

ANCHORAGE CONVENTION CENTERS

DENA'INA CIVIC & CONVENTION CENTER • WILLIAM A. EGAN CIVIC & CONVENTION CENTER • SAVOR... ALASKA CATERING BY SMG

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ANCHORAGE CONVENTION CENTERS DANCE EVENT BOOKING POLICY & GUIDELINES

The following policies are to apply to all dances such as School Proms booked at the Anchorage Convention Centers (ACC):

Booking Policy

1. College and High School Dances/Proms inquiring before 6 months prior to event will be placed as a second hold on our calendar. A contract securing space can be written within 6 months from date of event.
2. Groups wanting to return the next year have first rights to the same space on the same day they had the previous year (pending space available). For example, if a group had the 2nd Tuesday of April, they have first rights to contract for the 2nd Tuesday of April the following year. If the date or space changes, first rights are waived. Please note that even with this understanding, ACC maintains the right to change event space allocation, as is mandated per all contracts for all events.
3. Only one school dance may be booked per building on the same date.
4. Groups must rent out the *entire* ballroom (Tikahtnu Ballroom, Explorers Hall or Summit Hall) at the *regular rate* even if they only use a portion of it. The exception is the Dena'ina Idlughet Exhibit hall where Groups may rent just the section they need, if available, at the regular rate.
5. ACC requires an adult (21 years of age or greater) representative of the school to be signer for all legal or binding documents. Students are not authorized to request services or changes to billing provisions.

6. A deposit of 50% of the total estimated invoice is required upon execution of the contract with final payment in full due 1 month prior to event.
7. ACC is required to provide extra security staff for all Groups dances. Ratio is 1 SMG Security staff per **50** guests and 1 Security Supervisor. Security staff rate is \$18 per hour. Supervisor rate is \$22 per hour. The Group may also provide their own security, but the facility is required to maintain security at the above levels and the Group is required for payment of such.
8. Also required at client's expense is (1-2) First Aid personnel at \$25.00 per hour. Staff ratio to be determined by sales manager.
9. SMG security staff to coordinate entrance into dance. Visual and or wanding inspections will be required to search for weapons, alcohol & drugs, such as asking guests to open their coat, lift their pant legs, open their purse, etc. School is welcome to bring their own security but it will not reduce the number of SMG security staff required.
10. ACC security will not allow re-admittance to building....guests can leave the dance but will not be allowed to return.
11. If dance/prom cancels within 60 days of event, the deposit is non-refundable but can be applied to a future dance within 12 months of the original event date.
12. All small decorations must be approved by the Sales Manager in writing before the day of the event. The following decorative materials are prohibited: Candles, glitter, beading, confetti, stickers, hay/straw, sheaves of grain, moss, leaves, feathers and other similar small items. Clean-up fees of \$100 per hour will be added to the final invoice in the event any of the above-listed items or similar small items are used without permission and require clean-up.

Please note ACC allows helium balloons in both facilities, as long as client is aware there may be labor charges to retrieve balloons from the ceiling.

13. ACC prohibits attaching materials of any kind to the walls, windows or doors. Ask your Sales Manager for recommendations on other options for displaying your décor.

14. Any decorations hung from the ceiling must be coordinated and contracted through Imig A/V. Please contact them at 907.274.21661.
15. ACC recommends ordering additional power for DJ's in advance to prevent overloading circuits. ACC can provide additional 110 volt electrical service at a rate of \$50 per piece, per day which will be added to the final invoice.
16. If DJ would like to patch into ACC house system, they must contact Imig Audio Video at 274-2161 to coordinate installation and patch fees.
17. All electrical cords must be taped down with Gaffer's tape. Duct tape. Similar products are not allowed as they damage floors and carpets. If requested, Gaffer's tape can be provided by ACC at \$18 per roll.
18. Please note there is a limited quantity of dance floor available during prom season. Therefore, all dance floors must back up to the DJ stage.
19. All high school dances must end at a minimum of 15 minutes prior to Anchorage Curfew (12:45am). Curfew applies to children 16 years or younger.

I have read, understand and agree to the above ACC booking policies.

Name (printed)

Organization

Signature

Date

ACC Representative

Signature

Date