

CITY OF VALDEZ, ALASKA

RESOLUTION #19-39

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. 07-02; 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WHEREAS, Resolution No. 04-111 formerly setting Valdez Convention and Civic Center rates and fees was never properly repealed when the facility's operating policy was updated.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 Resolution No. 04-111 is hereby repealed.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 \_\_\_\_\_, 2019.

CITY OF VALDEZ, ALASKA

\_\_\_\_\_  
Jeremy O'Neil, Mayor

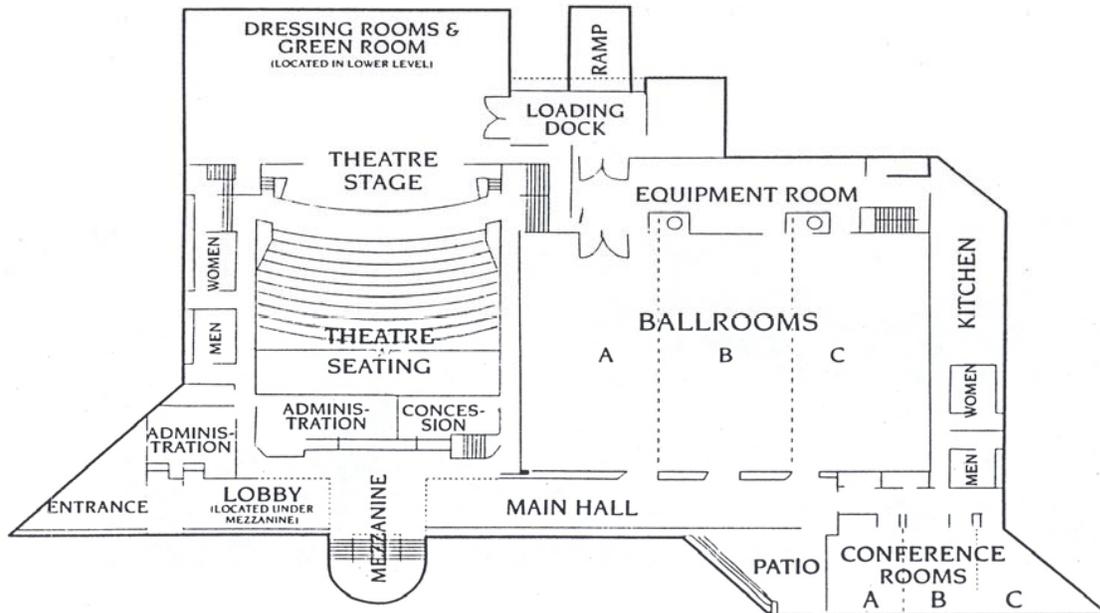
ATTEST:

\_\_\_\_\_  
Sheri L. Pierce, MMC, 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
3 Ballrooms	\$ 690.00	\$ 555.00	\$ 345.00	NA	101	64	6,464	24	400	325	NA	NA	903	450
2 Ballrooms	\$ 460.00	\$ 395.00	\$ 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
	<u>Commercial</u>	<u>Local Resident</u>	<u>Non-Profit</u>	<u>All</u>
Entire Facility	\$1380	\$1105	\$690	NA
3 Ballrooms	\$690	\$555	\$345	NA
2 Ballrooms	\$460	\$395	\$230	NA
1 Ballroom	\$230	\$185	\$115	\$45
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.....	2.00
Overhead.....	15.00
Multi Media.....	30.00
Line in for sound.....	10.00
DVD with flat screen.....	15.00
DVD Only.....	10.00
Portable Screen.....	10.00
Teleconference Unit.....	20.00
Local Access phone line in .....	10.00

## Coffee/Tea Service

100 Cup.....	85.00
55 Cup.....	60.00
30 Cup.....	35.00
12 Cup.....	15.00
Additional pots.....	50% off original cost

## 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 Speaker.....	28.00

## 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

## Decorations

Christmas Tree.....	15.00
Chandelier.....	25.00
Slit Drape Change (1/2).....	60.00
Slit Drape Change (Whole).....	110.00

## Furniture

Dance Floors	
Portable (per 4x4 section).....	5.00
Vinyl Marley Full Floor.....	300.00

## Lecterns

Table Top.....	5.00
Standing.....	5.00
Overhead.....	15.00

## Pianos & Other Event Support

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

## Office Services

Copies.....	.15
Legal-sized copies.....	.20
Color Copies.....	.50
Transparencies.....	.75
Client Supplies Paper.....	.10
Laminating per sheet.....	5.00

## Miscellaneous

Administrative Fee.....	25.00
Gaffer's Tape (per roll).....	25.00
Storage Fee.....	10.00
Cash Register.....	10.00

## Food Surcharge

Minor.....	15.00
Basic.....	25.00
Major.....	60.00

# VALDEZ CONVENTION AND CIVIC CENTER

## DAILY PACKAGES AND SERVICES FEES

### PACKAGES

COMMERCIAL                      RESIDENT - 10%      NON-PROFIT - 25%

### AUDIO VISUAL

**Limited AV Package**

*Combination of any 3 item : Dry Erase Board, Flip Chart, Screen  
TV/DVD (multimedia projectors priced separately)*

35.00                      31.50                      26.25

**Unlimited AV Package**

*Unlimited use of: Dry Erase Board, Flip Chart, Screen, TV/DVD(as  
available - multimedia projectors priced separately)*

92.00                      82.80                      69.00

### SOUND REINFORCEMENT

**Limited Sound Package**

*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

**Unlimited Sound Package**

*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

### THEATRICAL LIGHTING

**Per Light Fee (Theatre or Ballroom)**

12.00                      NA                      NA

**Theatre Lighting**

*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

**Ballroom Lighting**

*1-60 Lights with Gels (each)*

12.00                      NA                      NA

**Complex Light Surcharge (Ballroom)**

*Additional charge for complicated light set-ups - more than 15 light*

58.00                      NA                      NA

**House Plot in Theatre (maximum 2 hours)**

12.00                      NA                      NA

**Electric Fee (per hour for second, third,... day)**

12.00                      NA                      NA

### MISCELLANEOUS PACKAGES

**One Ballroom Party Package**

*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

**Two Ballroom Party Package (same options as above)**

345.00                      310.50                      258.75

**Trade Booth**

*Includes: 8' x 18" or 6' x 30" Table and Table Drape  
One time charge / 3 day maximum*

40.00                      NA                      30.00

**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