



'Community Inspired Development'

601 First Street  
Cordova, AK 99574

## Application and Conditions for Use

### Event Contact

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Email \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Billing Contact *(if different from event contact)*

Name \_\_\_\_\_

Billing Email \_\_\_\_\_

Billing Phone(\_\_\_\_) \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Application Category

☐ Standard ☐ Non-Profit (Letter of Determination Required)–15% Discount ☐ Native Organization–10% Discount

### Event Details *(select all that apply)*

☐ Meeting ☐ Conference ☐ Training ☐ Banquet ☐ Production ☐ Birthday Party ☐ Movie ☐ Concert ☐ Other

Event Name \_\_\_\_\_ Anticipated Number Attending \_\_\_\_\_

Event Date \_\_\_\_\_ Set-up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

For multiday events, list anticipated start and end times.

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_; Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_; Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Will your event be open to the public? ☐ Yes ☐ No

Will you be providing non-catered food? ☐ Yes ☐ No

Will there be an admission charge? ☐ Yes ☐ No

Will there be onsite catered food service? ☐ 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.**

Nonprofits only: Are you applying for a Nonprofit Organization Event Permit through AMCO? ☐ Yes ☐ No

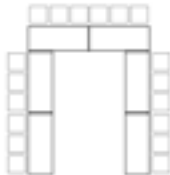
*(Nonprofits may apply for an event permit with the State of Alaska ABC Board. Restrictions and fees apply.)*

### Room Set-Up Please click or circle desired arrangement(s). Maximum table capacity: 8-rounds; 6-rectangles

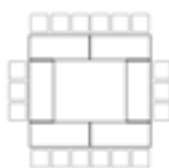
Head Table



Horseshoe



Hollow Square



Classroom



Herringbone



Theater Style  
(chairs only)



Banquet  
Rounds



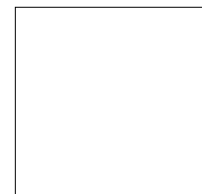
Banquet  
Rectangles



Cabaret



Other



Revised on 1/2/2026

City of Cordova - Cordova Center 2026 Fees & Rates				
ROOM RENTAL		HOURLY	CAPACITY	DESCRIPTION
Entire Facility	<input type="checkbox"/>	\$500	964	Rental includes all spaces listed below. Public access to museum and library during regular hours will remain open.
Theater Complex	<input type="checkbox"/>	\$150/Flat Fee	200	Rental includes auditorium, AV room, dressing rooms, Projects Room, lower atrium, stage lighting.
Auditorium	<input type="checkbox"/>	\$30	200	Rental includes auditorium, AV room, and lower atrium. Specifically for films and lectures.
Theater/Dance Class	<input type="checkbox"/>	\$25	200	Rental includes auditorium and backstage. Limited CC staff time and limited lighting.
Community Room A	<input type="checkbox"/>	\$30	60	Rental includes Room A with walls closed.
Community Room B	<input type="checkbox"/>	\$20	25	Rental includes Room B with walls closed. If City Council tables need to be removed +\$50
Community Room A & B	<input type="checkbox"/>	\$50	100	Rental includes Room A & B with wall(s) open. If City Council tables need to be removed +\$50
Education Room	<input type="checkbox"/>	\$25	40	Rental includes Education Room.
Projects Room	<input type="checkbox"/>	\$20	15	Rental includes Projects Room.
Mayor's Conference Room	<input type="checkbox"/>	\$20	15	Rental includes Mayor's Conference Room.
Atrium (2nd and 3rd floors)	<input type="checkbox"/>	\$50	75/40	Rental includes use of lower (2nd) and upper (3rd) atriums.
Tabling Fee for Atrium	<input type="checkbox"/>	\$10/Flat Fee		Promotional table in atrium. The \$10 fee will be waived for rental clients promoting their event or association, as well as for organizations providing public information.
Copper River Gallery	<input type="checkbox"/>	\$40	40	Rental includes temporary use of gallery in museum.
Library Fireplace Nook	<input type="checkbox"/>	\$20	12	Rental includes use of uncarpeted area in front of fireplace.
Kitchen	<input type="checkbox"/>	\$35		Rental includes use of kitchen and appliances. Additional fees may apply. See below.
EQUIPMENT RENTAL		DAILY RATE	DETAILS	DESCRIPTION
<b>Meeting Equipment Rental</b>				
Conference Wired Table Mic	<input type="checkbox"/>	\$5		Available in Community Room A & B
Wireless Mic	<input type="checkbox"/>	\$0		Available in Community Room A & B, North Star Theatre
Yeti Microphone	<input type="checkbox"/>	\$5		Available in Community Room A & B, Mayor's Conference Room, Education Room
Meeting Owl	<input type="checkbox"/>	\$10		Available in Community Rooms A & B, Mayor's Conference Room, Education Room
Paper Copies	<input type="checkbox"/>	\$0.50		Provided by Cordova Center staff
Coffee/Tea Service	<input type="checkbox"/>	\$30	Per 10-50 people for 4 hours	
Water Station	<input type="checkbox"/>	\$10	Per 10-50 people for 4 hours	
Easels	<input type="checkbox"/>	\$0	25	Located in the Copper River Gallery
<b>Banquet Equipment Rental</b>				
Plates/Bowls/Mugs	<input type="checkbox"/>	\$25	Per 50 people per meal	
Silverware	<input type="checkbox"/>	\$15	Per 50 people per meal	
Glassware	<input type="checkbox"/>	\$25	Per 50 people per meal	
Tablecloths	<input type="checkbox"/>	\$30	Per 6 tableclothes	
Linen Napkins	<input type="checkbox"/>	\$20	Per 25 per day	
Temporary Stage	<input type="checkbox"/>	\$40	Setup and use fee	
Kitchen Cleaning Fee	<input type="checkbox"/>	\$200	See CC Policy for details.	Charge will be lessened, waived, or increased depending on state of kitchen after use.
Dishwashing Fee	<input type="checkbox"/>	\$20	CC staff required to run sanitizer	Per CC staff member per hour assisting with washing dishes.
Offsite Catering Needs	<input type="checkbox"/>	\$10	Per chafing dish	Rental includes one chafing dish, fuel, and serving utensils.
Overnight Kitchen Storage	<input type="checkbox"/>	\$10	Fridge/counter space	Items must be dropped off during regular operating hours.
To-Go Containers	<input type="checkbox"/>	\$15	Per 30	
<b>Production Equipment Rental</b>				
Theater/Dance Production Fee	<input type="checkbox"/>	\$25		For a play, musical, dance performance that requires more than four hours CC team.
Dress Rehearsal Fee	<input type="checkbox"/>	\$25		Additional fee for full dress rehearsal (lighting and sound).
AV Technican	<input type="checkbox"/>	\$30	Per hour	Charge if AV assistance from CC team is needed.
Grand Piano	<input type="checkbox"/>	\$25		Relocation and use fee

ALL EVENTS				
Clean Up Fee	<input type="checkbox"/>	\$30	Per person/per hour	Charge will be lessened or waived if client volunteers assist or complete clean-up.
Set Up Fee	<input type="checkbox"/>	\$30	Per person/per hour	Charge will be lessened or waived if client volunteers assist or complete set-up.
Advanced Set-up Fee	<input type="checkbox"/>	\$75		Extraordinary use of furniture or set-up.
Advanced Decorating/Storage Fee	<input type="checkbox"/>	\$75		Decorating the day before the event and/or storing supplies overnight.
Next Day Clean-Up	<input type="checkbox"/>	\$75		Clean up takes place the day after the event.
After Hours	<input type="checkbox"/>	\$35		Per hour outside of CC Events operating hours.
Damage Fee		Min. \$100		Nails, tacks, pushpins, plus replacement costs for broken fixtures and labor.

Cordova Center Events Operating Hours  
Monday-Thursday: 7:00 AM - 9:00 PM  
Friday-Saturday: 7:00 AM - 10:00 PM  
Sunday: 8:00 AM - 7:00 PM. Only events 4+ hours can book on a Sunday.

Overtime Fee  
A fee of \$100 per hour will be charged for any time outside of Cordova Center Events operating hours ***beyond rental agreement period***. This fee will be prorated beginning 10 minutes after the scheduled rental end time.

**TERMS & CONDITIONS**

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 Applicant's 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