



The Cordova Center

'Community Inspired Development'

Application and Conditions for Use

Event Name: _____ Event Date: _____
 Applicant/Organization: _____ Start Time: _____ End Time: _____
 Contact Name: _____ Setup Time: _____
 Full Mailing Address: _____ Movie Showtimes: _____
 E-Mail: _____ Phone: _____

Applicant Category (For determination of rental rates and fees – please choose one.)

Regular (Non-Cordova Based)

Local (Cordova Based)

Anticipated Number of attendees: _____

Will you be serving non-catered refreshments/food?
 _____Yes _____No

Will your event be open to the public?
 _____Yes _____No

Catered Food Service? _____Yes _____No

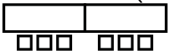
Will there be an admission charge?
 _____Yes _____No

Catered Alcohol Service? _____Yes _____No

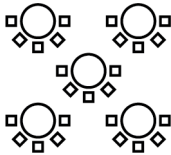
NOTE: ALL LIQUOR MUST BE PROVIDED BY A LICENSED AND INSURED PROVIDER; 'Bring Your Own Bottle' IS STRICTLY PROHIBITED. PLEASE ASK FOR A CURRENT LIST OF PARTICIPATING CATERERS.

Room Set Up Style: Please **click or circle** desired arrangement/s. Maximum table capacity (8 – rounds) (6 – rectangles)

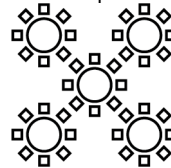
Head Table for ()



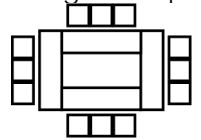
Half Rounds



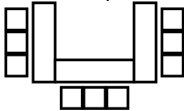
Banquet



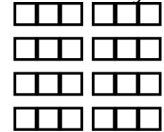
Rectangle or Square



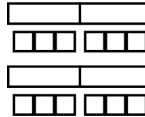
U-Shaped



Theater Style



Classroom



Chevron



Other

Please Circle the Rooms and Accoutrements needed for your event on pages 2 & 3 of the application.

Applicant hereby agrees that he/she has made a full and complete disclosure of all information which might be pertinent to the Cordova Center's consideration of this application and that all the foregoing statements and information are true and correct. Applicant must comply with all current Cordova Center Policies and all applicable local, state or federal laws regarding licensing, bonding, copyright protection or other requirements. Applicant accepts responsibility for payment of rental equipment and service fees and for restitution of any damage to the facility or equipment resulting from Applicants use of the Cordova Center.

I hereby acknowledge that I have read, understand and agree to abide by all the policies governing the use of the Cordova Center.

Client Signature

Date

Cordova Center

<u>Room Rental</u>	<u>Hourly Rate</u>	<u>Minimum Booking Duration</u>	<u>Capacity</u>
Entire Facility	\$500.00	8	964
Theatre Complex	\$100.00	4	200
Auditorium	\$75.00	Flat Fee	200
Community Room A	\$25.00	4	60
Community Room B	\$15.00	4	25
Community Room A & B	\$50.00	4	100
Education Room	\$20.00	2	40
Project Room	\$15.00	1	15
Mayors Conference Room	\$15.00	1	15
Atrium (2 nd floor)	\$50.00	4	75
Atrium (3 rd floor)	N/A	N/A	40
Copper River Gallery	\$40.00	4	40
Library Fireplace Nook	\$20.00	2	12
Kitchen	\$35.00	4	
Theatre Production Fee	\$100.00	>than 4-man hrs.	
Dance Production Fee	\$100.00	>than 4-man hrs.	
Dress Rehearsal Fee	\$100.00	Require Full lighting	
Clean Up Fee	\$50.00	# Per person required	
Covid Mitigation Fee	\$15.00	# Per person required	
Set Up Fee	\$50.00	# Per person required	
Coffee/Water Service	\$30.00	Per Day	
AV Technician Fee	\$90.00	If CC crew required	
Ushers	\$75.00	Per usher, CC trained	
Advance Set Up Fee	\$75.00	See details below	
Advance Decorating	\$75.00	See details below	
Damage Fee	Minimum - \$100.00		See details below
<u>Equipment Rental</u>	<u>Daily Rate</u>		
Laptop	\$15.00	Provided by CC	
Wireless Handheld Mic	\$0.00	Per mic	
Wireless Headset Mic	\$0.00	Per mic	
Polycom Equipment/Zoom	\$5.00	MCR/ED/CAB/2 Units	
In Room Teleconference	\$5.00	MCR/ED/CAB	
Marley Floor Install/Uninstall	\$200.00	Must be installed by CC Crew	
Logitech Wireless Pointer	\$0.00	3-CC	
Wired Handheld Mic	\$0.00	10-CC	
Wired Table Mic	\$0	Included Room B (12)	
RF Assisted Listening Device	\$0	Theatre/CAB	
Di Converter for Music	\$1.00	3-CC	
Projector	\$0	Theatre/AB/ED	
Blue Ray/DVD	\$0	Theatre/AB/MCR	
Podium	\$1.00	3 Podiums, 2 with mic	
Easel, Paper, Markers	\$0.00	Provided by CC	

Cordova Center

Entire Facility	Rental includes entire facility, except City, Museum, and Library Offices.
Theatre Complex	Rental includes theatre, dressing rooms, project room, lower atrium.
Auditorium	Rental includes auditorium and AV room. Specifically, Film Showings, Lectures.
Community Room A	Rental includes Room A – Walls Closed.
Community Room B	Rental includes Room B – Walls Closed.
Community Room A & B	Rental includes Room A and B, Wall(s) Open.
Education Room	Rental includes Ed Room.
Project Room	Rental includes Project Room.
Mayors Conference Room	Rental includes Mayors Conference Room.
Atrium (2 nd floor)	Rental includes all of lower atrium.
Atrium (3 rd floor)	No charge for the use of this upper-level atrium.
Copper River Gallery	Rental includes use of temporary gallery in museum.
Library Fireplace Nook	Rental includes use of uncarpeted area in front of fireplace.
Kitchen	Rental includes use of kitchen and appliances.
Theatre Production Fee	Charge for a play, musical, performance that requires greater than 4 hours CC team.
Dance Production Fee	Charge for a dance performance that requires greater than 4 hours CC team.
Dress Rehearsal Fee	Charge for a full-dress rehearsal.
Clean Up Fee	Charge will be lessened or waived if volunteers assist or complete clean-up.
Covid Mitigation Fee	Disinfect before and after meeting or event. Includes afternoon break if event is 8 hours.
Set Up Fee	Per person charge for set up for event.
Coffee/Water Service	Per day for service.
AV Technician Fee	Charge if AV assistance from CC Team is needed.
Advance Set-up Fee	Extraordinary Use of Furniture or set-up.
Advance Decorating	Decorating the day(s) before the event.
Damage Fee	Nails, tacks, pushpins, plus replacement costs for broken fixtures and labor.
Ushers	If the event requires or desires ushers, must use CC Team trained ushers.
Marley Floor Install/Uninstall	Must be pre-arranged. Floor install and uninstall must be done by CC Team.