



Application and Conditions for Use

Organization: _____
 Event Name: _____
 Contact Name: _____
 Phone: _____

Mailing Address: _____

 Email: _____

Application Category: Check all that apply

- Regular (Non-Cordova Based) Local (Cordova Based)
 Non-Profit (Letter of Determination Required) – 15% Discount Native Organization – 10% Discount

Event Details

- Meeting Training Banquet Production Birthday Party Movie

Event Date(s): _____ Set-up: _____ Start Time: _____ End Time: _____

Anticipated Number Attending: _____ Will you be serving non-catered food/refreshments? Yes No

Will your event be open to the public? Yes No Will there be catered food service? Yes No

Will there be an admission charge? Yes No Will there be 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 (<input type="checkbox"/>) 	U-Shaped <input type="checkbox"/> 	Rectangle or Square <input type="checkbox"/> 	Classroom <input type="checkbox"/> 	Chevron <input type="checkbox"/>
Theater Style (Chairs Only) <input type="checkbox"/> 	Banquet <input type="checkbox"/> 	Banquet <input type="checkbox"/> OR 	Half-Rounds <input type="checkbox"/> 	Other <input type="checkbox"/>

Please circle or mark the rooms and accoutrements needed for your event on page 2 of the application.

Applicant hereby agrees that they have 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 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 of 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.

Emily
Emily (Jan 1, 2024 16:37 AKST)
 Client Signature

_____ Date

How did you hear about us?
 The Cordova Times

If you were referred, who referred you?



Cordova Center
PO Box 1210
Cordova, AK 99574
Cordova Center Events Team
Phone: 907-424-6250
manderson@cityofcordova.net

CREDIT CARD AUTHORIZATION

I, _____, give authorization to the City of Cordova:
Cordova Center Events to charge my credit card to pay for:

- **Scheduled Event/Meeting**

Name as it appears on credit card: _____

Credit Card Number: _____ CCV _____

Expiration Date: _____ Type of Credit Card (ex. Visa/MC) _____

City: _____ State: _____ Zip: _____

Email: _____

- Yes, I would like a receipt sent to my email
- No, I do not like a receipt sent to m email

Contact Telephone Number of Cardholder: (_____) _____ - _____

Signature of Card holder: Emily _____ Date: _____
Emily (Jan 1, 2024 16:37 AKST)

*Effective January 1st – 3.5% convenience fee will be added to all invoices over \$100

Cordova Center

<u>Room Rental</u>	<u>Hourly Rate</u>	<u>Capacity</u>
Entire Facility	\$500	964
Theatre Complex	\$150/Flat Fee	200
Auditorium	\$30	200
Community Room A	\$25	60
Community Room B	\$15	25
Community Room A & B	\$50	100
Education Room	\$20	40
Project Room	\$15	15
Mayors Conference Room	\$15	15
Atrium (2 nd floor)	\$50	75
Atrium (3 rd floor)	N/A	40
Copper River Gallery	\$40	40
Library Fireplace Nook	\$20	12
Kitchen	\$35	
<u>Meeting Equipment Rental</u>		
	<u>Daily Rate</u>	
Conference Wired Table Mic	\$5	MCR/ED/CAB/
Wireless Mic	\$0	CAB/NS
Yeti Microphone	\$5	MCR/ED/CAB/2 Units
Meeting Owl	\$10	MCR/ED/CAB
Paper Copies	\$0.25/each	Provided by CC
Coffee/Tea Service	\$30	Per Day
Water Station	\$10	Per Day
Easels	\$0	25 (CRG)
<u>Banquet Equipment Rental</u>		
Plates/Bowls/Mugs	\$20	Per 50
Silverware	\$10	Per 50
Glassware	\$20	Per 50
Tablecloths	\$20	Per 50
Linen Napkins	\$20	Per 50
Marley Floor Install/Uninstall	\$200	Must be installed by CC Crew
Stage	\$40	Use and Setup
Kitchen Cleaning Fee	\$50	Use of Kitchen 6+ Hours
To-Go Containers	\$15	Per 50
<u>Production Equipment Rental</u>		
Theatre Production Fee	\$25	>than 4-man hrs.
Dance Production Fee	\$25	>than 4-man hrs.
Dress Rehearsal Fee	\$25	Require Full lighting
AV Technician Fee	\$25/hour	If CC crew required
Usher	\$25/hour	If CC crew required
Grand Piano	\$25	Relocation and Use Fee
Wireless Headset Mic	\$0	Per Mic
<u>All Events</u>		
Clean Up Fee	\$50	# Per person required
Set Up Fee	\$50	# Per person required
Advance Decorating	\$75.00	See details below
Next Day Clean-up	\$75.00	See details below
Damage Fee	Minimum - \$100.00	See details below
After Hours	\$25.00	Outside operating hours