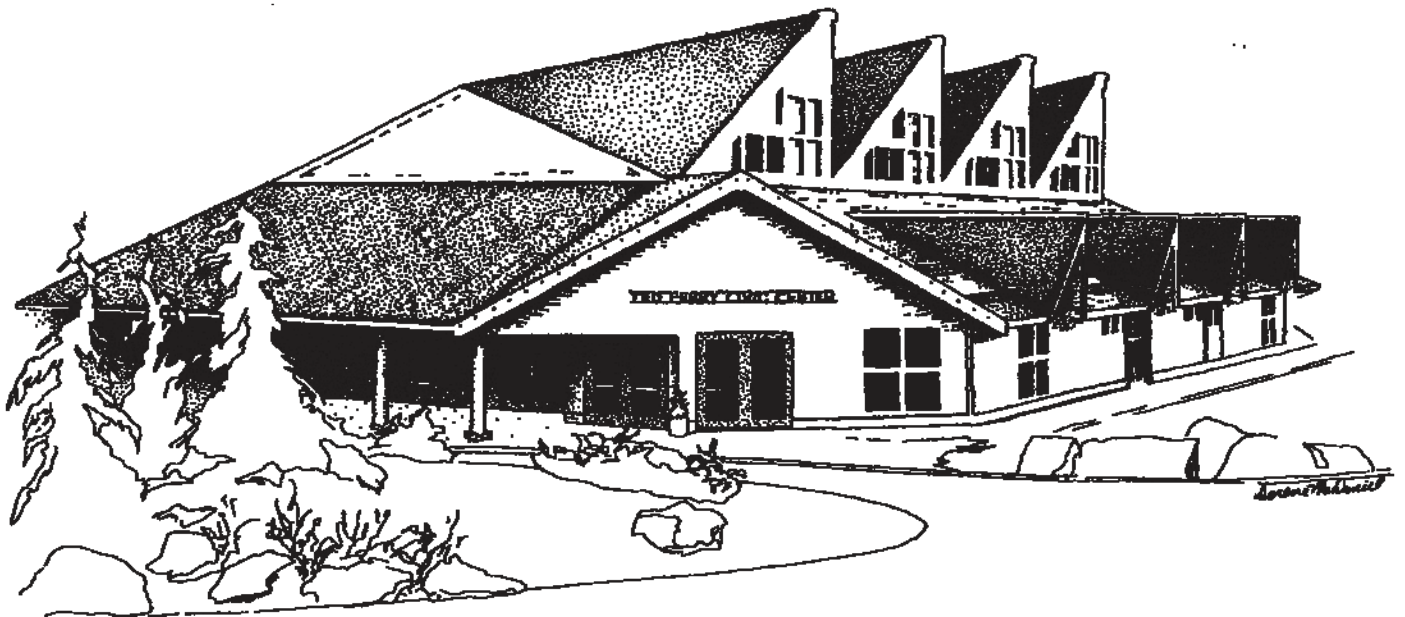


Ted Ferry Civic Center

Ketchikan, Alaska



Rates & Guidelines

Welcome!

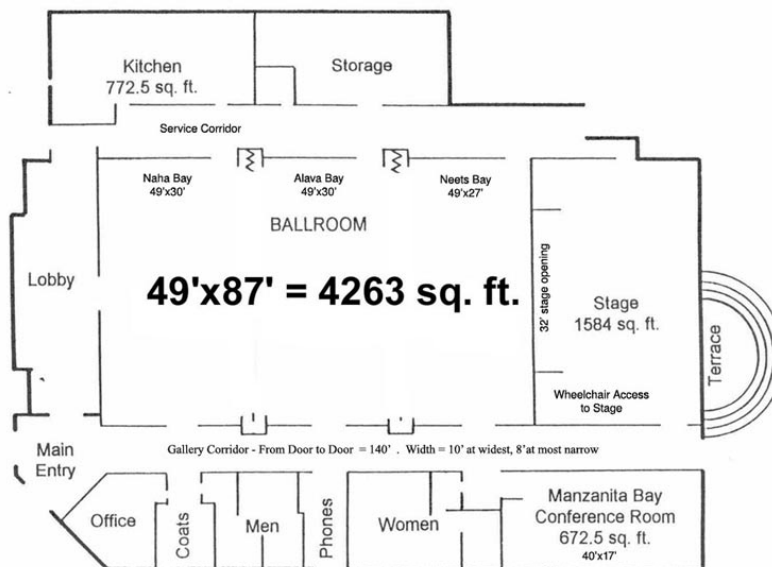
Thank you for giving us the opportunity to present rates and guidelines for use of the Ted Ferry Civic Center. The Civic Center is owned and operated by the City of Ketchikan. We know you will love everything the Civic Center can offer you for your next meeting, reception, convention, or other special event. Please visit our website at <http://tfcc.city.ketchikan.ak.us> for more information and great photographs of events that have taken place at the Center, as well as a variety of room layout configurations to help you plan your event.

For any other questions you may have, please e-mail us at tfcc@city.ketchikan.ak.us, call us directly at 907-228-5655, or stop by and visit us at 888 Venetia Avenue (right next door to the Cape Fox Lodge). Our normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Meeting Planner's Assistance

The staff at the Ted Ferry Civic Center has vast experience with meeting and event planning. From helping you decide how much space you'll need, room configuration, breakout space, decorating ideas, audiovisual needs, etc., we are with you every step of the way.

For help on such things as event and itinerary planning, logistical assistance such as locating equipment, supplies and other special needs, delegate packets and nametags, assistance in providing local media awareness and assistance in coordinating the housing needs of even the largest convention, our local **Ketchikan Visitors Bureau** is a tremendous resource for you. Upon your request, we will provide your information to the KVB and have them contact you. Or, if it is more convenient for you, you may contact them directly at 907-225-6166 • 800-770-3300 • Email - info@meetinalaska.com • Website-www.visit-ketchikan.com. Ketchikan is well known for its hospitality toward visitors. Teaming up to help YOU plan a great event is what we are all about!



Seating Capacity

Seating Arrangement	Each Bay	Stage	Ballroom
Theater-style	140	80	533
Banquet	120	96	456
Banquet Rounds	88	72	304
Classroom-style	72	32	240
Conference-style	39	28	N/A
U-Shape	42	30	142

*456 is the maximum banquet seating in the ballroom and another 72 can be seated on the stage.

Our boardroom, "Manzanita Bay" listed on the diagram above, is beautifully furnished with a 20-foot conference table comfortably seating 18 with a fantastic view of Deer Mountain to the east. This room has a maximum capacity of 48 people.

Additional Charges

Every event is unique. Our goal is to be as flexible as possible to accommodate the needs of all of our customers. At times, certain requests and needs will result in additional charges. The following list is not all-inclusive but is added to help our customers plan for their event. This list gives an example of some charges that may incur above normal room and equipment rental fees.

Late Checkout Fee: Sometimes meetings or other events run longer than originally anticipated. As long as there is not another Tenant waiting for the space, we can usually accommodate you but may need some time to provide adequate staffing. Please contact the office or Event Staff on duty to check for any scheduling conflicts and to get authorization for late checkout. As long as there is not a scheduling conflict, we accommodate late checkouts at the rate of \$50 per hour per room rented with a maximum charge of \$150.00 per hour.

Telephone Line Use: The Civic Center can provide telephone lines, telephones etc. to meet the individual needs of Tenants. Charges will be based on equipment and services required. Notice of at least two weeks is necessary if more than three telephone lines are needed. Long distance accessibility needs to be set-up by the customer through Ketchikan Public Utilities at least two weeks prior to the event. Please discuss this with TFCC staff in advance.

Excessive Electricity Use: Events such as trade shows, theater productions and other large events that require the use of spotlights, stage lights, a majority of the electrical outlets or that use equipment which requires a lot of electricity, should plan for additional charges. The charges will be determined by several factors, such as how much of the facility is rented, the Civic Center's cost and the economic benefit to the community.

Excessive Trash Use: A normal amount of trash for a meeting is two large bags per bay rented. We have factored additional garbage fees into our potluck and catered food charges. Any event, whether catered or not, that requires more than two dumpsters of garbage per day with entire facility rental (1/2 dumpster per bay rented) should expect additional charges for garbage based on the excessive amount at the rate we are charged.

Reservation Procedures

After you call or visit the Civic Center to reserve space for your event, a Use Agreement stating the details of your event will be provided to you. You must sign and return the Use Agreement to the Civic Center before the stated expiration date to avoid losing the space to another Tenant. Personal checks, cash, purchase orders and Visa / Master Card are acceptable forms of payment.

Once a signed Use Agreement has been returned to our office, all additional terms and conditions specified apply. Most events require an advance payment equal to 25% of the room rental cost or at least \$200 to accompany the signed Use Agreement. The reservation deposit is applied toward the total room cost. The balance of room and equipment rental and other services are due two weeks before an event. Purchase orders will be accepted from government agencies. A final statement itemizing all charges and payments and any balance owing will be sent after your event.

Damage and cleaning deposits vary with the type of event and range from \$350 to \$800. Your damage and cleaning deposit is due the week prior to your event. Unused portions will either be returned within three weeks of your event's completion or applied to your balance due.

Services Included with Rental Fees

The Ted Ferry Civic Center staff will have your room set up in advance, according to an approved floor plan that you designate prior to your event. Any changes, alterations or additions to agreed-upon layouts after the set-up is complete will result in additional labor charges. The Ted Ferry Civic Center provides at least one on-duty staff person for the duration of your event to assist with your meeting needs. Our staff will empty garbage cans and replace bags, keep bathrooms clean and stocked, keep hallways and drinking fountains clean, empty outside garbage cans and ashtrays and adjust sound levels, if needed. [Please note: if you need continuous sound or light monitoring, you must hire an independent sound or light technician.] Please make sure your independent contractor has insurance coverage or that your insurance policy covers any damage that may occur to Civic Center property by an independent contractor. At the close of your event, TFCC staff will vacuum, take out all garbage, put away tables, chairs, A/V equipment and other furnishings and then secure the facility. TFCC staff will provide one room set-up for each day of rental at no additional charge. A Tenant who hires a caterer, has a potluck, or uses decorations has additional responsibilities and should read the appropriate sections in this guide. Our office can provide a list of local caterers, entertainers, DJ's or other independent providers upon request, but you are certainly welcome to choose individuals who may not be on the list that we provide.

Cancellations and/or No-Shows

The following cancellation policy applies to all confirmed reservations. A confirmed reservation is one in which there is a signed Use Agreement or verbal confirmation where other Tenants are denied reservations:

If Tenant Cancels:

90 or more days prior to reservation date

30-89 days prior to event date

15-29 days prior to event date

0-14 days prior to event date

Tenant Pays:

An administration fee not to exceed \$50

25% of room rental fee.

75% of room rental fee. If event is rescheduled, the 75% fee may be reduced to a 25% rescheduling fee.

100% of room rental fee. If event is rescheduled, the fee may be reduced to a 50% rescheduling fee.

Emergency Use of Facility

The Civic Center is designated as the primary Emergency Operations Center for the greater Ketchikan area. Since the opening of the Civic Center in 1994, no emergency has arisen that required use of the Civic Center as a Command Post. In the rare event that an emergency does occur and occupation of the Center is deemed necessary, the emergency will take precedence over any other use of the Civic Center. If this happens, rental fees for the canceled use will be voided and an appropriate refund will be made. The Civic Center will not be responsible for any damages or costs incurred to the customer due to a local emergency. The Civic Center staff will do everything possible to assist the Tenant in relocating or rescheduling their event.

Insurance & Security

Insurance is a requirement for all events with more than 75 attendees (self-insured government agencies excluded). Some events with fewer than 75 attendees may also be required to have insurance, depending on the nature of the event. Organizations can provide the Civic Center with a copy of their Certificate of General Liability Insurance showing the City of Ketchikan as an additional insured. Civic Center staff will advise you if insurance is needed for your event and answer any other questions you may have regarding this. A Homeowner's policy with personal liability coverage of at least \$1,000,000 will often cover private events such as weddings, anniversaries, graduation parties, etc. Check with your insurance agent if you are not sure what your policy covers. Additional coverage may be required depending on liability limits and the risk class of your event.

The Civic Center may require a Tenant to hire off-duty police officers as security staff. The Tenant pays all security fees. If your event involves valuable equipment, we urge you to assign personnel to be with the equipment at all times. Facility staff is on duty while the building is open; however, the Tenant is responsible for personal equipment brought on site. Tenant is also responsible for any misuse or damage to Civic Center equipment and property. If you have concerns about theft, damage, or loss of you or your guests' property, please plan appropriately.

Policy on Alcoholic Beverages per AS 04.11.230 and 04.11.240

The Civic Center must be notified in advance if a Tenant is intending to serve alcohol at any event. All alcohol sales and consumption shall comply with Local and State laws. When alcohol is approved for an event, Tenant must show proof of appropriate liability insurance coverage. The Civic Center is not responsible or liable for monitoring alcohol consumption or sales. The Tenant assumes all responsibility for guests and their actions that may cause harm to other persons or Civic Center property and/or equipment and will be held legally liable for non-compliance with Local and State statutes. Please request a copy of the Alaska Statutes regarding Caterer's Permits and Special Event permits if you intend to serve alcohol at your event. **The Civic Center must see proof of permit posted at the bar at all events for which the Alcohol and Beverage Control Board requires a permit.** If an event requires a permit and one is not provided, Tenant will not be allowed to serve alcohol at the Civic Center. Private events (such as weddings, receptions etc.) may provide a hosted bar (no self-service allowed) usually without a permit. It is imperative that Tenants who wish to serve alcohol at their event completely understand the rules and regulations regarding this. The Alcohol & Beverage Control Board may be reached by calling (907) 269-0350. The Civic Center staff will be happy to discuss this in full detail with you.

Non-Smoking Facility – Guidelines per Alaska Statute

Per Alaska Statute, the Ted Ferry Civic Center is a non-smoking public facility. Burning of incense or other herbs is also not allowed.

Kitchen Use

Cleaning checklists are provided by the Civic Center to ensure that the kitchen is returned in the same sanitary condition as received. Please contact Civic Center staff to have your checklist signed after your event and prior to your departure to avoid additional cleaning charges. A Temporary Food Service Permit may be required for public events. This permit can be obtained from the Department of Environmental Conservation (907-225-6200).

Potluck Use: Potluck kitchen rental provides access to sinks, cold storage, ice machine and coffee maker.

Full Use: Full Use kitchen rental provides potluck access plus use of stationary kitchen equipment (ovens, stove, dishwasher). Additional equipment such as cookware, glassware, silverware, dishes, utensils and table linens are available for a small fee. Please note that deep-frying is prohibited.

Decorations

The Civic Center is glad to assist in hanging a banner for your event. Please provide advance notice so the banner can be hung before the day of the event, if possible. Due to liability concerns, Tenants are not permitted to hang signs, lights, or decorations from ladders without first completing a "Ladder Hold Harmless Agreement". If you would like to hang anything overhead (over 8' high), you must obtain prior approval from Civic Center management. If additional help is needed, please ask staff for assistance. Additional labor charges may apply.

Thumbtacks and straight pins are to be used only on the blue acoustical panels in each Bay. There are small eyebolts provided above the trim strip to hang items in each Bay as well. Masking tape and other non-marking tape may be used to attach items to the walls. Please do not attach tacks, nails, pins or staples into walls, furniture or wood trim.

Even though they are beautiful and fun decorations, glitter, confetti and other similar materials are extremely difficult to clean up and are prohibited at the Civic Center.

Please advise the Civic Center two weeks in advance if you will be using **candles** during your event. Candles must be in containers capable of containing all wax residue and spills. A Fire Permit with a special "candle approval" will be required. Please bring your candle/holder to the Civic Center to be photographed, and we will provide you with a Fire Permit application to take to the Ketchikan Fire Department for approval. Additional damage/cleaning deposits or other charges may apply.

We also need to know if you will be having helium-filled balloons, so that overhead fans can be turned off. PLEASE do not release the balloons to rise to the ceiling!

Tenant's Responsibility for Clean Up

Tenants should remove all decorations, tacks, tape and pins after their event. Please clear away all trash on tables, floors and chairs and wipe off all tables and chairs after potluck or catered events. Straw, hay, glitter, food spills, wine or coffee spills or other extraordinary messes must be cleaned by the Tenant prior to departure and within the time of the rental reservation in order to avoid additional charges.

Thank you for your cooperation in helping keep the Ted Ferry Civic Center a beautiful place for every event.



Experience Alaskan hospitality at its finest!

Please see back page for sample room-layouts and diagrams.