

Cordova Center Operating Policy

SECTION ONE: INTRODUCTION

1.1. General Philosophy

The Cordova Center here in after referred to as CC is a multipurpose public facility intended to encourage a variety of uses to meet the economic, social, cultural, conference and recreational needs of Cordova. Community use is a high priority and therefore a 'local' category with associated rates has been established. Informational packets regarding policy, current rates, and operating guidelines are available upon request from staff of the Information Service Department (museum). The Cordova City Council approves all rates, annually when they review the City of Cordova Fee Schedule. Events will comply with all federal, state and local codes and laws.

1.2 Marketing Responsibility

The CC is responsible for marketing the facility and may contract with outside agencies to accomplish its goals. CC markets local community use as funds allow. CC may add enticement for the selection of Cordova as a conference site by offering limited discounts.

1.3 Exceptional Use

Any use of CC not specifically covered by these policies shall be declared an Exceptional Use and shall require approval from Information Services Director. No non-City entities shall base their business from the premises of CC.

1.4 Definitions

ATTENDEE:

Any person who attends an event or function.

APPLICATION FOR USE:

A written request to use the facility for an event. This form must be signed by a person responsible for payment and with authority to make decisions regarding the event. For Exceptional Use, a contract will be negotiated with the Information Services Director.

CLIENT:

Any business, organization, or person who makes use of rooms or services of CC.

CONDITIONS FOR USE AGREEMENT:

A formal agreement outlining the rights and liabilities of the Client. This document contains information from this Policy that is important for the Client to read and understand prior to rental of CC.

CONFERENCE OR CONVENTION:

An organized group of at least 15 non-local attendees participating in meetings and/or social events at CC lasting at least one and one half days. CC may add enticement for the choice of Cordova as a conference or convention site by offering limited discounts.

DAY:

A regular day is any time period between 8:00 am and 10:00 pm. Any hours of use between 10:01 pm to 7:59 am are charged at the overtime rate of \$50/hr.

DIRECTOR:

The Information Services Director is hereby invested with the authority to manage and supervise CC, to monitor scheduling and booking of events, to promote events, and to have full accountability. In the absence of the Information Services Director a delegate shall be assigned.

DROP-OFF FOOD CATERING:

An approved Caterer who delivers and services foods or non-alcoholic beverages without using the kitchen and/or catering equipment.

EXCEPTIONAL USE:

Those uses of the facility not covered by the regular policy, and which require a formal contract approved by the Information Services.

EVENT:

An activity or series of related activities sponsored by one Client and billed under one event name and invoice number.

FOOD FUNDRAISER:

Any time money is collected for either food services or admission to a sponsored event where pre-packaged food or non-alcoholic beverages are sold.

LONG TERM:

Term of continual use of more than twenty-one days is considered long term and is prohibited by TCC policy.

MANAGEMENT:

The person(s) designated by the Director to have on-site authority for all day to day operations and functions of CC in accordance with this policy.

POTLUCK:

A client bringing home cooked foods and/or non-alcoholic beverages, or a Client arranging for a caterer, restaurant or other provider to prepare takeout food. Transporting and servicing of the food must be by the Client on a volunteer basis. Clients are prohibited from selling potluck food and non-alcoholic beverages, or paying any person or entity for delivery and/or servicing of food.

PROMOTION BOOTH:

One table for clients for promotions or public information specific to their event or association, at no charge.

SETUP/CLEANUP FEE:

A fee for equipment, supplies, janitorial and staff services required by and event.

TRADE BOOTH:

A trade booth is a presentation of goods or services, including selling, advertising, or ordering.

SECTION TWO: CLIENT CLASSIFICATION

2.1 Non-Cordova-Based

Client does not have a local physical presence.

2.2 Cordova Based

Client does have a local physical presence.

SECTION THREE: GENERAL OPERATING GUIDELINES

3.1 MANAGEMENT AUTHORITY:

The Information Services Director is hereby invested with the authority to manage and supervise the Cordova Center, to monitor scheduling and booking of events, to negotiate special written agreements with community clients, to promote events, and to have accountability for all monies involved. This includes responsibility for

enforcing all policies regarding activities, technical requests, room rentals, equipment or service fees, and catering procedures. The Director has final approval over any activity in the Cordova Center.

Management reserves the right to refuse the use of the premises for events that are contrary to public policy or not in the best interest of the City of Cordova.

- A. The Director, in extraordinary circumstances, may waive rental fees only if the following criteria are met:
 - a. The function is of interest to, beneficial to, or in the best interests of the clear majority of the citizens of Cordova.
 - b. No other appropriate meeting space is of sufficient size to accommodate attendees.
 - c. No admittance fee is collected or any proceeds paid to any entity because of the event.
- B. The City of Cordova reserves the right to use meeting rooms during move-in and move-out periods, and on event days after event hours when Client is not using the same, so long as rooms are in proper order for Client's use.
- C. The City of Cordova reserves for its representatives and agents free access to enter any portion of the Cordova Center premises. The Cordova Center, including the premises rented and all keys of the facility, shall always be under the control of the Facility Manager.
- D. Unless otherwise specified in writing, management has the authority to scheduled unrelated events simultaneously, without notice to the Client (s), to best utilize the facility.
- E. Management has the authority to refuse the booking of an event whose requirements for technical equipment and staff are above and beyond the capability of the CC, and no other sources are reasonably available. The ability of the CC to facilitate and event, based on technical and/or staff requirements, will be determined by the CC staff, its Management and Director. If the CC cannot adequately service an event there will be specific reason(s) given to the Client in writing. If the Client chooses to arrange for additional equipment to be used in conjunction with the CC equipment (specifically, sound or lighting equipment) it must be used from a professional, reputable supplier. If additional technical assistance is required and the technician is using any CC equipment, the CC must approve the technician. Any costs incurred for additional equipment or assistance is the sole responsibility of the Client.
- F. The Client shall have an obligation to ensure that ticket sales will not result in actual overbooking of the seating capacity for any event. Management has the authority to refuse admittance to attendees in excess of the number of seats in the North Star Theatre, or to a larger number of persons than the seating capacity will accommodate or can safely or freely move about in other rented areas of the CC as allowed under the Uniform Fire Code and any other applicable codes.
- G. The Director reserves the right to set special conditions or refuse any request for a reservation if the proposed use is considered high risk.
- H. Refusal by Client or agents of Client or Caterers to abide by the CC directives may be cause for expulsion from the facility for the violator, and cessation of the event.
- I. No Client may assume that CC staff is available for their exclusive use, unless said Client is paying full rental for the entire facility. Due to the multi-use nature of the facility and its small staff, Clients may be required to provide technical assistance for their event(s) from an outside source. Notice shall be given to the Client, in writing, as far in advance as possible when staff availability may require additional assistance.
- J. Management has the authority to require chaperones at events where the majority of anticipated attendees are under 16 years old, or to require designated supervisors of children during Client event set up, or during an event where children are not being adequately attended. Children shall remain with their parents in the event room during set up, decorating, the actual event, and during cleanup.

3.2 RESERVATIONS AND APPLICATION FOR USE:

Reservations at the CC shall be on a first come, first served basis. The following rules and restrictions shall apply:

- A. Tentative or verbal reservations may be held for one week, after which a signed Application for Use must be received to hold the reservation. The Application for Use must provide all needed information requested by the CC and if applicable must also include technical riders, lighting plots or any additional information required. The client will disclose all intended information is received and approved. If an event is NOT approved the CC cannot be liable for any premature contractual agreement between the Client and any other entity (i.e., artist, performer(s)).
- B. Clients may not reserve the facility, on a weekly basis, for longer than three months at a time unless approved by the Information Services Director. Long-term rentals may be subject to rescheduling based on the needs of the facility.
- C. Events scheduled more than six months in advance may be pre-empted for conference, convention or exceptional use agreement priority. The CC reserves the right to cancel Client's reserved date should that be deemed by the Information Services Director to be in the best interest of the City of Cordova. Any deposits will be refunded, and any other charges waived.
- D. Confirmed events may, under extreme circumstances such as a major oil spill, natural disaster, or an act of god may be cancelled or rescheduled by the CC. Any deposits would be refunded and other charges waived in this situation.
- E. To accommodate the most clients, events paying the lower rate may be relocated to an alternate room(s); fees charged will be equivalent or less.
- F. Conferences or conventions booked more than 12 months in advance will be subject to rate and/or fee increases, unless completed Use Agreements and a non-refundable deposit equal to 50% of the quoted rate on file at the time of the rate or fee increase. "Grandfathered" rates will not apply to any conference or convention booked more than 3 years in advance of the rate or fee increase.
- G. There will be no reservations accepted for Thanksgiving Day, Christmas Eve or Christmas Day holidays, Independence Day, Labor Day and Memorial Day. If, in extraordinary circumstances, it is necessary to use the facility on those days, DOUBLE the regular rates will be charged, regardless of Client category. There will be no additional charges for facility use on any other designated holiday.
- H. When the CC Kitchen is in use by one client the Kitchen and catering equipment are for the exclusive use of said client.

3.3 DEPOSITS:

- A. Management requires a rental deposit of 50% the quoted rate under the following conditions:
 - Booking quotes totaling greater than \$1000.
- B. Management may require a deposit under the following conditions:
 - Previous use of the facility by the Client has resulted in cleaning or damage fines.
 - The nature of the event may obviously result in damage to the facility or extra cleaning following the event.
 - Previous untimely payment of rental fees by Client.

Unless otherwise noted by a client or caterer before use, the premises are accepted as is with the building and all equipment in good condition. Any damage noted then becomes the responsibility of the client. Any unused balance of a deposit may be used toward the final event billing. Deposit must be received at the time of application submission.

3.4 **BILLING:**

A. Payment: For services may be made in cash, check or credit card and must be received at the CC office (Museum Reception Desk) within 30 (thirty) days of the billing date on the invoice.

B. Late Payment: 10.5% annual interest will be assessed on the balance due if not paid by the due date. If payment for services is not received within 90 days of the due date the account will be forwarded to the City of Cordova Finance department for collection.

3.5 **HOURLY RATES**

A. Hourly Room Rental Rates

1. See fee schedule for current pricing.

3.6 **SERVICES AND EQUIPMENT INCLUDED IN ROOM RENTAL**

A. Rooms will be set up per an approved room diagram and will include in the room rental rate:

1. Assistance in planning room details
2. General supervision before, during and after the event
3. Tables and chairs

B. Labor costs for any changes, alteration or additions shall be charged accordingly.

C. Additional services and equipment are charged separately.

3.7 **INSURANCE**

Liability insurance may be required for any event where alcohol is being served. Liability insurance may be required if the nature of the event or use of the facility could result in risk exposure to the City of Cordova, as determined by Management.

3.8 **SECURITY AND PERSONAL PROPERTY**

A. The Client assumes responsibility for the character, acts and conduct of all persons acting for or on behalf of the Client. The Client must have on hand at all times such security forces as Management of the Cordova Center may deem necessary for the maintenance or order and protection of persons and property on the premises. The Client is responsible for arranging, and payment of, all security needs. Security personnel must not consume or be under the influence of alcohol or illegal substances while on premises.

The CC reserves the right to eject for cause any person or persons from the CC. The Client shall waive any right and all claims for damages against the CC and/or the City of Cordova for the exercise of this right.

B. A CC staff member will be on duty all times while the building is open unless other arrangements have been made under an Exceptional Use Agreement. The Client shall be responsible for event attendees, performers, and personal equipment.

C. All personal property brought to the CC by the Client during the Client's occupancy is the sole responsibility of the Client, and neither the CC or the City of Cordova shall be liable for its loss by fire, theft or otherwise. During occupancy, a Client may not store or use personal property in the hallways. If the Client fails to remove any property at the end of the previously agreed upon move-out time, and has not made prior arrangements with Management, a reasonable effort will be made by the CC management to contact

the Client for retrieval of items in a timely manner. Storage fees may be charged, or if contact is unsuccessful the CC shall remove and dispose of said items.

3.9 **CANCELLATION POLICY:**

A. The Cordova Center cancellation policies are as follows:

- Ten or more days prior to reservation date, no cancellation fee.
- Fewer than ten days prior to reservation date, 10% of quoted rental is the cancellation fee.
- Within 48 hours prior to 'Event Start Time' as submitted on Client Application for Use, full room rental plus fees for all equipment requested if equipment is set up or if said equipment was unavailable for another Client's use.
- If an event is cancelled due to weather conditions that prevent the event from taking place the room rental plus a minimum of 1-hour staff time will be charged if additional equipment is set up. Staff time charges will be based on the number of rooms and amount of furniture and equipment set up for the event.

3.10 **SPECIFIC RESTRICTIONS:**

The following restrictions apply to the use of the Cordova Center:

A. Events:

- a. Events that in violation of Cordova Municipal Code Section 9.12.100 Offences Against Decency.
- b. Contact sports or arena type events, unless special approval by the Director is obtained.
- c. Festival Seating concerts (all anticipated attendees must have a seat.)
- d. Mosh pits
- e. Events with above normal damage potential.

B. Long Term Use

Clients may not reserve the facility on a weekly basis, for longer than three months at a time.

C. Sublet or Subcontracting:

Clients may not sublet any rented space (s), or in any way assign the rented space(s) to any other person or organization except as provided in the Application for Use and approved by Management. When the CC is operating under the Multi-Catering System, Participating Caterers are prohibited from subcontracting another Participating Caterer for on-site services.

D. "BYOB"

"Bring Your Own Bottle" of alcoholic beverages is strictly prohibited. Alcoholic beverages must be purchased, provided and serviced by a CC Alcohol Caterer having appropriate licenses and other CC applicable requirements.

E. Solicitation:

Solicitation, collections, requests for donations or distribution of literature are prohibited unless sponsored by, and specific to, an approved event. Any donation receptacles must be clearly labeled as to the recipient of the donation.

F. Materials, Processes and Equipment:

The following activities, materials, processes, and equipment are prohibited:

- Candles
- Fireworks
- Blasting agents
- Explosives
- Flammable cryogenic gasses
- Aerosol cans with flammable propellants
- Water handling equipment not totally contained.
- Smoking inside the facility
- Fueling of motor vehicle
- “Strike Anywhere” wood matches
- Hazardous refrigerants, such as sulfur dioxide and ammonia
- Portable heating equipment
- Combustion engines or other flammable-fueled engines, unless meeting the following special guidelines:
 - Fuel tanks, unless never having been filled, shall be maintained between $\frac{1}{3}$ and $\frac{1}{2}$ filled. Caps shall be of the locking type and be kept locked. If such caps are not locked, an alternate method may be employed, if approved by the Cordova Fire Department.
 - Electrical systems shall be de-energized by:
 - Removing the battery
 - Removing the battery cables
 - Disconnecting both battery cables and covering them with electrical tape or other similar insulating materials.
- Powered tools and equipment, except materials-handling equipment, other than electrically powered and air powered.
- Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc. or approved by another nationally recognized testing laboratory.
- Welding, cutting or brazing
- Painting with flammable or volatile paints and finishes
- Other equipment or operations that increase the risk of fire, accident, or injury.

G. Smoking:

a. Non-Smoking Areas:

The CC is a smoke free facility. No smoking is allowed inside any area of the CC.

b. Smoking Areas:

Designated areas are labelled.

H. Public Safety:

In order to protect the general public and the facility, the following restrictions apply:

- Only licensed and bonded security staff or local, state or federal law enforcement officers may carry guns or other types of firearms, knives, or other weapons when required to keep the peace.
- Illegal drugs are strictly prohibited in the Cordova Center.

- CC authorized personnel only will have access to catwalks, electric rooms, control booths, and scissor lift.

I. Miscellaneous:

- a. The CC is not to be used as a sleeping or lodging accommodation.
- b. Personal use of the building shall be limited to actual time and activities directly related to an event.
- c. Children under 10 years of age must be supervised at all CC events.
- d. A parent or legal guardian must accompany minors if alcohol is present. The Client, Caterer, and/or CC Management have the right to restrict attendance by minors when alcohol is present.
- e. Animals and pets are not allowed in the CC except for dog guides, service animals and/or animals used in a performance. Performance animals must be approved by Management. Performance animals may be brought into the CC only during the actual rehearsals or performances.
- f. Use of red-based liquids, birdseed and Duct Tape are prohibited.
- g. Loose glitter and decorations with excessive glitter are prohibited.
- h. The use of nails, screws, staples, hooks, or tacks in any part of the premises, including parking lots, which will injure, mar or in any manner deface the facility is prohibited.
- i. Parking on the Loading Dock, the front entrance of the facility is restricted to loading and unloading only.
- j. No alcoholic beverages are allowed in the Theatre. Alcohol may be served (by a CC Alcohol Caterer) in the atrium during the pre-show, intermissions and post-show in conjunction with an event in the Theatre. All alcoholic beverages shall be consumed in the atrium area only.
- k. No food or beverages are allowed in the Theatre. Food and drink may be consumed in the Atrium.

3.11 **SPECIAL PERMITS**

A. The following materials, processes and equipment are prohibited unless approved and specially permitted by the Cordova Fire Department.

- Open Flame Devices
- Ammunition and flammable signaling devices
- Hydraulic equipment using flammable fluids
- Radiation-containing or producing devices (electric and gas heaters)
- Electrical equipment or installations not conforming to the City of Cordova or national electrical codes
- Flammable liquids
- Liquefied petroleum gas
- Other materials or processes which, in the judgment of the Cordova Fire Department, increase health hazards or the risk of fire.

3.12 **BUILDING AND EQUIPMENT USE**

The CC has developed these guidelines in order to maintain high levels of personal safety, to protect the equipment and to preserve the integrity of the facility.

A. Fire Safety

The CC and its clients will adhere to the Uniform Fire Code and the Cordova Municipal Code. Interior furnishing and materials shall be located so that aisles, exits, and fire and life safety devices are unobstructed.

B. Decorations and Set Construction

- a. Plans and techniques for decorations or sets for an event must have prior approval of Management. A shop area is available with prior approval of Management. Clients shall make every attempt to 'construct' elsewhere and assemble at the CC.
- b. Prior approval must be obtained from Management for any attachment of sets to theatre stage, walls or equipment. It is the responsibility of the Client to decide and pay for any repair to floors, walls or equipment if such attachments should be necessary.
- c. The use of tacks, staples, nails and glue must have prior approval from Management.

C. Storage

General storage space for Clients is not available at the CC. If circumstances require equipment storage, appropriate rental rates will be negotiated on a limited time basis. If the Cordova Center must remove items, appropriate costs will be billed to the Client.

D. Equipment

- a. All equipment owned by the CC shall remain on site. No equipment will be loaned or rented for use outside the facility.
- b. Only CC authorized personnel will be permitted to set up, tear down and operate sound, lighting, maintenance and janitorial equipment.
- c. The CC has a wide range of equipment and services available. It is the responsibility of the Client to decide and pay for any additional or specific equipment or services needed for an event.
- d. Only CC authorized personnel are allowed on the personnel lift. No one is allowed to operate the personnel lift without at least one other person in the building.

E. Pianos

- a. Only professional certified tuners/repair persons, as approved by the CC, are permitted to service the pianos.
- b. To move the grand piano from the Theatre to the Atrium, the following requirements must be met:
 - i. Obtain permission from the CC Management.
 - ii. City staff or CC Management approved person only may move the piano; a fee will be charged to the Client.
 - iii. Client must pay for a certified piano tuner/repair person to tune the piano after moving to the Atrium, and after the return to the Theatre.
 - iv. Management reserves the right to refuse to move the piano in extreme weather where cold temperatures or blowing snow or rain on the loading dock area may do permanent damage to the piano.

3.13 **COPYRIGHT AND TRADEMARK RESPONSIBILITIES:**

A. Any performance, recording, or use of any compact discs, cassettes, videotapes, videos, movies, plays, poetry, musical compositions, digital media or other copyrighted or trademarked materials must comply with all applicable laws.

B. The Client is responsible for all royalties, license fees or other charges resulting in the use of any copyrighted materials performed, reproduced or used at the CC that may be due BMI, ASCAP, or SESAC, or any other entity or organization.

C. For information on obtaining copyright licensing see the Information Services Staff.

SECTION 4: CONVENTIONS, CONFERENCES AND TRADE SHOWS

4.1 DEFINITIONS

A. Conference or Convention:

A Conference or convention is defined as an organized group of at least 15 non-local attendees, participating in meetings and/or social events at the CC lasting at least one and one half days.

B. Promotion Booth:

A convention, conference or event may have one 6' table for promotions or public information, specific to their event or association, at no charge. Additional booths needed for sales, advertising, or orders will be charged at the current trade booth rate.

C. Trade Booth:

A trade booth is a presentation of goods or services, including selling, advertising, or ordering. Size of booth may vary depending on the event. If invited by a convention or conference, no city business license is required.

4.2 TRADE SHOW REQUIREMENTS

A. Booths or displays which serve food or drinks or display liquids (paint, thinner, cleaners, oil, water, etc.) must be equipped with mats of sufficient size and material to contain spills or breakage within the booth or display area.

B. A Client representative must be on site during setup, exhibition, and tear down of trade shows.

SECTION 5: MOVIES

5.1 MOVIE GUIDELINES

This fundraising package is available only to Cordova based non-profit Clients of the CC, and is not subject to any other category of discount. If special requests for dates are imperative, the Movie Package will be void and applicable fees will be charged.

CC Management reserves the right to set restrictions on show times, age allowance for attendees, concessions availability and policies specific to the movies as deemed necessary, to ensure the movie experience is positive for all patrons and to maximize longevity of the facility.

A. Fees:

1. The CC shall charge a base fee.

B. Client Responsibilities:

1. Is responsible for film rental and percentage charges, as required by film companies.

2. Arrange and pay for any advertising other than the CC's responsibilities for advertising as shown below.
 3. Provide 2 adult volunteers for ticket sales, and cleanup of theatre.
 4. Provide cash for cash box.
- C. Cordova Center Responsibilities:
1. Provide theatre and approved projectionist.
 2. Provide ticket table.
- D. Scheduling:
1. It is the Client's responsibility to call or come in to the CC to schedule use of the theatre and provide the title of the movie being shown.
 2. Movies are on a first come, first served basis.
 3. No dates are reserved without a specific available movie; no movie will be reserved without a specific available date.
 4. It is the Client's responsibility to check for video release dates.
- E. Multiple Movies or Events:
Use of the theatre is not exclusive. The first Client to schedule has first choice of show times. The CC may schedule other events or movies during non-show times.
- F. Appropriate Films:
The movie must be in compliance with all other CC policies, have a rating no higher than an "R," and be open to the public for a reasonable fee.
- G. Children under 10 must be supervised at all CC events. For "R" rated movies attendees under 17 must be accompanied by a parent or guardian to attend the film.

SECTION 6: FOOD OPTIONS

6.1 COMMERCIAL CATERING BY AN EXCLUSIVE CATERER

The CC may operate with an Exclusive Caterer for food service per event using the Kitchen and for all alcohol service.

6.2 DROP-OFF FOOD CATERING

Drop-off Food Catering is a multi-catering system, in which Caterers with the proper insurances and licenses may provide food for an event. Drop-Off Caterers shall service events without utilizing either the Kitchen or any CC catering equipment.

6.3 POTLUCK

A client may bring home cooked foods and non-alcoholic beverages or have a caterer, restaurant or other provider prepare takeout food. However, transporting the food to the CC and servicing of the food must be by the Client on a volunteer basis. Potluck Clients are prohibited from selling potluck food and beverages, or paying any person or entity for delivery and/or servicing of food.

6.4 NON-PROFIT FOOD FUNDRAISER

Non-profit clients may bring donated foods and non-alcoholic beverages to fundraise for their agency. The following requirements must be met:

- A. In accordance with Department of Environmental Conservation Regulations a client may sell pre-packaged food and/or pre-packaged non-alcoholic beverages.
- B. The event must be sponsored by, and be specific to, the non-profit Client.

- C. A Non-Profit must have the appropriate licensing from the ABC board for non-profit alcohol services. The Cordova Center must receive a copy of the license no later than 5 days before the event. The license and appropriate signage must be prominently posted during the event.
- D. The kitchen is available to non-profit organizations for storage only. The Project Room may be made available, to facilitate a non-profit food function. At no time shall a volunteer be allowed access to the CC Kitchen. Clean up of equipment shall be arranged with the CC Management (when applicable), and fees may be charged.

SECTION 7: COMMERCIAL CATERING GENERAL POLICY

The CC strives to provide professional and personal service to its Clients. It is important that the Commercial Caterers also provide competitive prices, quality service and professional presentation of goods. All transactions with the Clients and the Cordova Center are to be conducted in an honorable and fair manner.

Only businesses with the proper insurances and licenses are eligible to become Cordova Center Caterers.

The following information and requirements apply to **all** Caterers.

7.1 INSURANCE AND LICENSES

A. Licenses

Caterers providing services at the CC must have a current State of Alaska Business License as well as a current Cordova Business License.

B. Catering permit

A copy of the State of Alaska DEC Catering Permit that allows for safe holding and transportation of food is required.

C. Liquor License

A copy of either a current Beverage Dispenser or Restaurant (beer/wine) Liquor License as issued by the State of Alaska, Alcoholic Beverage Control Board shall be on file at the Cordova Center.

D. Employee Licensing

It is the responsibility of the Liquor License Holder to make certain all of their employees serving alcohol have the proper licenses and permits as required by local, state, and federal law.

E. Alcohol Catering Permit

For each event servicing alcohol at the Cordova Center, the Alcohol Caterer will obtain a Catering Permit and pay all applicable ABC Board fees. A copy of this catering permit must be provided to the Cordova Center no later than 24 hours prior to the event. No bar equipment will be set up for an event and no alcohol will be allowed on the premises until the Catering Permit is on file in the Cordova Center Management office. If the Catering Permit is presented to the Cordova Center later than 24 hours prior to the event, a late permit-filing fee may be charged, or alcohol service may not be allowed at the event.