



Building Rates and Guidelines

James & Elsie Nolan Center
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Greetings!

Thank you for giving us the opportunity to present the rates and guidelines for the use of the Nolan Civic Center. The Nolan Civic Center is a city-owned facility. Our web page offers great photos of the Civic Center as well as the Wrangell Museum which is attached to the Civic Center. Please visit our web site www.wrangellalaska.org. We hope that you find the Nolan Civic Center to be the perfect setting for your next meeting, reception, convention, or other special event. For any other question you may have, please email us at nolancenter@wrangellalaska.org, or call us directly at (907)874-3699. You can also stop by and see us at 296 Campbell Dr.. Our normal office hours are 9:00am to 4:00pm Monday through Friday. Thank you for considering the Nolan Civic Center for your next event.



Seating Capacity

Location	Arrangement	Number of seats
Civic Center	Banquet style (both round and long tables)	300
	Theater style	368
	Class room (both round and long tables)	350
Meeting Room (combined Classrooms)		
North Class Room	Theater style	18
	Class room	12
South Class Room	Theater style	20
	Class room	15
Theater	Theater style	24

The Nolan Civic Center is a new facility that opened July 2004. It has a beautiful view of Wrangell's waterfront. It's a great place to host any event.

Room Rental Rates

Base Rates
Daytime During regular working hours
Evening Rentals add \$50.00
Half Day (1-4 hours)

Meeting Room	\$100.00
N. Classroom	\$60.00
S. Classroom	\$70.00
Small Theater	\$100.00 or \$25/hr
Lobby w/ other rental	\$50.00
Lobby only \$100.00 or \$25.00/hr	
<i>Full Day (5-8 hours)</i>	
Meeting Room	\$150.00
N. Classroom	\$95.00
S. Classroom	\$125.00
Small Theater	\$150.00
Lobby w/ other rental	\$50.00
Lobby Only	\$150.00

***Full day 9 hours or more —
 \$25.00 per hour past 8 hours.***

- Room without set up/ Tear down 20% Discount*
- Multiple day rentals with no room changes 15% discount per day after 1st day rental.
- * Sunday & evenings excluded.
- Local School rate with no set up and all clean up done by renters 30%.

Civic Room

Group Size	1-4 Hours	5-8 Hours	8-12 Hours
0-100 Persons	250.00	350.00	450.00
101-200	300.00	400.00	500.00
Over 201	350.00	450.00	550.00
1/2 Civic room	175.00	225.00	275.00

With Bar add

For all sizes	100.00	150.00	200.00
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<i>Kitchen Only</i>		<i>Kitchen Equipment</i>	
1-100 Persons	75.00	1- 100	50.00
101-200	100.00	101-200	75.00
Over 200	125.00	Over 200	100.00

Kitchen Rental does not include Cleaning. Renter is responsible for all cleanup and doing all dishes. Renter supplies paper products.

Your room rental includes

- One room set-up according to an approved floor plan for each day of rental.
- Room Clean up
- Tables
- Chairs
- On site staff during your rental.
- Kitchen Equipment includes Dinnerware, glassware, flatware, platters, bowls....

Additional Charges

- Extra set-ups will charged at \$25.00 per hour.
- Excessive Clean up clean-up will be charged at \$25.00 per hour
- Damage will be charged by replacement or repair costs.
- Please see Additional charge section for more detail.

Equipment Rental Rates

Audio Visual Equipment Daily Rates

CD Player	\$15.00
Dry Erase Board w/markers	\$5.00
Flip Chart easel w/pad	\$20.00
Flip Chart easel w/o pad	\$3.00
Laser Pointer	\$5.00
Sound System w/ 1 microphone	\$20.00
Microphones cordless/handheld	\$10.00
Multimedia Projector	\$20.00
Overhead Projector	\$10.00
Portable Screen w/ AV equip rental	n/c
Portable Screen (w/o AV equip rental)	\$5.00
Slide Projector	\$10.00
Teleconference Unity & phone line	\$20.00
Telephone line (local & toll free calls only)	\$10.00
Television w/VCR/DVD combo	\$20.00
Additional Phones	\$10.00
Internet Access	\$15.00

In-House Catering

Coffee Only Service (32-cup urn)	\$20.00
Coffee/tea Service (carafe, Creamer, sugars with disposable cups & glasses)	\$35.00
*Full Beverage Service (Coffee, Tea, Water, Carafes, sugars, Creamer, goblets, cups)	\$50.00
*Full Beverage with disposable cups & glasses	\$40.00
Continental Breakfast	\$9.00
Hot Breakfast	\$12.00
Minimum of 10 persons	Per person
Cookie Service—Fresh bake	\$10.00/ Doz.
Set-up for catering by others	\$20.00

* Price per 50 persons, add \$25.00 per each extra 50 persons. For full day service.

Office Services

Fax per page (local)	\$0.25
Fax per page (long distance)	\$0.50
Fax per page (receive)	\$0.25
Photocopies 8 1/2 x 11" single sided	\$0.18
Photocopies double sided	\$0.25

Equipment and Furnishings

Podiums	n/c with room rental
Tables (4 foot, 6 foot, 8 foot, banquet round 60x72)	n/c with room rental
Tablecloths	\$6.00 each
Table Napkins	\$0.50 each
Table Skirting	\$10.00

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 their event. This list gives an example of some changes that may incur above the normal room and equipment rental fees.

Late Check-Out Fee: We will make every effort to accommodate changes in your scheduling, however, previous reservations will have priority. Please check with the staff on duty as soon as a change is identified. As long as there is not a scheduling conflict, we will accommodate late check outs at the rate of \$25.00 per hour per room rented with a maximum charge of \$75.00 per hour.

Telephone Line Uses: The Civic Center can provide telephone lines, telephones, etc., to meet the individual needs of the tenant. Charges will be based on equipment and services required. Notice of at least 1 week is required if more than 3 telephone lines are required. Long distance is not accessible without a calling card. Only Local and 800 numbers are available.

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

Excessive trash use: A normal amount of trash for a meeting is two large bags per day per room rented. Any event whether catered or not, that requires more than 2 dumpsters of garbage per day with entire facility rental (1/2 dumpster per room rented) should expect additional charges for garbage based on the excessive amount at the rate we have charged of \$3.10 per large bag or \$60.00 per extra dumpster.

Security (Public Dances, etc.): Any tenant renting the facility for a public dance must have a permit on file with the police department and adequate adult chaperons if minors will be present. Civic Center Staff may request the tenant to have at least one off-duty police officer at the event (this is at staff discretion). Other restrictions do apply and must be adhered to. These restrictions are available upon request and a separate contract will be provided for the tenant to sign. Other events, upon determination by the Civic Center Director, may also be required to provide security or an off-duty police officer, and will be discussed with tenant upon making the reservation.

Cleaning and Damage Deposits

Deposits are due with reservations. If there are damages or if extraordinary cleaning as required, it shall be deducted from the deposit.

Deposits will be as follows:

Civic Center	\$300.00
Small Theater	\$100.00
Classrooms	\$100.00
Museum	\$500.00
Kitchen	\$100.00 if rented alone/no deposit needed if rented with another room.

This will be paid by check. This check will be returned at the end of lease to tenant in full, if there are no damages or cleaning needed.

Reservation Procedures

A Use Agreement and Rental Invoice stating the details of your event will be provided to you. You must sign and return the Use Agreement and Rental Invoice within 48 hours to avoid losing the space to another tenant. Personal checks, cash, purchase orders and credit cards are all acceptable forms of payment.

In order to confirm a reservation, a signed Use Agreement must be received. A payment for 50% of room charge is required 60 prior and a payment of 100% room charge 30 days prior is required. Damage/Cleaning deposit. Required prior to event. The room charge is applied toward the total room cost. Or cancellation fee. The balance of room and equipment rental, and other services are due the day of rental. Purchase orders will be accepted from government agencies. A final statement itemizing all charges and payments and any balance owing will be given to you after rental and is due upon receipt.

Damage and cleaning deposits vary with room rental and range from \$100.00 to \$500.00. Your damage & cleaning deposit are due with your signed Use Agreement. Unused portions will be returned within three weeks of your rental.

Services Included with Rental Fees

The Nolan Civic Center staff will have your room set up in advance, according to an approved floor plan that you designated prior to the event. Any changes, alternatives, or additions to agreed-upon layouts after set up is complete will result in additional labor charges at the rate of \$25.00 per hour. The Nolan Civic Center provides at least one on-duty staff person for the duration of the rental to assist with your needs. Our staff will empty garbage cans, adjust sound levels, etc.. At the close of your rental the Nolan Civic Center staff will vacuum, take out all garbage, put away tables, chairs and other equipment. Nolan Civic Center 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 use your own resources.

Cancellation and/or No-Shows

The following cancellation policy applies to all confirmed reservations. A confirmed reservation is one in when a signed Use Agreement and Rental Invoice.

If a tenant cancels:

90 days or more

30-89 days

29 days & under

Tenant pays:

0 of full rental amount

25% of full rental amount.

100% of full rental amount.

Insurance and Security

Insurance is a requirement for all events with more than 75 attendees. (self-insured government agencies are excluded). Some events with fewer than 75 attendees may also be required to have insurance, depending on the nature of the event. Organizations can either provide the Nolan Civic Center with a copy of their certificate of general liability insurance, or a one-time policy can be purchased from The Tenant User Liability Policy (TULIP). TULIP provides general liability insurance coverage for users who do not have their own liability insurance coverage. The average cost for TULIP coverage is \$90.00 per event, per day (based on Risk Hazard Class and attendance expected). Civic Center staff will advise you if insurance is needed for your event and answer any questions you may have regarding this.

The Nolan Center has a strict no open flame policy,

Tenant's Responsibility for Clean Up

Tenants should remove all decorations, tacks, tape, and pins after their event. Please clear all trash from tables, floors, and chairs. Wipe off tables and chairs if food is used at event. Glitter, confetti, wine, coffee spills, or other extreme messes must be cleaned prior to tenant leaving facility, and within the time limited in order to avoid additional charges.

THE JAMES & ELSIE NOLAN CENTER
COME ENJOY THE EXCITEMENT AND HOSPITALITY
WRANGELL IS KNOWN FOR!



Come Experience Wrangell, The Hidden
Jewel
Of Southeast Alaska