



# 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

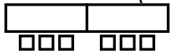
Will there be an admission charge?  
\_\_\_\_\_Yes \_\_\_\_\_No

Catered Alcohol Service? \_\_\_\_\_Yes \_\_\_\_\_No

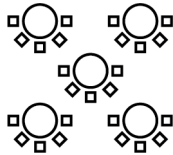
**NOTE: ALL LIQUOR MUST BE PROVIDED BY A LICENSED AND INSURED PROVIDER; 'Bring Your Own Bottle' IS STRICTLY PROHIBITED. PLEASE ASK FOR A CURRENT LIST OF PARTICIPATING CATERERS.**

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

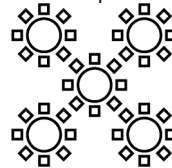
Head Table for ( )



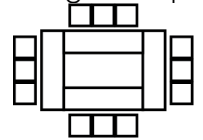
Half Rounds



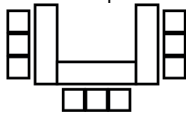
Banquet



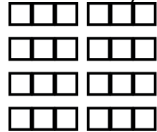
Rectangle or Square



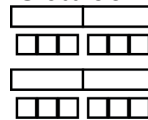
U-Shaped



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

## ROOM RATES, DIMENSIONS, AND SEATING CAPACITY 2018

Rental Space	Hourly Local	Hourly Regular	Minimum Booking Duration	Capacity
Entire Facility	\$400	\$800	8	964
Theater Complex	\$50	\$100	4	200
Auditorium	\$50	\$100	Flat Fee	200
Community Room A	\$20	\$40	4	60
Community Room B	\$10	\$20	4	25
Community Room A & B	\$40	\$80	4	100
Education Room	\$15	\$30	2	40
Project Room	\$10	\$20	1	15
Mayors Conference Room	\$15	\$30	1	15
Atrium (2nd floor)	\$40	\$80	4	75
Atrium (3rd floor)	\$15	\$30	1	40
Copper River Gallery	\$30	\$60	4	40
Library Fireplace Nook	\$15	\$30	2	12
Kitchen	\$25	\$50	4	
	<b>Daily Rate</b>	<b>Daily Rate</b>		
Theatre Production Fee	\$100	\$200	> than 4 man hours	
Dance Production Fee	\$100	\$200	> than 4 man hours	
Dress Rehearsal Fee	\$75	\$150	Require full lighting	
Clean Up Fee	\$50	\$100	# per people needed	
Set Up Fee	\$50	\$100	# per people needed	
Coffee/Water Service	\$50	\$100	Per Day	
AV Technician Fee	\$75	\$150	If CC Crew Required	
Ushers	\$75	\$150	Per Usher. CC Trained.	
Advanced Set Up	\$50	\$100	See Details Below	
Laptop	\$15	\$30	Provided By CC	
Wireless Handheld Mic	\$2	\$4	Per mic	
Wireless Headset Mic	\$2	\$4	Per mic	
Polycom Equipment	\$5	\$10	MCR/ED/CAB/2 Units	
In Room Teleconference	\$5	\$10	MCR/ED/CAB	
Marley Floor Install/Uninstall	\$125	\$250	Must be installed by CC Crew	
Logitech Wireless Pointer	\$1	\$2	3 - CC	
Wired Handheld Mic	\$2	\$4	10 - CC	
Wired Table Mic	\$0	\$0	Included Room B (12)	
RF Assisted Listening Device	\$0	\$0	Theatre/CAB	
Di Converter for Music	\$1	\$2	3 - CC	
Projector	\$0	\$0	Theatre/AB/ED	
Blue Ray/DVD	\$0	\$0	Theatre/AB/MCR	
Easel	\$1	\$2	25 (CRG)	
Whiteboard	\$0	\$0	ED/AB/MCR	
Easel, Paper, Markers	\$1	\$2	Provided by CC	
Podium	\$1	\$2	3 Podiums, 2 with mic	
Glassware	\$35	\$70	Per 100	
Plates, Bowls	\$35	\$70	Per 100	
Silverware	\$35	\$70	Per 100	
Tablecloths, Napkins	\$35	\$70		

## ROOM RATES, DIMENSIONS, AND SEATING CAPACITY

Room	Description
Entire Facility	Rental includes entire facility except City Offices, Museum Offices, Library Offices.
Theater Complex	Rental includes theatre, dressing rooms, project room and 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 (2nd floor)	Rental Includes all of lower atrium.
Atrium (3rd floor)	No charge for 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 crew
Dance Production Fee	Charge for a dance performance that requires greater than 4 hours CC team time
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.
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
Advanced Set Up	Extraordinary Use of Furniture or Set Up
Ushers	If the event requires or desires ushers, must use CC Team Trained Ushers.
Laptop	
Wireless Handheld Mic	
Wireless Headset Mic	
Polycom Equipment	
In Room Teleconference	
Marley Floor Install/Uninstall	Must be pre-arranged. Floor install and uninstall must be done by CC Team
Logitech Wireless Pointer	
Wired Handheld Mic	
Wired Table Mic	
RF Assisted Listening Device	
Di Converter for Music	
Projector	
Blue Ray/DVD	
Easel	
Whiteboard	
Easel, Paper, Markers	
Podium	
Glassware	If rental does not include kitchen use fee.
Plates, Bowls	If rental does not include kitchen use fee.
Silverware	If rental does not include kitchen use fee.
Tablecloths, Napkins	If rented for event outside of Cordova Center