HARRIGAN CENTENNIAL HALL RATES, HOURS, AND DEPOSITS

RESERVATIONS AND DEPOSITS

1. All reservations for use of the HCH are booked through the building staff.
2. Each use of the building requires a separate reservation. If a user makes a reservation and fails to show, a regular fee plus a building overhead fee will be charged. A reservation deposit will be required after a user has failed to show for a previous event.
3. Events scheduled more than six months in advance may be pre-empted for convention priority and cancellations are done by the Building Manager.
4. All damage deposits shall be paid prior to use of the HCH.
5. Users are required to keep the Building Staff informed as to detailed plans or changes of plans, and are to check with the Building Staff not less than two days before a scheduled event to make arrangements for seating and equipment that may be needed.
6. Traditional uses that are related to certain dates or seasons each year may have ongoing priority use of the facility. Reservations are limited to thirteen (13) months in advance with exception of priority users and conventions.

CANCELLATIONS

A refund of fees paid will be made if notice of cancellation of a reservation is given twenty-four (24) hours in advance, and such cancellation did not result in a revenue producing activity being denied use of the HCH. The CBS Assembly reserves the right to refuse use of the HCH to anyone at anytime. Reasonable efforts will be made to honor reservations. If the Building Manager cancels a reservation, all deposits or fees paid shall be refunded.

BUILDING DAMAGE DEPOSIT

For use of the auditorium by any group, a refundable damage deposit of $200 shall be made to the Building Manager or designee. This deposit does not include the kitchen use deposit.

KITCHEN DEPOSIT

If food is prepared in the kitchen, a refundable $200 clean-up/damage deposit will be required. The kitchen must be cleaned in accordance with the Alaska Department of Environmental Conservation regulations. The kitchen will be inspected after the event. If the kitchen is not cleaned in accordance with these rules, the Building Manager will notify the user immediately and give them the option of returning to complete the clean up, or forfeit sufficient funds from the deposit to accomplish the work to the satisfaction of the Building Manager. If any equipment from the kitchen is missing or damaged, the user will be charged for the replacement value of the item and the amount will be deducted from the deposit. If the deposit is not adequate the user will be billed for the balance.

BUILDING HOURS

Non-Profit – Community Use Hours

8 A.M. to 10 P.M., Monday through Friday.
Saturday hours, May 1 through October 1, 8 A.M. to 5 P.M.
Saturday hours, October 2 through April 30, 10 A.M. to 4 P.M.
In addition, the building is normally open while cruise ships are in town. A General use rate will be charged for use outside these hours.

General Use Hours

Every day 8 A.M. to Midnight
Use outside these hours shall be subject to an additional fee of $50 per hour to cover building overhead.

The building is normally closed on Holidays, except for reserved paid rental use. In this case, a $75 per hour fee shall be charged in addition to the regular fee with the minimum charge of two hours to pay for building overhead.

Rehearsals

There is a charge of $50.00 for rehearsals or set ups as long as they are within the non-profit hours, but a revenue producing activity takes precedence over a non-revenue activity. If a general use fee paying event requests use of the auditorium during a rehearsal, the rehearsal will be given the option of paying the General Use Rate or giving the room up.

BUILDING RATES

DEFINITIONS

Non-Profit - Community Use -- Any non- profit organization or individual that makes a reservation for a room. No admission fees or revenues are to be collected, and nothing is to be sold under this category. No money changes hands.

General Use - Any user who makes a reservation for a room and fees are collected, items are sold, or money changes hands. Weddings, receptions, parties, plays, and dances fall into the General Use category as long as the event is not considered commercial. State and Federal Government agencies fall into this category.

Commercial – If profits, or admission charges, revert to the sponsor of an event, other than a non-profit organization, the use shall be classified as commercial.

Use Fee Exemption - The HCH Manager will consider requests for waiver of room use fees if the non-profit or requesting entity has an annual operating budget of $50,000 or less and the use is within regular scheduled hours.

CITY AND BOROUGH OF SITKA

HARRIGAN CENTENNIAL HALL

330 Harbor Drive • Sitka, Alaska 99835
(907) 747-3225 • Fax (907) 747-8495

HARRIGAN CENTENNIAL HALL CAPACITIES

Room	Theater	Classroom	Rounds Of 10	Reception	Length (ft.)	Width (ft.)	Square Feet	Ceiling Height
Auditorium							4127	
Meeting 1							1682	
Meeting 2							928	
Meeting 3							1042	
Meeting 4							266	
Meeting 5							898	
Meeting 6							1757	
Meeting 7							593	

HARRIGAN CENTENNIAL HALL ROOM RATES

Rates for multi day, multi room events and conferences will be negotiated with the HCH Manager.

HARRIGAN CENTENNIAL HALL ROOM RATES	NON PROFIT	GENERAL USE	COMMERCIAL
AUDITORIUM	$205	0-2 hours $250, $415 daily rate	$620
Meeting 1	$85	$170	$250
Meeting 2	$45	$95	$140
Meeting 3	$50	$105	$155
Meeting 4	$25	$40	$65
Meeting 5	$45	$90	$135
Meeting 6	$90	$175	$265
Meeting 7	$40	$70	$100
Kitchen	$200	$300	$400
Building Rate	$685	$1360	$2030

Events that serve alcohol

There will be an additional $75 charge for events that serve alcoholic beverages.

Decorations

If you wish to hang anything, please consult the HCH staff for approved methods. Please advise staff if you will be using candles during your event. Candles must be in containers capable of containing all wax residue and spills. In addition, glitter, confetti, and other similar material can be used. Tenants will be advised to plan on spending extra time to clean up after events at which they are used.

The HCH staff will set up rooms in advance according to an approved floor plan. Any changes, alterations, or additions to agreed-upon layouts after the set-up is complete will result in additional labor charges. A $25.00 per hour set up fee with a half hour minimum will be charged if a set up is required. No set up fee will be charged for the initial Auditorium arrangement.

Tenant's Responsibility for Clean Up

Tenants should remove all decorations and tape after their event. Please clear away all trash on tables, floors, and chairs and wipe off all tables after potluck or catered events. 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.

Security (Public Dances, etc): HCH Management will determine the type of security your event requires. Some events, upon determination by HCH staff may be required to provide security or an off-duty police officer.

Sales tax will be added to the total cost.

HARRIGAN CENTENNIAL HALL EQUIPMENT RATES

Equipment rates for conferences and conventions will be negotiated.

Audio/video system	$10.00 per hour per room, or $60.00 a day per room
Telephone	$15.00 per day

Prices are subject to change without notice.

Revised: August 2016