

# POLICY

# HARRIGAN CENTENNIAL HALL



May also be viewed online at:  
<http://www.cityofsitka.com/government/departments/centennial/index.html>

CITY AND BOROUGH OF SITKA

## **HARRIGAN CENTENNIAL HALL POLICIES**

### **General Rules Which Apply To All Use Of The Harrigan Centennial Hall**

The Harrigan Centennial Hall is a public facility for the benefit of the community, including social, cultural, and economic usage.

1. Use of the building is on a reservation basis - - first come, first served - - except priority usage and also subject to appeal through the Building Manager. Building Manager reserves the right to make suggestions and to place the group in the appropriate room size for the size of the group and to move the group to a smaller room if the group size decreases from the original booking.
2. Any user of the building shall be responsible for any damage that may occur during their use of the building, and shall either pay for the damage or repair it to the satisfaction of the Building Manager who may call upon the Director of Public Works if necessary. To avoid any damage or defacement all users must check with the building staff prior to affixing anything to the walls, floor or ceiling.
3. Alcoholic beverages may be served and consumed in the building for limited specific hours. Each specific period of time shall be approved by The Harrigan Centennial Hall Manager prior to the event. All alcoholic beverages shall be served in accordance with the regulations of the Alaska Alcoholic Beverage Control Board and the City and Borough of Sitka.
4. The Harrigan Centennial Hall is a non-smoking building.
5. The City and Borough of Sitka will not be responsible for any personal equipment being used or stored in the building by any user. All equipment storage must be approved with the Building Manager.
6. The Harrigan Centennial Hall will not be open to the public without a paid Centennial Staff member or person designated by the Building Manager. Such Designee must have a prearranged agreement and bond.
7. The Building Manager may make additional rules to cover special uses. If of a general continuing nature, they shall be reduced to writing. Any such rules may be appealed to the Municipal Administrator.

## **HARRIGAN CENTENNIAL HALL RATES, HOURS, AND DEPOSITS**

### **RESERVATIONS AND DEPOSITS**

1. All reservations for use of the building are to be 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 cancellation are done by the Building Manager.
4. All damage deposits shall be paid prior to use of the building.
5. Users are required to keep the Building Manager informed as to detailed plans or changes of plans, and are to check with the Building Manager 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. Those traditional priority users or uses are; Alaska Day Festivities, Catholic Church Advent Mass, Easter Sunrise Service, New Archangel Dancers, Sitka Summer Music Festival, and Sitka Prevention and Treatment Services Christmas Bazaar.
7. 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 building. The Assembly of the City and Borough of Sitka reserves the right to refuse use of the building 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 user 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 by any user group in the kitchen, a refundable clean-up/damage **deposit of \$150** 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-Fee Paying Uses, Free 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 May 1, 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.

## **FEE PAYING USES**

Every day 8 A.M. to Midnight

Each 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 fee of \$50 per hour shall be charged in addition to the regular fee with the minimum charge of two hours to pay for building overhead.

## **REHEARSALS FOR EVENTS HELD ON PREMISE**

There is no charge for rehearsals or set ups as long as they are within regular hours, but a revenue producing activity takes precedence over a non-revenue activity. If a fee paying event requests use of the auditorium during a non-fee paying rehearsal, the non-fee paying rehearsal will be given the option of paying the General Use Rate or giving the room up. Any rehearsal for events held offsite will be charged the General Use Rate.

## **BUILDING RATES**

### **DEFINITIONS**

**COMMUNITY USE NOT FOR PROFIT** – Any non- profit organization or individual that makes a reservation for a room. No money is to change hands under this category.

**GENERAL USE** - any non-profit organization or individual that makes a reservation for a room and money changes hands. Weddings, receptions, parties, plays, and dances fall into the General Use category as long as the event is sponsored by a non-profit or individual and 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.

**CONVENTION RATES** - apply if meetings last for at least two days and two or more rooms are used per day.

# 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	500	120	250	700	58	73	4340	20
Maksoutoff	140	60	90	175	62' 7"	27' 6"	1718	8' 10"
Maksoutoff South	50	20	30	50	20' 8"	27' 6"	563	8' 10"
Maksoutoff North	100	40	60	100	41' 7"	27' 6"	1141	8' 10"
Exhibit	150	52	80	200	48' 11"	34' 6"	1681	8' 4"
Exhibit East	84	28	40	84	27' 7"	34' 6"	948	8' 4"
Exhibit West	60	24	40	60	21'	34' 6"	725	8' 4"
Rousseau	50	24	30	50	27	21	560	9
Pestchouroff	20	NA	10	NA	18	13	234	9
Davis	15	NA	10	NA	17	13	248	9

**HARRIGAN CENTENNIAL HALL ROOM RATES**

HARRIGAN CENTENNIAL HALL ROOM RATES	NON PROFIT	GENERAL USE	COMMERCIAL	CONVENTION Includes Audio/Video equipment
			5% of the Gross Sales plus normal room rate	UNLIMITED HOURS
AUDITORIUM	\$165.00	\$200.00	\$375.00	\$250.00
MAKSOUTOFF	Free during set hours	\$155.00	\$200.00	\$175.00
Maksoutoff North	"	\$90.00	\$120.00	\$100.00
Maksoutoff South	"	\$65.00	\$80.00	\$75.00
EXHIBIT	"	\$150.00	\$200.00	\$170.00
Exhibit East	"	\$80.00	\$110.00	\$90.00
Exhibit West	"	\$70.00	\$90.00	\$80.00
ROUSSEAU	"	\$65.00	\$110.00	\$100.00
PESTCHOUROFF	"	\$50.00	\$70.00	\$55.00
DAVIS	"	\$50.00	\$70.00	\$55.00
KITCHEN	\$120.00	\$170.00	\$375.00	\$175.00
BUILDING RATE		\$700.00	\$1,200.00	\$875.00

Credit on space reserved for convention use will be awarded if accommodations are made for other events that want to operate simultaneously

**DECORATIONS**

Masking tape and other non-marking tape may be used to attach items to the walls. Please do not attach tacks, pins or staples into walls, furniture, or wood trim. If you wish to hang anything, please consult The Harrigan Centennial Hall staff for approved methods. Please advise Harrigan Centennial Hall 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, however they are extremely difficult to clean up. Tenants will be advised to plan on spending extra time to clean up after events at which they are used, or additional payment must be made to The Harrigan Hall for labor costs.

The Harrigan Centennial Hall staff will have your room set up in advance, according to an approved floor plan that you designate prior to your event. 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 other than the normal. No set up fee will be charged for the Auditorium.

## **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.):** Harrigan Centennial Hall Management will determine the type of security your event requires. Any tenant renting the facility for a public dance may be required to pay for at least one off-duty police officer to be present at the event at the rate of approximately \$40.00 per hour. The number of off-duty police officers required for an event is determined by the size of the event and whether or not alcohol is available at the event. Other events, upon determination by The Harrigan Centennial Hall Manager may also be required to provide security or an off-duty police officer, and will be discussed with tenant upon making the reservation.

A 5% sales tax will be added to the total cost



**HARRIGAN CENTENNIAL HALL EQUIPMENT RATES**

Convention rate includes equipment costs.

MULTIMEDIA PROJECTOR	\$20 A DAY
OVERHEAD PROJECTOR	\$10.00 A DAY
PODIUM	\$5.00 A DAY
RISER 8' X 6' X 8"	\$5.00 A Day
TELEPHONE	\$15.00 A DAY
TV/VCR	\$15.00 A DAY
VHS VIDEO PROJECTOR	\$15.00 A DAY
SLIDE PROJECTOR	\$10.00 A DAY
SOUND SYSTEM	\$25 A DAY

Prices are subject to change without notice.

Revised: 12/2303

### Catering

Harrigan Centennial Hall maintains a State Of Alaska Food Service Permit for use by our patrons. If you choose to utilize a Catering Service, you are responsible for hiring them as well as following all State Regulations pertaining to Food Service and Kitchen Sanitation. Prior to having an event with alcohol, you must contact the staff to insure compliance with the Alcohol and Beverage Control Board regulations.

#### Caterer List

SEARHC – Lighthouse Catering (907) 966-8470  
Email: [ron.davis@searhc.org](mailto:ron.davis@searhc.org)

Dock Shack – Linda or Peggy (907) 747-2755  
Email: [linda@sheatika.com](mailto:linda@sheatika.com)

A Taste of Sitka – Karen Christner (907) 747-6930 (fax also)  
Email: [toss@ak.net](mailto:toss@ak.net)

Chanel Club (907) 747-7440  
Email: [sitkachannelclub@gmail.com](mailto:sitkachannelclub@gmail.com)

Westmark – (907) 747-6241 (907) 747-5486 (fax)  
Email: [aksitkachef@hotmail.com](mailto:aksitkachef@hotmail.com)

Larkspur (907) 966-2326  
Email: [larkspurcafe@gmail.com](mailto:larkspurcafe@gmail.com)

Market Center (907)747-6686 (907) 747-5024  
Email: [store.248@unifiedretailer.com](mailto:store.248@unifiedretailer.com)

#### BAR SERVICE

Channel Club (907) 747-7440  
Email: [dine@sitkachannelclub.com](mailto:dine@sitkachannelclub.com)

Westmark (907) 747-6241

Pioneer Bar (907) 747-3456  
[rlhime@gci.net](mailto:rlhime@gci.net)

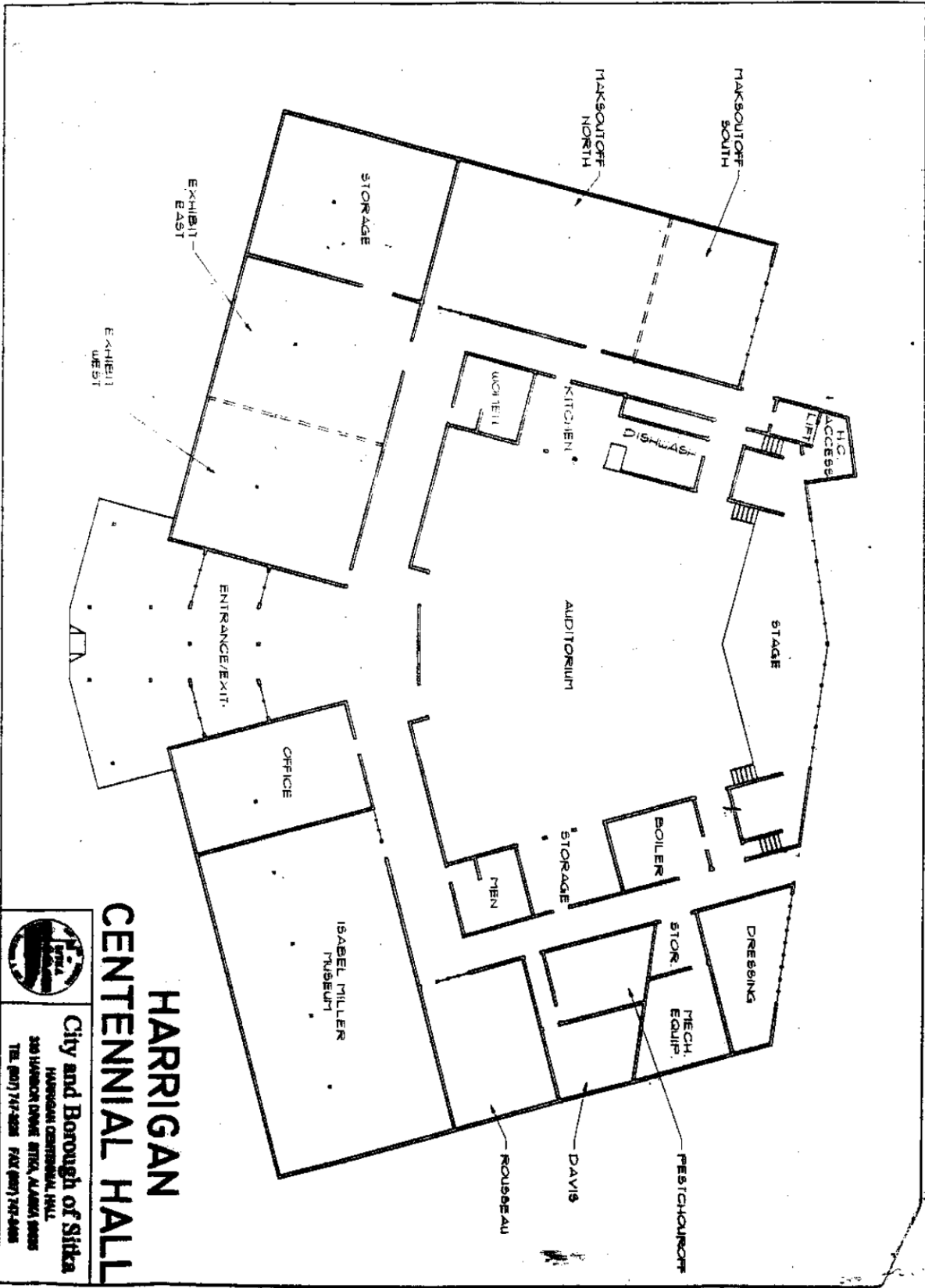
Nugget Saloon (907) 747-2480

Victoria's Pourhouse (907) 747-5451  
Email: [stavatsitkahotel.net](mailto:stavatsitkahotel.net)

#### PIANO ENTERTAINMENT

Dave Nicholls (907) 966-3313  
Email: [soundsofalaska@yahoo.com](mailto:soundsofalaska@yahoo.com)

\* This list is as complete as possible. Please contact Harrigan Centennial Hall for any additions.



# HARRIGAN CENTENNIAL HALL



City and Borough of Sitka  
 HARRIGAN CENTENNIAL HALL  
 300 HARRISON DRIVE SITKA, ALASKA 99503  
 TEL (907) 747-4505 FAX (907) 747-4488