



Community Choice Credit Union
Convention Center

TECHNICAL PACKET

FACILITY INFORMATION SHEET



Last Updated:

May 2020

Main Telephone:

515.564.8000

Address:

833 5th Avenue,
Des Moines, IA 50309

Fax:

515.564.8001

Box Office:

515.564.8300

Restrictions:

Smoke-Free Environment

CONTACT:

Chris Connolly | General Manager

Office: 515.564.8017

Carrie Jackson | Assistant General Manager

Office: 515.564.8315

Mobile: 515.418.2628

Haleigh Biancalana | Director of Events

Office: 515.564.8143

Mobile: 515.418.8841

Ali Brackett | Assistant General Manager,

Director of Catering

Office: 515.564.8249

Mobile: 515.418.2601

Jason Smith | Director of Operations

Office: 515.564.8022

Mobile: 515.418.2614

Jake Reichling | Ticket Office Manager

Office: 515.564.8315

Mobile: 515.418.2620



LEVEL 2 RENTAL SPACE

Hall A: 50,806 sq. ft. - *with support poles*

LEVEL 3 RENTAL SPACE

(21) Meeting Rooms: (2) 20' x 50', (4) 24' x 50', (16) 27' x 50', (1) 38' x 25'
With movable airwalls to combine rooms
 Prefunction Space: 5,000 sq. ft.

MEZZANINE LEVEL RENTAL SPACE

(4) Boardrooms: (1) 26' x 20', (1) 36' x 25', (2) 38' x 37"

LEVEL 4 RENTAL SPACE

Grand Ballroom A: 180' x 80'
 Grand Ballroom B: 180' x 80'
 Combined Grand Ballroom: 28,800 sq. ft.
 Prefunction Space: 14,023 sq. ft.
 (2) Meeting Rooms: (1) 25' x 40', (1) 25' x 52'
 (2) Green Rooms: 13' x 19'
Each have a private bathroom

PARKING

Truck Parking: (10) Hy-Vee Hall Loading Docks at 5th Ave. and Center St.
 Overflow truck parking located along north curb of Far North Parking Lot
 Guest Parking Lot - Far North Parking Lot: 432,580 sq. ft.
North of Convention Center - Entrances off of 3rd and 5th St.

LOAD IN

Loading Dock: (1) Overhead Door: 10'9" wide - *off 5th Ave & Crocker St.*
 Number of Trucks: (1) at Overhead Door - *no loading dock*
 Angles: No
 Distance to Meeting Rooms: 30+
 Location: North side of Community Choice Credit Union Convention Center
 Additional Loading Docks: (10) 8' x 10' Loading Docks (with levelers) available on the West side of Hy-Vee Hall
5th Ave. and Center St. - Enter CCCUCC via freight elevator

UNION LABOR

Union/NonUnion: Union
 Which Union: IATSE Local 67
 Stagehands: **\$33.00/hr. & \$48.50/hr. OT + Premiums**
 Steward: **\$34.00/hr. & \$49.50/hr. OT + Premiums**
 Up Rigger: **\$56.75/hr. & \$84.50/hr. OT + Premiums**
 DownRigger: **\$46.50/hr. & \$69.75/hr. OT + Premiums**
Loaders will not work as hands
 Minimum in Call: 4 hr. Minimum/OT before 8:00 am
 Show Call: 4 hr. Minimum
 Out Call: 4 hr. Minimum/OT after Midnight

HOUSE LABOR

Guest Services: **\$15.25/hr.; Usher, Ticket Taker & Ticket seller**
 Event Attendants: **\$16.25/hr.**
 Move In/Out Supervisor: **\$21.00/hr.**
 First Aid Attendant: **\$26.00/hr.**
Recommended for 1,000 or more guests
 Electrician: **\$80.00/hr.**
 Minimum Call: 3 hr. Minimum

SECURITY/POLICE

Bob Swanson - CSC Security:

Office: **515.564.8065**

Mobile: **515.418.2609**

Event Supervisor:

\$27.75/hr.

Event Staff:

\$22.75/hr.

No external security contractors permitted

Police:

\$50.00/hr.

No external police/armed guard contractors permitted

Please secure all police needs through building Event Manager

Minimum Call:

3 hr. Minimum

STAGE

Permanent/Temporary:

Temporary

Stage Type 1:

Stage Right - on wheels

Multi-Height 48" - 78"; 2" increments

Alpha

Stage Type 2:

Multi-Height 16" - 40"; 8" increments

Alpha

EQUIPMENT

Forklift Available:

(1) 8,000 lbs. LP powered - (2) 6,000 lbs. LP powered

Forklift Rental:

\$200/day + Forklift Operator: **\$30.00/hr.**

Tables:

8' x 30', classroom, 66" rounds, 72" rounds, tall & short cocktail tables

Scissor Lift :

\$200/day

MAXIMUM RIGGING CAPACITIES

Grand Ballroom Points:

175' Span truss runs up/downstage from center to 43' each way

DS of Proscenium:

110,000 lbs.

Grand Ballroom Height:

30' - 40'

Floor to Low Steel:

30' - Most rigging is done around span trusses running up/downstage

Floor to High Steel:

40' (75' from center)

Obstructions:

Drop-down screens (West end)

(1) in each half of the ballroom

ELECTRICAL

Floor Boxes:

Each floor box has 30 amps/ 3ps (need spider box) and (1) 110v

Elephant Door (North Side):

200 amps/ 3ps - Cam Lock

Meeting Rooms:

(16) Floor Boxes

North Side - (3) 200amps/208V 3ps - Cam Lock

South Side - (3) 200amps/208 3ps - Cam Lock

Grand Ballroom A:

South Side - (12) Floor Boxes, (1) 400amp/208V 3ps - Cam Lock West Side,

(2) 200amp/208V 3ps

Grand Ballroom B:

North Side - (12) Floor Boxes, (1) 400amp/208V 3ps - Cam Lock West Side,

(2) 200amp/208V 3ps

Grand Ballroom Prefunction:

(6) Floor Boxes

Hall A:

110v Electric drops from the ceiling

LIGHTING

House Lights Controlled:
Type of House Lights:
Dimmable:

Yes
Metal Halide, LED long throw with RGB color Spectrum and LED Star Lights
Yes: Incandescents and LED Star Lights

SOUND/AV

House Sound Available:
Markey's AV Rental & Staging:
In-house Provider

Yes
Tim Cooper: 515.564.8144
Email: **tcooper@markeys.com**

TELECOMMUNICATIONS

Hard Wired Internet:
Phone Line:
Wireless Internet:

\$200/connection
\$150/connection
Rate Determined by Internet need
i.e. streaming, open network staff connections, etc.

Grand Concourse Projectors (300 Level):

(8) each rent for **\$300/day**
projectors stored in ceiling and project still images or videos onto Grand Concourse airwalls

HOTELS

Spectra's Preferred Hotel:

Embassy Suites

100 E. Locust Street, Des Moines, IA 50309
515.244.1700

Additional Hotels:

Hilton Des Moines Downtown

435 Park Street, Des Moines, IA 50309
515.241.1456

Holiday Inn Downtown

1050 6th Avenue, Des Moines, IA 50314
515.283.0151

Marriot Renaissance Savery Hotel

401 Locust Street, Des Moines, IA 50309
515.244.2151 (connected by skywalk)

Quality Inn & Suites

929 3rd Street, Des Moines, IA 50309
515.282.5251

Downtown Des Moines Marriott

700 Grand Avenue, Des Moines, IA 50309
515.245.5500

Hyatt Place Des Moines Downtown

418 6th Avenue, Des Moines, IA 50309
515.282.5555

DECORATOR

Freeman Companies:

Scott Kirstein: **515.265.5601**

AIRPORT/FBO INFO

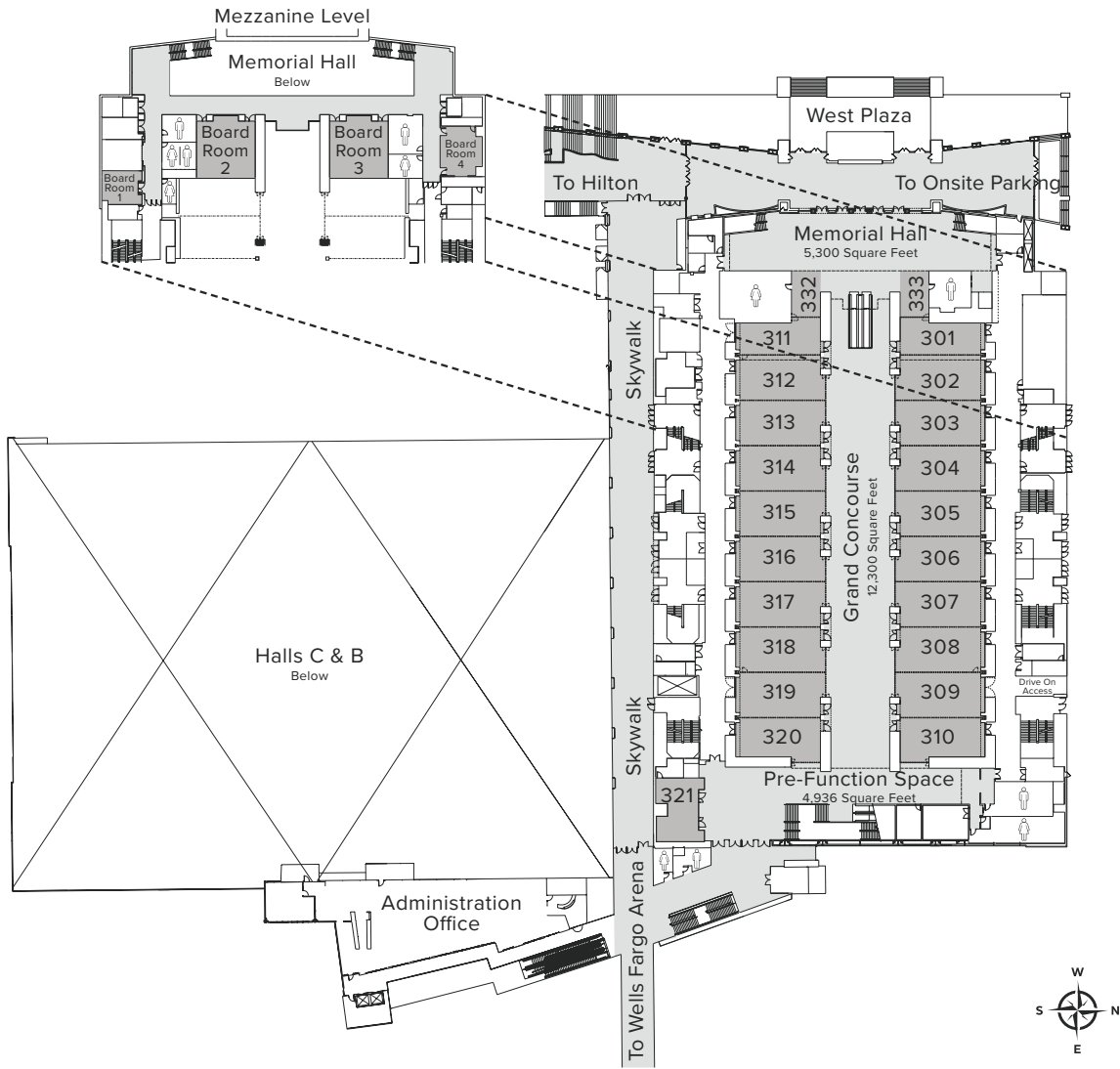
7 miles away/ 15 minutes - DSM International, **515.256.5100**

GROUND TRANSPORTATION INFO

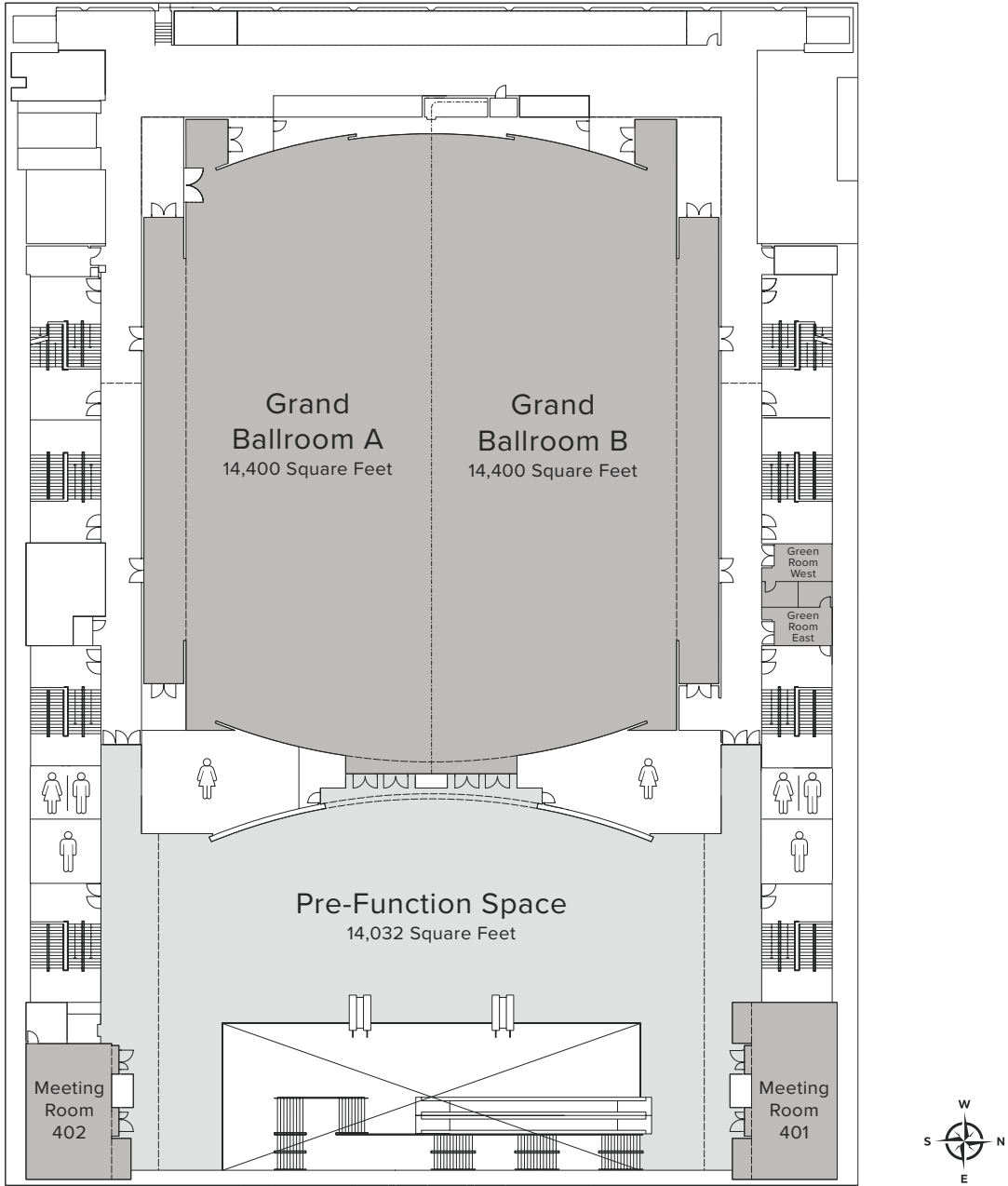
Yellow Cab Co: **515.243.1111**

Majestic Limousine: **515.986.0305**

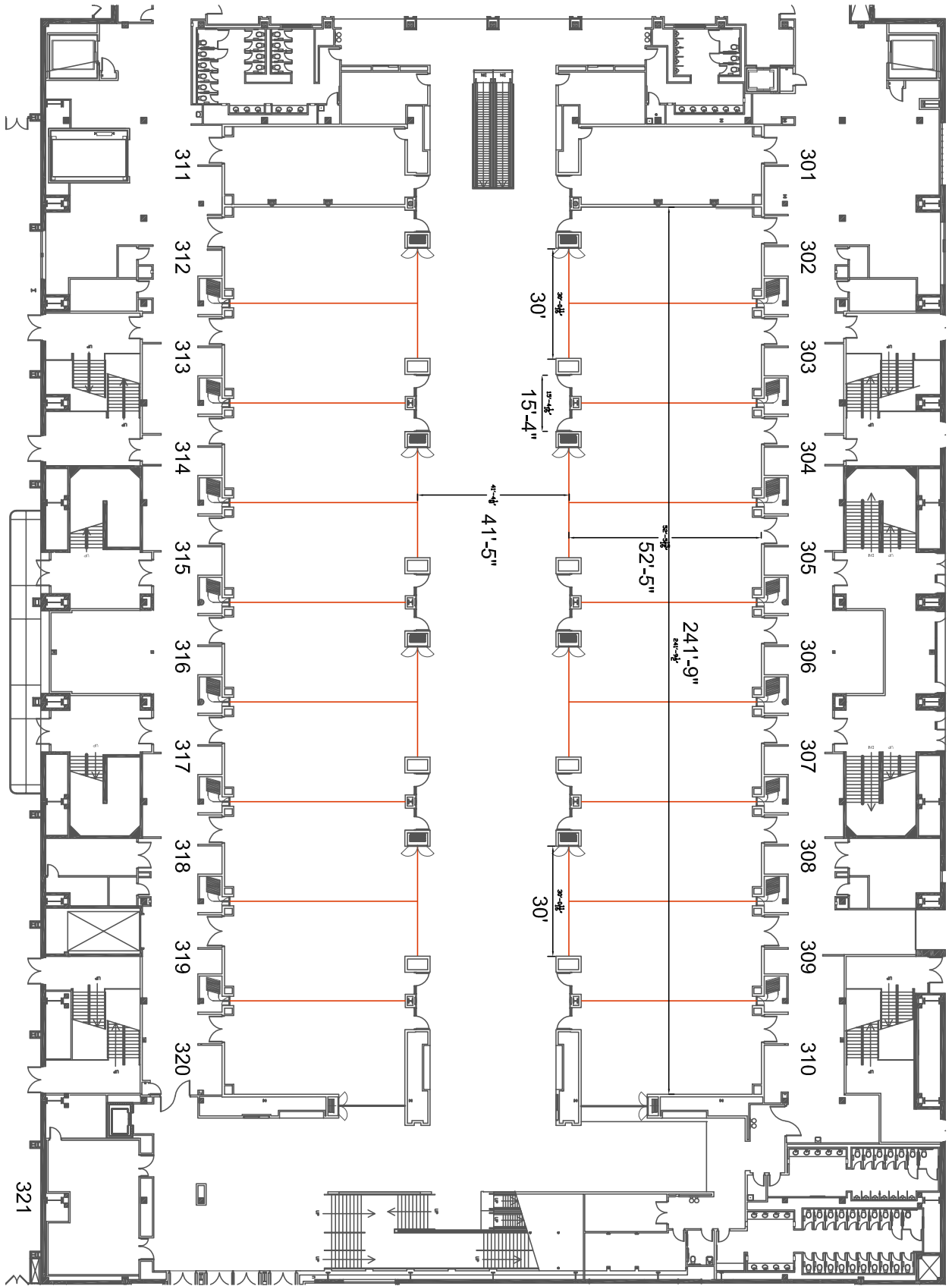
Avis (Airport Terminal): **515.245.2585**

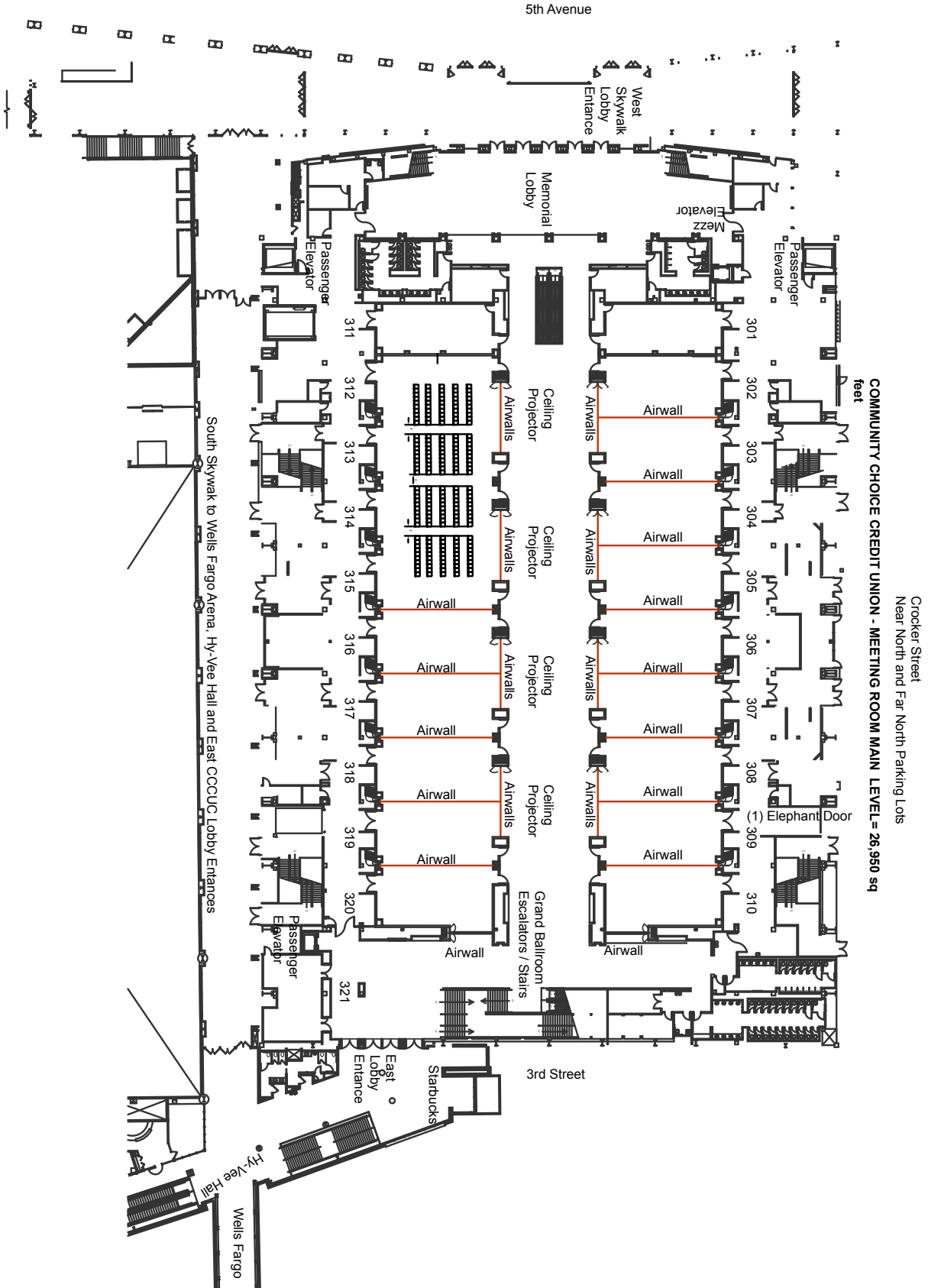


	SQUARE FEET	DIMENSIONS	CEILING HEIGHT	BANQUET ROUNDS	THEATRE	CLASSROOM
Meeting Room 301 & 311	1,000 each	20' x 50'	16'	80	111	69
Meeting Rooms 302-309 & 312-319	1,350 each	27' x 50'	16'	110	155	96
Meeting Room 310 & 320	1,200 each	24' x 50'	16'	100	133	81
Meeting Room 321	950	38' x 25'	16'	80	111	69
Office 332 & 333	300 each					
Full Meeting Room Level				200 10' x 10' Booths		
Grand Concourse				46+ 10' x 10' Booths or 48+ 8' Tables		
MEZZANINE LEVEL						
Boardroom 1	485	26'4" x 20'	12'		Permanent Conference for 12	
Boardroom 2 & 3	1,315 each	38'3" x 37'3"	12'	100	133	81
Boardroom 4	760	35'8" x 25'2"	12'		Permanent Conference for 16	
<i>(capacities subject to change)</i>						



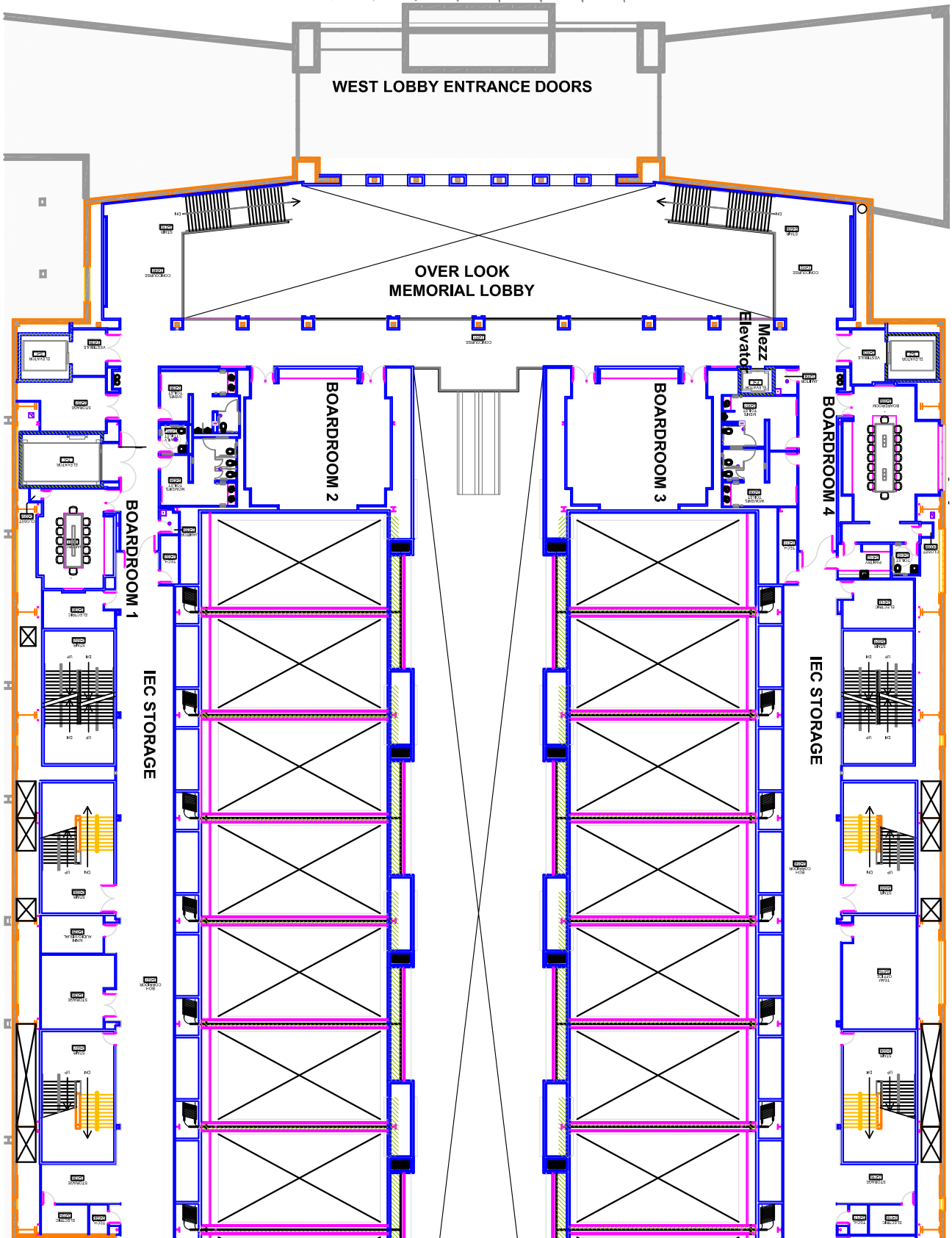
	SQUARE FEET	DIMENSIONS	CEILING HEIGHT	BANQUET ROUNDS	THEATRE	CLASSROOM	10X10 BOOTHS
Meeting Room 401	1,400	25' x 52'	12'	110	155	78	
Meeting Room 402	1,000	25' x 40'	12'	80	111	69	
Grand Ballroom	28,800	180' x 160'	30'–40'	2,330	3,111	1,929	108
Grand Ballroom A	14,400	180' x 80'	30'–40'	1,165	1,550	964	54
Grand Ballroom B	14,400	180' x 80'	30'–40'	1,165	1,550	964	54
Green Room West	195					<i>(capacities subject to change)</i>	
Green Room East	195						

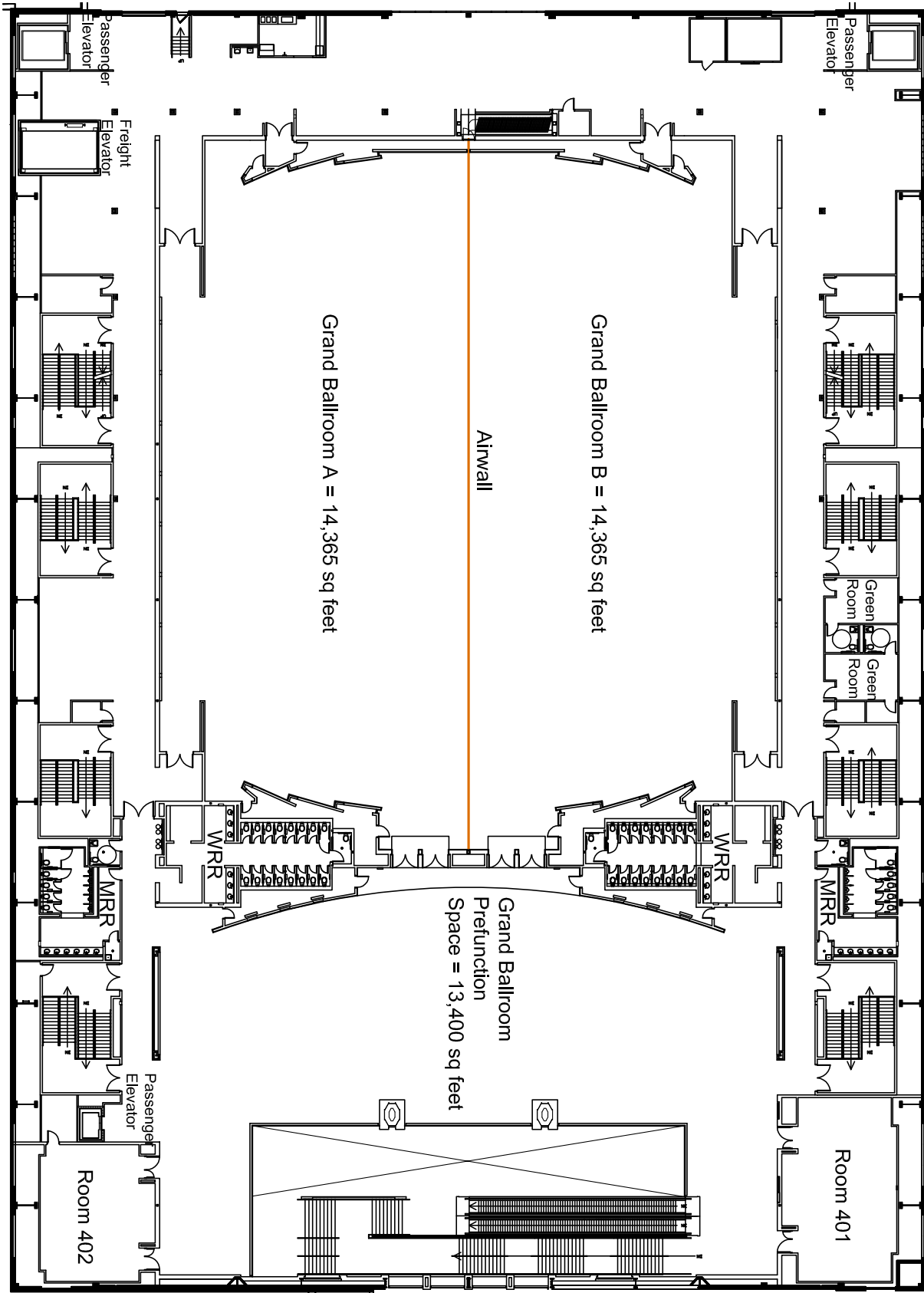


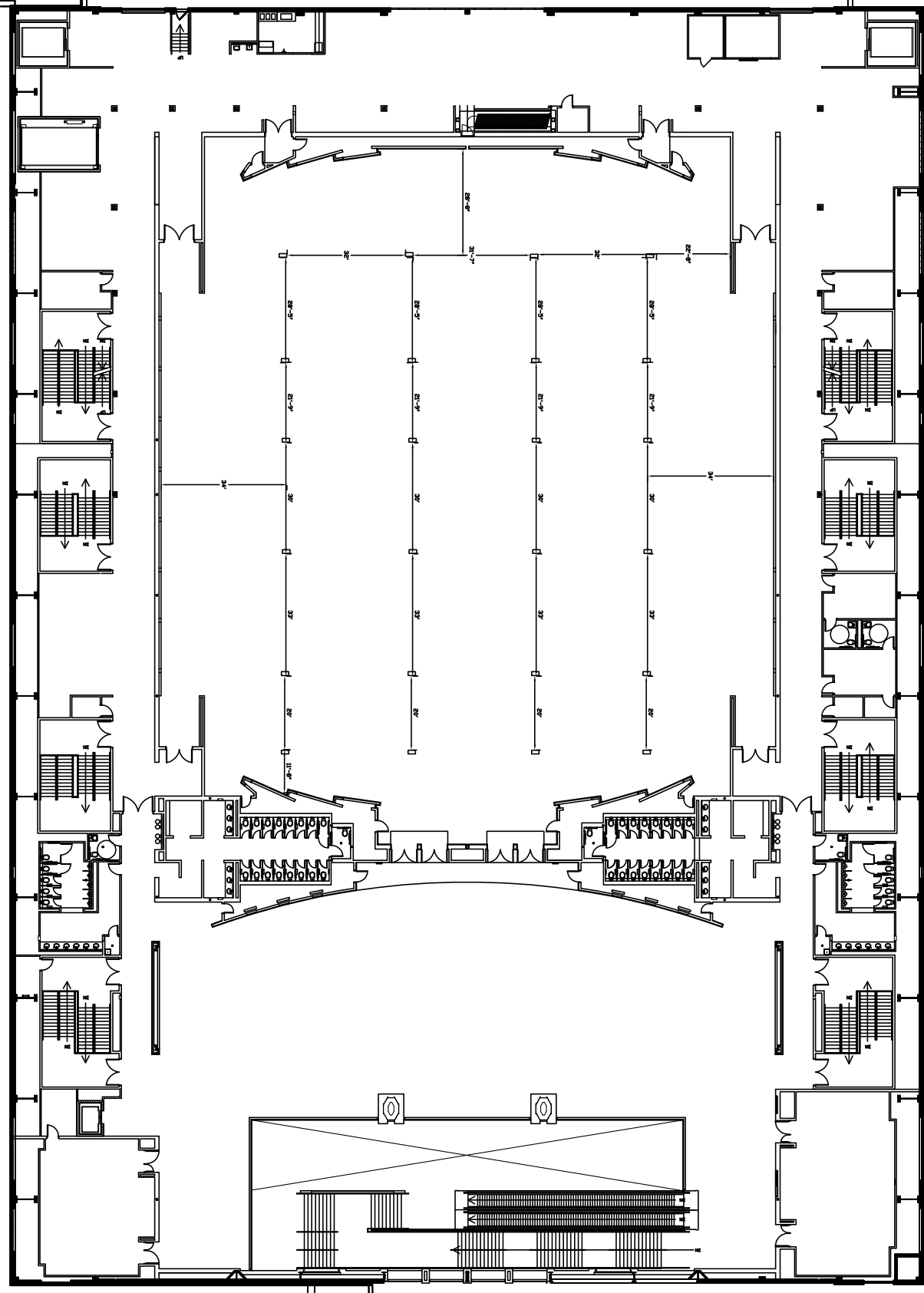


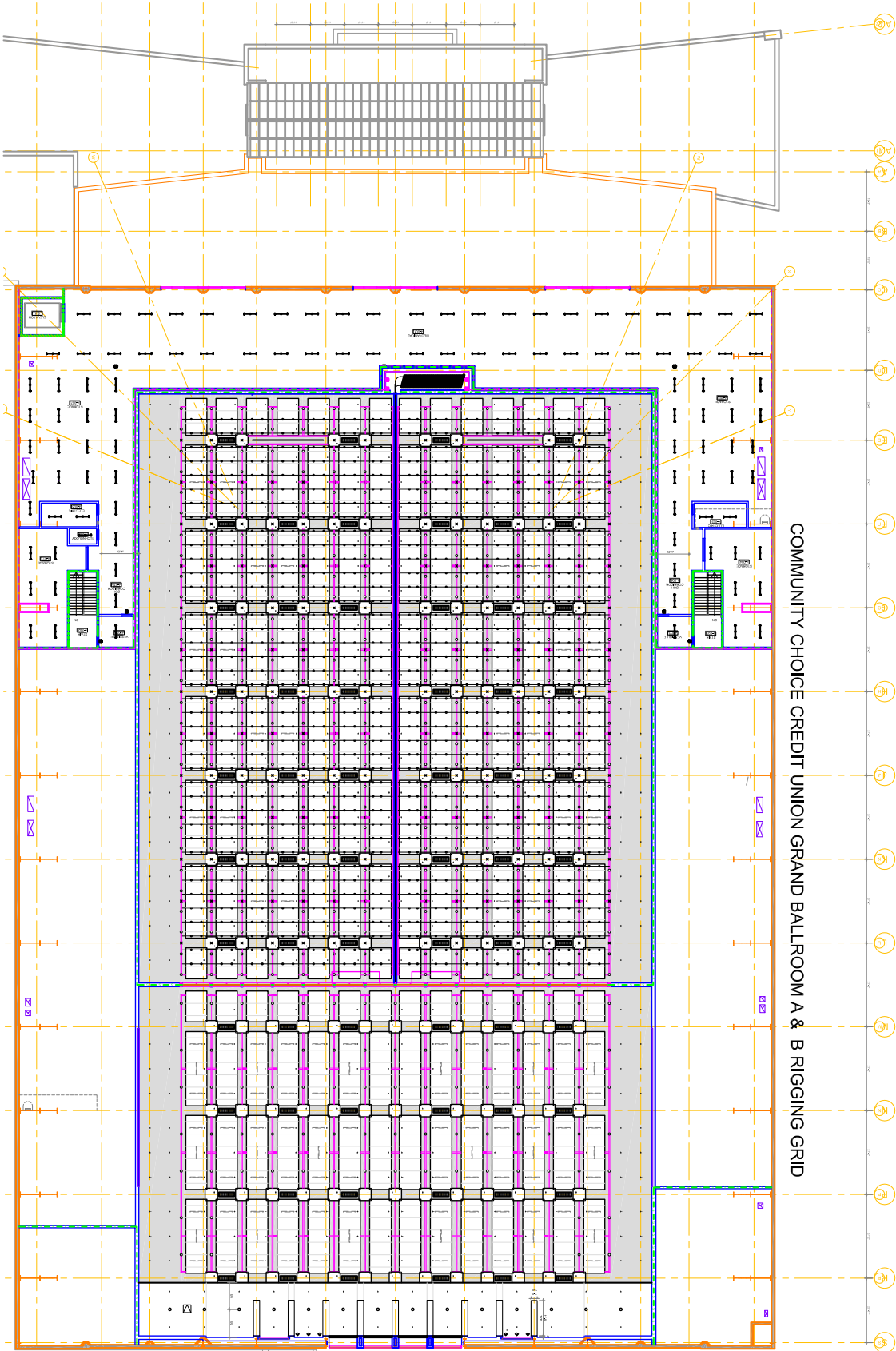
COMMUNITY CHOICE CREDIT UNION - MEETING ROOM MAIN LEVEL = 26,950 sq feet

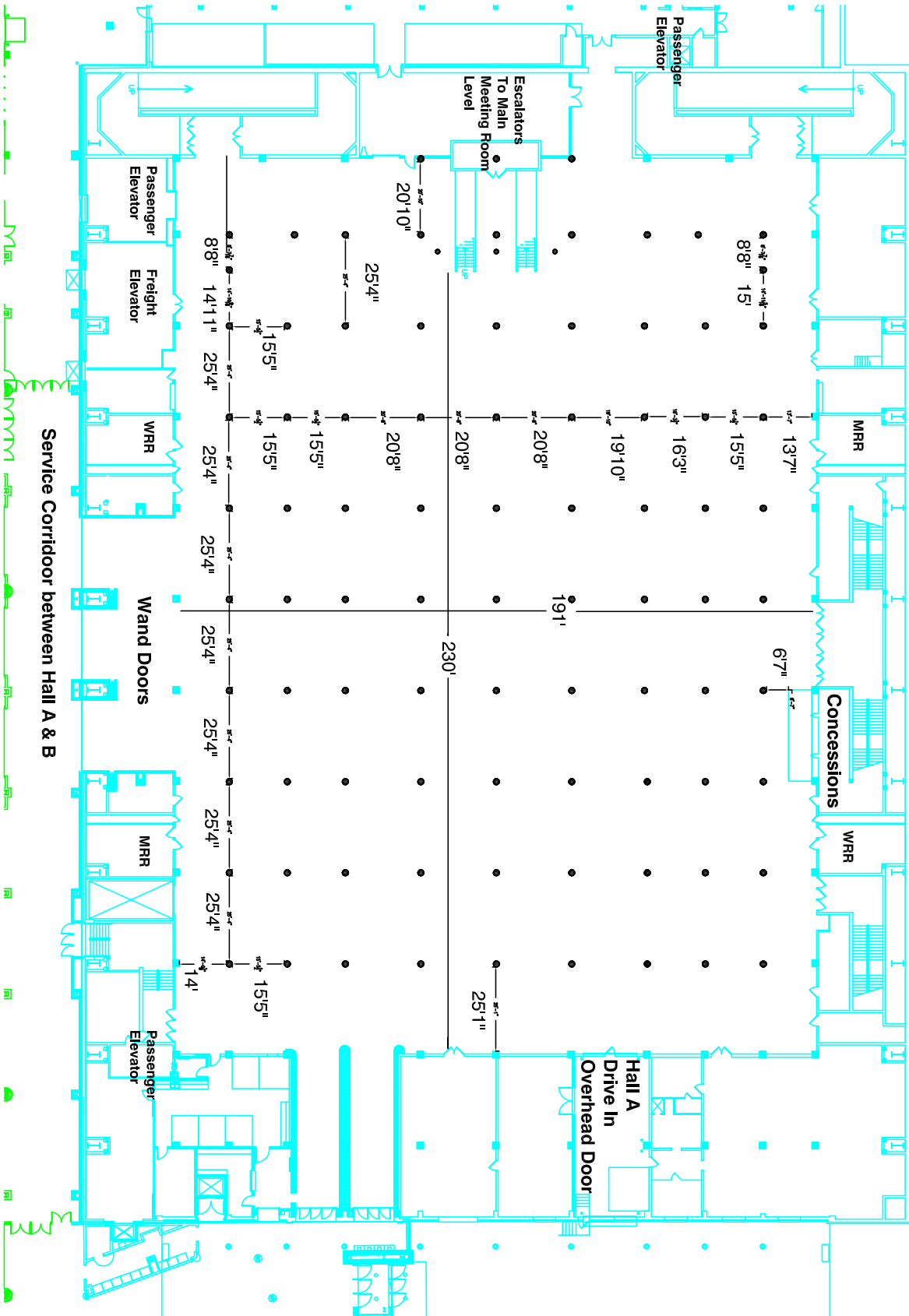
Crocker Street
Near North and Far North Parking Lots

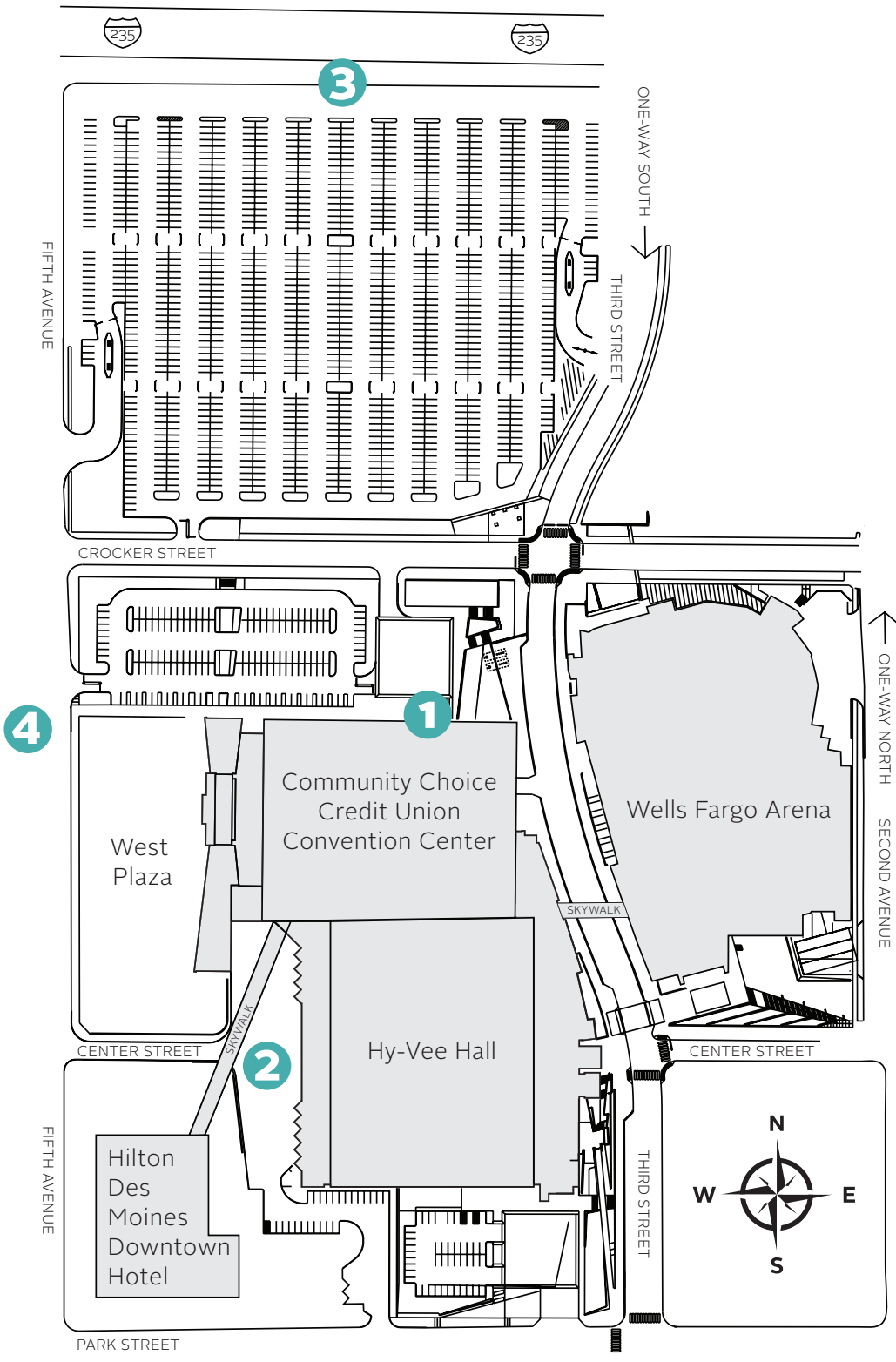












1) NORTH-SIDE ROLL-UP DOOR

- Accessed through Near North Parking Lot with entrance off of 5th St.
- Ground Level dock access for 300 & Ballroom level

2) HY-VEE HALL DOCKS

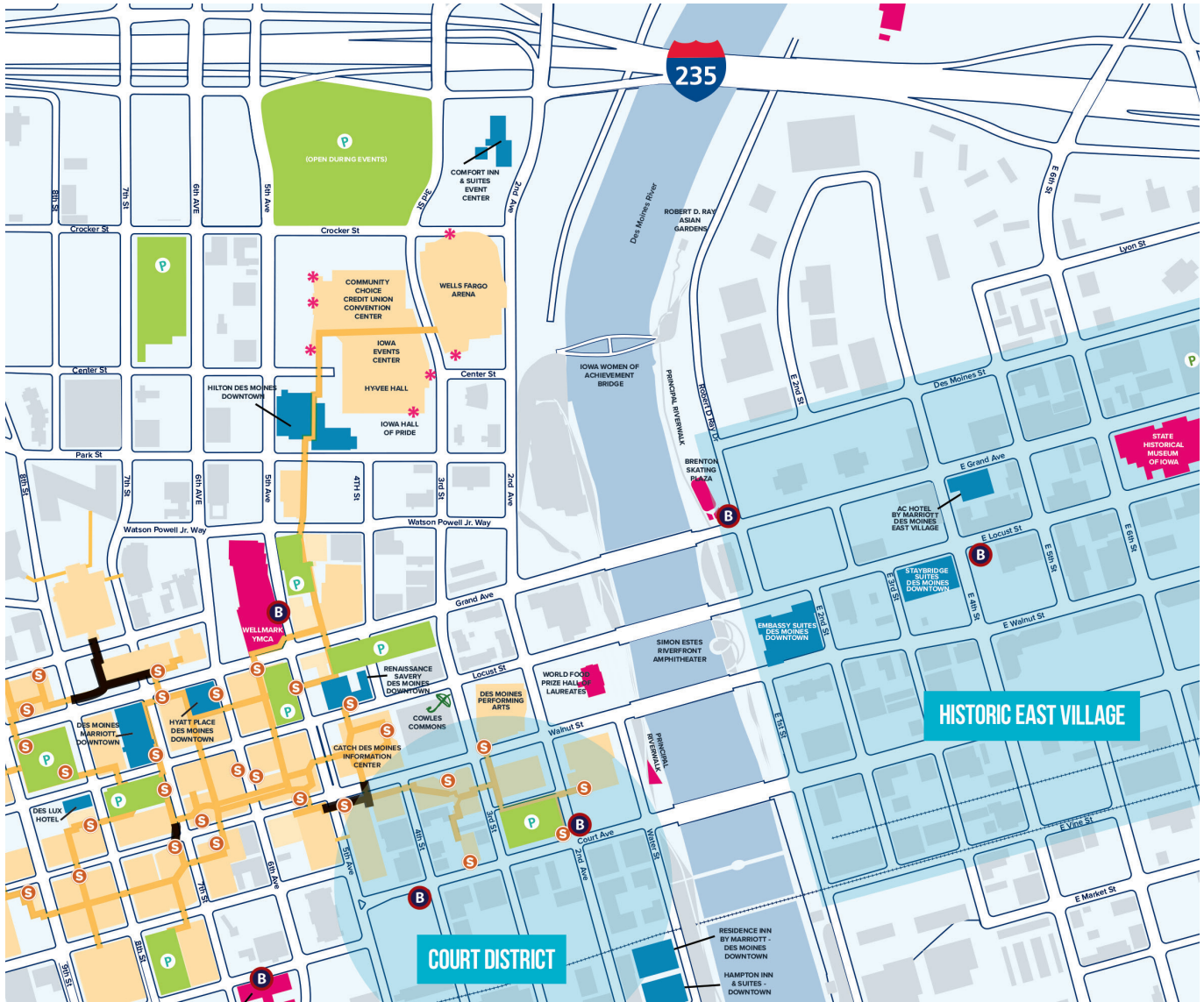
- Accessed via 5th and Center St. - West side of Hy-Vee Hall
- (10) total docks to be assigned based on availability

3) NORTH CURB OF IOWA EVENTS CENTER NORTH LOT

- Lot has 650 ft. of curb to park.
- Enter off 5th Ave North of Crocker. Exit 3rd Ave.

4) 5TH AVE. EAST SIDE NORTHBOUND

- 400 ft. of curb to park



DIRECTIONS TO IOWA EVENTS CENTER PARKING LOT

Motorists traveling from the west, should take the “Downtown Des Moines” exit (Exit 8A) which also reads “Iowa Events Center” and enter the Iowa Events Center’s parking lot at either the 5th Avenue or 3rd Street entrances. **Motorists traveling from the east**, may exit I-235 at the exit market “Downtown Des Moines”, and go South to enter the Iowa Events Center’s parking lot at either the 5th Avenue entrance or the 3rd Street entrance. All Parking garages have skywalk access except the 7th and Center Street Park and Ride.

PARKING COSTS AND INFORMATION

- Iowa Events Center Parking Lot — **\$10**
- Public Parking Garages — **\$1/hour with a \$10 daily max** (Free on Sunday)
- On-Street Parking Meters Monday–Saturday **9am–5pm — \$1.25/hour** (Free on Sunday and after 9pm Monday –Saturday)
- On-Street Parking Meters Monday–Saturday **5pm–9pm — \$1.75/hour** (Free on Sunday and after 9pm Monday –Saturday)

FREE PARKING OPTIONS

Over **900 FREE** off-street parking spaces are available throughout downtown Des Moines
Polk County Administration Building — Monday–Friday 5pm–5am, all day Saturday & Sunday
 For latest news and updates about parking visit parkdowntowndesmoines.org



View from the East end of the Grand Concourse.



Memorial Hall, located on the West end of the Grand Concourse.



View of Level 3 Meeting Rooms 312-320



Level 3 Meeting Room



Ballroom A



View from the East End of the Grand Ballroom.