

Valdez Convention and Civic Center
DAILY / HOURLY ROOM RENTAL RATES

A regular "DAY" is 8:00 AM to Midnight.

Room rental includes all tables, chairs and table drapes

	<u>DAILY RATES</u>			<u>HOURLY RATES</u>
	COMMERCIAL	LOCAL RESIDENT- 20%	NON-PROFIT - 50%	ALL
Entire Facility (excluding kitchen)	1,200	960	600	NA
3 Ballrooms	600	480	300	NA
2 Ballrooms	400	320	200	NA
1 Ballroom	200	160	100	40
Conference Room	130	104	65	30
Theatre Complex	450	360	225	NA
Theatre / Mezzanine	300	240	150	40
Green Room	60	48	30	15
Dressing Room (each)	20	16	10	NA
Lobby / Main Hall	40	32	20	10
Parking Lots	50	40	25	10
 *Kitchen with Inventory	 400	 NA	 NA	 NA
*Kitchen without Inventory	75	NA	NA	NA
*Overtime (hourly from Midnight to 8AM)	30	30	30	NA
*Late Cancellation Fee	25	25	25	NA

**These fees do not qualify for waivers in Government, Public or Auxiliary Categories.*

DAILY EQUIPMENT RATES AND FEES

EQUIPMENT FEES

AUDIO / VISUAL EQUIPMENT

Dry Erase Board w/ Easel & Markers ..	\$5.00
Flip Chart w/ Easel and Markers	15.00
A/V Cart	2.00
Projectors	
16 MM w/ Operator (hourly)	30.00
35 MM Slide w/ Remote	15.00
Overhead	15.00
Multimedia	25.00
Video / VCR / Front Screen	30.00
Screen	5.00
Telephone or Speaker Phone	10.00
Teleconference Unit	15.00
VCR / Monitor	15.00
VCR Only	10.00

COFFEE / TEA SERVICE

100 Cup (w/supplies)	75.00
55 Cup (w/ supplies)	50.00
30 Cup (w/ supplies)	30.00
12 Cup (w/ supplies)	15.00
Additional Pot	50% of original cost
Mirror Tub with Ice	2.00

SOUND REINFORCEMENT

Cassette Deck	15.00
Compact Disc Player	15.00
Compact Disc Player w/ Discs	20.00
Line Out, In Facility	20.00
Line Out, Out of Facility	40.00
Microphone w/ Stand	10.00
Microphone, Wireless	10.00
DMX Cable Music	15.00
Portable Mixer / Amplifier	30.00
Direct Box	5.00
Speakers (each)	15.00

LIGHTING

Band Stage w/ Gels (max. 6 lights)	40.00
Followspot	25.00
Gobo & Gel	10.00
Hilight w/ Gel	10.00
Mirror Ball w/2 lights	20.00
Orbits (each)	10.00
Complex Light Surcharge	50.00

DECORATIONS

Christmas Tree (Green 6')	10.00
Candles	2.00
Palm Trees (each)	10.00
Fireplace	10.00
Fountain	10.00
Arch w/ Lattice	25.00
Slit Drape Change - 13	50.00
Slit Drape Change - 26	100.00

EQUIPMENT FEES

FURNITURE

Dance Floors	
Portable (3' x 3' per section)	\$2.00
Vinyl-Marley (full floor)	300.00
Lecterns	
Table Top	5.00
Standing	5.00
Lectern w/ Mic	15.00
Pianos	
Steinway Grand	50.00
Grand in Ballroom	150.00
Upright Yamaha	25.00
Staging (4'x 8' per section)	5.00
Sofa Section (relocated)	5.00
Coat Check Set Up (Client Serviced)	25.00

OFFICE SERVICES

Computer Rates:	
Client Use (hourly)	10.00
Copy Services: (per page)	
Letter	0.15
Legal	0.20
Double Sided (per side)	0.10
Transparencies	0.25
Client Supplies Paper	0.10
Fax Rates:	
Local-Send & Receive	0.20
Long Distance-Send, 1st Page ..	5.00
Long Distance-Send, Add. Page .	0.20
Long Distance-Receive	0.20
City Wide Faxing Service, 1st Page	20.00
City Wide Faxing Service, 2nd Page	10.00
Laminating (per page-event related only)	2.00

MISCELLANEOUS

Administrative Fee	20.00
Display Case (per month)	10.00
Gaffers Tape (1/2 roll)	10.00
Storage Fee (minimum	10.00
Fabric Steamer	10.00
Punch Bowl	10.00
Soda / Beer Cooler	10.00
Cash Register	10.00
Food Surcharge	
Minor	10.00
Basic	20.00
Major	50.00

PACKAGES, AND SERVICES AND MOVIE RATES

DAILY RATES

PACKAGES

COMMERCIAL RESIDENT - 10% NON-PROFIT - 25%

VIDEO VISUAL

Limited AV Package

Choice of any 3 items: Dry Erase Board, Flip Chart, Overhead, Slide Projector, Screen, TV/VCR

30.00 27.00 22.50

Unlimited AV Package

Unlimited use of: Dry Erase Board, Flip Chart, Overhead, Slide Projector, Screen, TV/VCR (as available)

80.00 72.00 60.00

Large Screen Video Package

Includes: 10' x 14' Screen, Video Projector, Front or Rear Projection

100.00 90.00 75.00

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

150.00 135.00 112.50

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.

300.00 270.00 225.00

THEATRICAL LIGHTING

Per Light Fee (Theatre or Ballroom)

10.00 NA NA

Theatre Lighting

1-21 Lights with Gels (each)

10.00 NA NA

22-59 Lights with Gels

220.00 198.00 165.00

60+ Lights with Gels

450.00 405.00 337.50

Ballroom Lighting

1-60 Lights with Gels (each)

10.00 NA NA

Complex Light Surcharge (Ballroom)

Additional charge for preplanning & Lightboard M for complicated light setups.

50.00 NA NA

House Plot

10.00 NA NA

Electric Fee (per hour for rehearsals)

10.00 NA NA

MISCELLANEOUS PACKAGES

Movie Package

150.00 Base Fee + 50.00 Per Show

One Ballroom Party Package

Choice of 4: 2 Decorative Lights, Small Stage, Small Dance Floor, Cassette Deck, CD Player, Coffee/Tea Setup, 1 Hr. Staff Time, 1 Hr. Overtime (Microphone included)

200.00 180.00 160.00

Two Ballroom Party Package (same options as above)

300.00 270.00 240.00

Trade Booth

35.00 NA 28.00

Includes: 8' x 18" or 6' x 30" Table and Table Drape

One time charge / 3 day maximum

SERVICES

Staff Time: No Discounts are given for Staff Time

Technical per hour

25.00 25.00 25.00

General per hour

20.00 20.00 20.00

MOVIES/CONCESSIONS:

Movie Admittance Concessions

6.00 NA NA
To be determined by Director

VALDEZ CONVENTION AND CIVIC CENTER

COMMERCIAL CATERING PERCENTAGES AND FEES

The following charges apply to the commercial "Participating Caterers" of the Valdez Civic Center. The percentages listed are applied to the gross charges for food and alcohol services. Percentages do not apply to gratuity, linens or other non-food services.

Kitchen & Inventory

		<u>Per Day</u>
Full Kitchen w/ Inventory	12%	or \$50 minimum
Drop Off	7%	or \$10 minimum
Prep Day		1 day included w/event day if kitchen is available
Off site event in conjunction w/CC event	10%	
Use for Off site event only	\$400	

Alcohol Service

Alcohol Service	12%	or \$20 minimum
Speed Bar (w/ syrups & register)	\$30	
Hand Pour Bar	\$15	Caterer must provide soda
Glassware (per 50)	\$5	
Additional Cash Register	\$10	

Storage Per Day

Minor	\$5	Under 5 items, linens, etc.
Major	\$15	More than 5 items in kitchen
Refrigator/Freezer	\$30	

Equipment

Buffet Carts (ea) w/pans & lids ...	\$15
Chaffers (w/o sterno)	\$5
Other Items	negotiable

Miscellaneous

If more than 2 items are used the Full Kitchen percentage will be charged.

Untimely cleanup fine - Per Day	\$400	Full Kitchen Rate per day
Staff Time (per hour)	\$20	
Mobile Storage Cabinets (per month)	\$10	
Late Payment	10.5% annual interest	
Lost key/Facility left open	\$50	plus damages
Broken or missing equipment	Retail cost rounded up to next dollar amount	
Late Inventory Checkout	\$100	
Late Catering Permit-Filing Fee	\$60	
Late Kitchen Application Fee	\$60	

Additional Information

1. Invoice is due 7days following event.
2. Caterers may donate up to \$250. Donation documentation must be included with the invoice.
3. All equipment and inventory must remain on site at the Civic Center