballrooms           | \$690       | \$555          | \$345        | NA   |
| 2 Ballrooms           | \$460       | \$370          | \$230        | NA   |
| 1 Ballroom            | \$230       | \$185          | \$115        | \$46 |
| Conference Room       | \$150       | \$120          | \$75         | \$30 |
| Theatre Complex       | \$520       | \$415          | \$260        | NA   |
| Theatre Mezzanine     | \$345       | \$280          | \$175        | \$40 |
| Green Room            | \$70        | \$55           | \$35         | \$15 |
| Dressing Room         | \$25        | \$20           | \$15         | NA   |
| Lobby Main Hall       | \$45        | \$40           | \$25         | \$10 |
| Parking Lots          | \$45        | \$40           | \$25         | \$10 |
| Kitchen w/ Inventory  | \$400       | NA             | NA           | NA   |
| Kitchen w/o Inventory | \$75        | NA             | NA           | NA   |
| Overtime              | \$30        | \$30           | \$30         |      |
| Late Cancellation Fee | \$25        | \$25           | \$25         |      |

## **DAILY EQUIPMENT RATES AND FEES**

### **Audio Visual Equipment**

|   |       |
|---|-------|
| Dry Erase Board w/ Easel and Markers..... | 10.00 |
| Flip Chart w/ Easel and Markers.....      | 15.00 |
| AV Cart/Table.....                        | 2.00  |
| Overhead Projection.....                  | 15.00 |
| Overhead Ballroom A.....                  | 35.00 |
| Multi Media.....                          | 30.00 |
| Line in for sound/Music.....              | 10.00 |
| DVD with A/V.....                         | 15.00 |
| DVD Player Only.....                      | 10.00 |
| Portable Screen.....                      | 10.00 |
| Teleconference Unit.....                  | 20.00 |
| Local Access phone line in .....          | 10.00 |

### **Furniture**

|   |        |
|---|--------|
| Dance Floor Portable (4x4 section)..... | 5.00   |
| Vinyl Marley Full Floor.....            | 300.00 |
| Lectern – Table Top .....               | 5.00   |
| Lectern – Standing.....                 | 5.00   |

### **Decorations**

|                                |        |
|--------------------------------|--------|
| Christmas Tree.....            | 15.00  |
| Chandelier.....                | 25.00  |
| Slit Drape Change (1/2).....   | 60.00  |
| Slit Drape Change (Whole)..... | 120.00 |

### **Pianos & Other Event Support**

|   |       |
|---|-------|
| Steinway Grand.....                     | 50.00 |
| Upright Yamaha.....                     | 25.00 |
| Staging (4x8 per section).....          | 7.00  |
| Coat Rack set-up (Client Serviced)..... | 25.00 |

### **Miscellaneous**

|                               |       |
|-------------------------------|-------|
| Administrative Fee.....       | 25.00 |
| Gaffer's Tape (per roll)..... | 35.00 |
| Storage Fee (per week).....   | 15.00 |
| Cash Register / Cash Box..... | 10.00 |

### **Food / Cleaning Surcharge**

|            |       |
|------------|-------|
| Minor..... | 15.00 |
| Basic..... | 25.00 |
| Major..... | 60.00 |

### **Office Services**

|                            |      |
|----------------------------|------|
| (Per Sheet)                |      |
| Copies.....                | 0.25 |
| Color Copies.....          | 0.50 |
| Legal-Sized Copies.....    | 0.75 |
| Tabloid-Sized Copies.....  | 0.75 |
| Client Supplied Paper..... | 0.10 |
| Laminating per sheet.....  | 5.00 |

### **Sound Reinforcement**

|  |       |
|--|-------|
| Line into Sound Board.....             | 12.00 |
| Ipad Music.....                        | 12.00 |
| Mic with Stand .....                   | 15.00 |
| Wireless Mic.....                      | 15.00 |
| Mini Mixer.....                        | 25.00 |
| Direct Box.....                        | 12.00 |
| Speakers JBL.....                      | 22.00 |
| Community Speakers.....                | 28.00 |
| Use of Yamaha T1 or T3 by clients..... | 75.00 |
| Subwoofer.....                         | 35.00 |

### **Lighting**

|                                 |       |
|---------------------------------|-------|
| Band Stage w/ gels.....         | 50.00 |
| Follow spot.....                | 30.00 |
| Gobo and Gel.....               | 15.00 |
| Mirror ball.....                | 20.00 |
| Orbits.....                     | 15.00 |
| Complex Lighting Surcharge..... | 60.00 |
| Par Uplight.....                | 10.00 |

# VALDEZ CONVENTION AND CIVIC CENTER

## DAILY PACKAGES AND SERVICES FEES

| <u>PACKAGES</u>  | COMMERCIAL   | RESIDENT - 10%     | NON-PROFIT - 25%   |
|--|--|--------------------|--------------------|
| <b>AUDIO VISUAL</b>  |  |                    |                    |
| <b>Limited AV Package</b>  |  |                    |                    |
| Combination of any 3 item : Dry Erase Board, Flip Chart, Screen TV/DVD (multimedia projectors priced separately)   | 35.00  | 31.50              | 26.25              |
| <b>Unlimited AV Package</b>  |  |                    |                    |
| Unlimited use of: Dry Erase Board, Flip Chart, Screen, TV/DVD(as available - multimedia projectors priced separately)  | 92.00  | 82.80              | 69.00              |
| <b>SOUND REINFORCEMENT</b>   |  |                    |                    |
| <b>Limited Sound Package</b>   |  |                    |                    |
| 10 to 15 items Including Microphones, Speakers, Mixer / Amplifier, Direct Boxes, etc. Also includes speaker stands, cables, and personnel for setup and tear down - operator for sound checks/performances billed as additional Staff Time | 165.00   | 148.50             | 123.75             |
| <b>Unlimited Sound Package</b>   |  |                    |                    |
| All Civic Center Sound Equipment as available. Please call for complete list. Also includes speaker stands, cables and personnel for setup and tear down - operator for sound checks/performances billed as additional Staff Time          | 345.00   | 310.50             | 258.75             |
| <b>THEATRICAL LIGHTING</b>   |  |                    |                    |
| <b>Per Light Fee (Theatre or Ballroom)</b>   | 12.00  | NA                 | NA                 |
| <b>Theatre Lighting</b>  |  |                    |                    |
| 1-21 Lights with Gels (each)   | 12.00  | NA                 | NA                 |
| 22-59 Lights with Gels   | 253.00   | 228.00             | 190.00             |
| 60+ Lights with Gels   | 518.00   | 466.00             | 401.50             |
| <b>Ballroom Lighting</b>   |  |                    |                    |
| 1-60 Lights with Gels (each)   | 12.00  | NA                 | NA                 |
| <b>Complex Light Surcharge (Ballroom)</b>  | 58.00  | NA                 | NA                 |
| Additional charge for complicated light set-ups - more than 15 light   |  |                    |                    |
| <b>House Plot in Theatre (maximum 2 hours)</b>   | 12.00  | NA                 | NA                 |
| <b>Electric Fee (per hour for second, third,... day)</b>   | 12.00  | NA                 | NA                 |
| <b>MISCELLANEOUS PACKAGES</b>  |  |                    |                    |
| <b>One Ballroom Party Package</b>  |  |                    |                    |
| Choice of 4: 2 Decorative Lights, Small Stage, Small Dance Floor, C Player or Audio Line for Media Device, Coffee/Tea Setup, 1 Hr. Staff Time, 1 Hr. Overtime (Microphone included)  | 230.00   | 207.00             | 172.50             |
| <b>Two Ballroom Party Package (same options as above)</b>  | 345.00   | 310.50             | 258.75             |
| <b>Trade Booth</b>   | 40.00  | N/A                | 30.00              |
| Includes: 8' x 18" or 6' x 30" Table and Table Drape<br>One time charge / 3 day maximum  |  |                    |                    |
| <b>Bounce House</b>  | 1 hour:<br>146.00  | 2 Hours:<br>292.00 | 3 Hours:<br>417.00 |
| \$100 an hour (minimum of 1 hour), over 4 hours switch to daily room rate plus staff time. All safety & sanitary rules must be followed.   |  |                    |                    |
| Included: One ballroom at hourly room rate & staff time up to 2 hours.   | More than 4 hours: Daily room rate, staff time, hourly bounce house rate & cleaning fee. |                    |                    |

## **SERVICES**

### **Staff Time: No Discounts are given for Staff Time**

|                    |       |       |       |
|--------------------|-------|-------|-------|
| Technical per hour | 30.00 | 30.00 | 30.00 |
| Lift Time per hour | 30.00 | 30.00 | 30.00 |
| General per hour   | 25.00 | 25.00 | 25.00 |