



Valdez Convention and Civic Center

Wedding, Reception and Party Decorating Guidelines

There have been many lovely weddings, receptions and parties held at the Valdez Civic Center. The following information is to help our Clients most efficiently use the equipment and services available. Please don't hesitate to call 835-4440 with questions.

THE ROOM (S)

- ❖ *Room rental charges include all tables, chairs and table skirts. The daily rental charge is for any hours between 8:00 am and midnight. Under certain circumstances, decorating and/or rehearsals may be done without additional charge. Please ask Civic Center administration staff for details.*
- ❖ *The Dressing Rooms and/or Green Room may be available for use by the wedding party. These rooms are located downstairs (under the Theatre stage) and have mirrors and restrooms.*

DECORATING

Please ask for our guidelines for hanging items from walls, ceilings, tall curtains, etc. Be sure to arrange specific times for set up, decorating and tear down with our administrative staff. The room (s) and any Civic Center decorations or equipment must be left "as found".

- ❖ *Courtesy Decorating Items:*
 - ❖ *Backdrop curtains (brown, dark green, light green, grey)*
 - ❖ *"Marble" stands*
 - ❖ *Artificial plants*
- ❖ *Chargeable Decorating Items:*
 - ❖ *"Gobo" light projection*
 - ❖ *Lattice arch*
 - ❖ *Rock fountain, fireplace, Christmas trees*

❖ *Use of Candles*

- ❖ *City code prohibits the use of any open flamed candles, with the exception of a unity candle. Prior approval for a unity candle must be obtained from the Fire Chief of the Valdez Fire Department. Please call 835-4313 to reach the Fire Department.*
- ❖ *The Civic Center has Fire Department approved candles for rent that we'd be happy to show you.*

TECHNICAL EQUIPMENT

The Civic Center has a large assortment of technical equipment, from microphones and CD players to pianos. Please ask our staff for a current list of equipment and rates.

FOOD AND DRINK

- ❖ *See our "Food Service Options" information. Briefly summarized, you may arrange either potluck or catered service by one of the Civic Center Participating Caterers.*
- ❖ *BYOB (Bring Your Own Bottle) is strictly prohibited. A list of current Participating Caterers will be provided on request. Remember, if alcohol is on site minors under 21 cannot attend unless accompanied by a parent, legal guardian or over 21 spouse. All alcohol must be purchased from, and serviced by, a Participating Caterer.*
- ❖ *If you choose to have your event catered please remember, only a Civic Center Participating Caterer may deliver and service food and/or alcoholic beverages at the Civic Center.*
- ❖ *The Kitchen is not available for potluck use.*
- ❖ *Additional fees may be assessed if extra carpet or drape cleaning is required due to ground in cake, food or spilled beverages.*

RESTRICTIONS

The Civic Center staff takes pride in the condition of this beautiful facility, and for that reason have identified these few items as being prohibited, per Civic Center Policy:

- ❖ *Red based liquid*
- ❖ *Duct tape*
- ❖ *Birdseed*
- ❖ *Loose glitter*
- ❖ *Use of nails, screws, hooks or tacks*

The Civic Center staff may also be helpful in identifying resources for other decorative items. Please give us a call and we'd be happy to help in the planning of your special occasion!