

# 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 <sup>nd</sup> floor)	\$50	75
Atrium (3 <sup>rd</sup> floor)	N/A	40
Copper River Gallery	\$40	40
Library Fireplace Nook	\$20	12
Kitchen	\$35	
<b><u>Meeting Equipment Rental</u></b>		
	<b><u>Daily Rate</u></b>	
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)
<b><u>Banquet Equipment Rental</u></b>		
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
<b><u>Production Equipment Rental</u></b>		
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
<b><u>All Events</u></b>		
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

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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. Includes lower atrium.
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 Open.
Education Room	Rental includes Ed Room.
Project Room	Rental includes Project Room.
Mayors Conference Room	Rental includes Mayors Conference Room.
Atrium (2 <sup>nd</sup> floor)	Rental includes all of lower atrium.
Atrium (3 <sup>rd</sup> 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.
Set Up Fee	Charge for event set up.
AV Technician Fee	Hourly charge as AV assistance from CC Team is needed.
Advance Decorating	Decorating the day before the event.
Next Day Clean-up	Cleaning up the following day after 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.