



The Cordova Center

'Community Inspired Development'

Application and Conditions for Use

Event:

Applicant/Organization:

Contact Name:

Full Mailing Address:

E-Mail:

Event Date:

Start Time:

End Time:

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 _____NoWill your event be open to the public?
_____Yes _____No

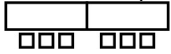
Catered Food Service? _____Yes _____No

Will there be an admission charge?
_____Yes _____No

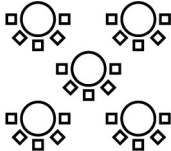
Catered Alcohol Service? _____Yes _____No

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 circle desired arrangement/s.** Maximum table capacity (8 – rounds) (6 – rectangles)

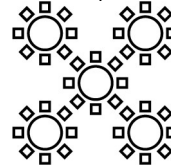
Head Table for ()



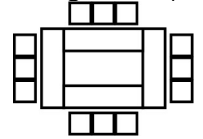
Half Rounds



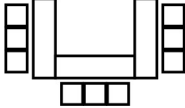
Banquet



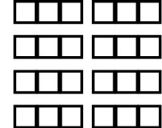
Rectangle or Square



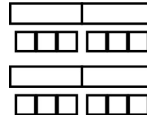
U-Shaped



Theater Style



Classroom



Chevron



Other

Please Circle the Rooms and Accoutrements needed for your event on page 2 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 of 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



The Cordova Center

'Community Inspired Development'

PLEASE CIRCLE THE ROOMS AND ACCOUTREMENTS NEEDED FOR YOUR EVENT.

Room	Regular	Local	Minimum Booking Duration	Hourly Reg/Local	Capacity	Notes
Entire Facility	\$3,200	\$1600	8	\$400/\$200	964	
Theater Complex	\$400	\$200	4	\$100/\$50	200	% Discount Local
Auditorium	\$100	\$50	Flat Fee	N/A	200	Movies/Lectures
Community Room A	\$160	\$80	4	\$40/\$20	60	
Community Room B	\$80	\$40	4	\$20/\$10	25	
Community Room A & B	\$240	\$120	4	\$60/\$30	100	
Education Room	\$60	\$30	2	\$30/\$15	40	
Project Room	\$20	\$10	1	\$20/\$10	15	
Mayors Conference Room	\$20	\$10	1	\$10/\$20	15	
Atrium (2nd floor)	\$80	\$40	4	\$40/\$20	75	
Atrium (3rd floor)	\$	\$	4	N/A	40	No charge
Copper River Gallery	\$120	\$60	4	\$30/\$15	40	
Library Fireplace Nook	\$	\$	2	N/A	12	Per Special Request
Kitchen	\$200	\$100	4	\$50/\$25		
Theatre Production Fee	\$200	\$100	> than 4 man hours			
Dance Production Fee	\$200	\$100	> than 4 man hours			
Clean Up Fee	\$100	\$50	If required			Determined by CC
Set Up Fee	\$50	\$35	If CC crew required			
Coffee/Water Service	\$100	\$50				
Advanced Set Up Fee	\$50	\$25	Custom Requests			Determined by CC
Dress Rehearsal Fee	\$150	\$75	Require full lighting			
Performance Fee	\$150	\$75	Require full lighting			
AV Technician Fee	\$150	\$75	If CC Crew Required			
Laptop	\$30	\$15	Provided By CC			
Wireless Handheld Mic	\$4	\$2	Per mic			
Wireless Headset Mic	\$4	\$2	Per mic			
Polycom Equipment	\$10	\$5	MCR/ED/CAB/2 Units			
In Room Teleconference	\$10	\$5	MCR/ED/CAB			
Marley Floor Install/Uninstall	\$100	\$50	Must be installed by CC Crew			
Logitech Wireless Pointer	\$2	\$1	3 - CC			
Wired Handheld Mic	\$4	\$2	10 - CC			
Wired Table Mic	\$0	\$0	Included Room B (12)			
RF Assisted Listening Device	\$0	\$0	Theatre/CAB			
Di Converter for Music	\$2	\$1	3 - CC			
Projector	\$0	\$0	Theatre/AB/ED			
Blue Ray/DVD	\$0	\$0	Theatre/AB/MCR			
Easel	\$2	\$1	25 (CRG)			
Whiteboard	\$0	\$0	ED/AB/MCR			
Easel, Paper, Markers	\$2	\$1	Provided by CC			
Podium	\$2	\$1	3 Podiums, 2 with mic			