

**Morris Thompson Cultural and Visitors Center
Space and Equipment Rental Rate / Reservation Sheet**

Updated: 12/11/2017

| Space | Description | Size | Occupancy | Use Fee Half Day (<4 hrs) | Use Fee Full Day (>4hrs) | USER RESERVATION | |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------|-----|
| | | | | | | # | Fee |
| Classroom | Includes 12 classroom tables, chairs, sink, two countertops, phone, whiteboard, screen | 29'x29.5' | <u>Classroom style:</u> 24+ w/15 guest chairs <u>Board room style:</u> 32 w/ 11 guest chairs <u>Theatre style:</u> 40 | \$ 250 | \$ 300 | | |
| Theatre | Excellent venue for films, performances, slides shows, presentations. Large stage for multiple presentors/performers. High-definition projector and state-of-the-art soundsystem. Projectionist available for additional fee. | 40'x37' | 100 seats | \$ 300 | \$ 500 | | |
| Lobby | High ceiling, large windows, granite, wood & slate finishes provide an impressive space for a memorable event. For an extra special touch, exhibit hall is available for private viewing by your guests. | 4360 sq ft | 80 person maximum for a seated dinner (10 tables of 8) 200 person maximum for a reception | \$ 600 | \$ 800 | | |
| Exhibit Hall | Unique & intimate setting for small private dinner parties. Guests will be surrounded by incredible landscapes and beautiful works of art. | 3500 sq ft | 40 seated dinner | \$ 500 | \$ 600 | | |
| Conference Room | A professional setting for your business meeting. Private deck overlooking park and river. | 28'x18' | 18 @ table w/ 10 guest chairs | \$ 250 | \$ 300 | | |
| Elders' Hall | Intimate setting surrounded by beautiful works of Athabascan art. Stage/projector/soundsystem available. | 22'x22' | 20 maximum | \$ 250 | \$ 300 | | |
| Kitchen | includes refrigerator/freezer, stove/oven, microwave, coffeemaker, ice machine, sink & limited serving equipment. | 15'x20' | event prep only | no charge | no charge | | |
| Equipment | Description | # available | Use Fee | | | | |
| Banquet Tables | 5 ft. round (seats 8 people per table) | 13 | \$10 each | | | | |
| Banquet Tables | 6 ft. rectangular | 4 | no charge | | | | |
| Mini-Banquet tables | 5 ft x 1 ft 8 inches - mini banquet tables | 12 | \$5 each | | | | |
| Banquet Chairs | black, cushioned seat | 125 | no charge | | | | |
| Podium | | 1 | no charge | | | | |
| Microphone | wireless handheld | 3 | \$15 set up fee | | | | |
| Microphone | wireless lapel | 1 | \$15 set up fee | | | | |
| LCD Projector | | 1 | \$50 set up fee | | | | |
| DVD/BlueRay/VHS Projector | Available in Theatre & Elders Hall | 1 | \$50 set up fee | | | | |
| Conference Phone | Available in Conference Room & Classroom | 1 | no charge | | | | |
| Screen | Theatre, Conf Room, Elders Hall, Classroom | 4 | no charge | | | | |
| Laser Pointer | | 1 | \$10 | | | | |
| Marker Board | Conference Room & Classroom | 2 | no charge | | | | |
| Extension Cord (s) | | | no charge | | | | |
| Power Strip | | | no charge | | | | |
| Catering Cart | | 1 | \$25 | | | | |
| Wireless Internet | Available buildingwide | | no charge | | | | |
| Other Charges | | | | | | | |
| Cleaning/Damage Deposit | to be refunded if user passes post-event check-list | | < 99 people- \$100 > = 100 people - \$400 | | | | |
| Security Guard | | | \$50 per hr | | | | |
| Early Set-up | arrival prior to 8am | | \$50 per hr | | | | |
| Late Fee | event lasting past midnight | | \$150 per hr | | | | |
| Cleaning Fee | if you prefer to leave the cleaning to us | | \$50 per hr | | | | |
| Projectionist | | | \$50 per hr | | | | |
| Entertainment Options | | | | | | | |
| AK Native Dance performance | 30 minutes | | \$400 | | | | |
| Storyteller | 30 minutes | | \$200 | | | | |
| Tour Guide | | | \$100 per hour | | | | |
| Taste of AK meal | For private events only | | \$35 per person | | | | |
| | | | | | TOTAL | | |