VALDEZ CONVENTION AND CIVIC CENTER

OPTIONS FOR FOOD AND/OR ALCOHOL SERVICE

In an effort to provide the most flexible food service the Valdez Convention and Civic Center offers a variety of food service options.

COMMERCIAL CATERING

The VCCC facilitates and promotes a multi-catering system. What this means for you is a choice of caterers for whatever types of service you desire. Our Participating Caterers vary in their services and specialties. From simple coffee and tea breaks, to full luxury banquets, the options are all here!

- Please request a current list of Civic Center Participating Caterers
- Once you've scheduled your event at the Civic Center you will want to make arrangements for catering as soon as possible. *(See "Hints for Arranging Commercial Catering").* Please contact the Civic Center as soon as you have chosen your Caterer. From then on you will deal directly with the Caterer for all your food service needs.
- Charges for catering services are separate from your room and equipment charges. The Caterer will arrange for rental of the Civic Center Kitchen and equipment (if needed) and will pay the Civic Center directly for their facility fees.
- When deciding on a Caterer be aware that the Civic Center has only one Kitchen. Two Caterers may not share the Kitchen except in extreme circumstances. If you choose to utilize more than one Caterer it may affect the ease and quality of your food service.
- If your event requires linens please ask you Caterer without delay. The Civic Center does not supply table linens or napkins.

BEVERAGES

The Valdez Civic Center can provide coffee and tea service for up to 100 people, however, if you are having food service provided by a Caterer we encourage you to arrange for coffee service with them. Please see our current "Daily Equipment Fees" for our coffee/tea service prices.

Coffee makers may be rented and serviced by the Client. The Client must provide all coffee, tea, cups, and condiments.

The Civic Center has available for rent mirrored tubs with ice for sodas and juices.

BYOB (Bring Your Own Bottle) is strictly prohibited. All alcoholic beverages must be purchased, provided and serviced by a current Participating Caterer with the appropriate licenses.

General Liability Insurance is required for any event with alcohol service. If you have existing Liability Insurance coverage you will need to provide a Certificate of Insurance naming the City of Valdez/Valdez Convention and Civic Center as an Additional Insured for the event. If you do not have coverage Civic Center management can facilitate Special Event Liability and Liquor Liability Insurance for an additional cost. Contact the Civic Center for additional information.

POTLUCK

A Client may bring home cooked foods and non-alcoholic beverages for their event, with the same General Liability Insurance requirements as stated above. A Food Surcharge will be billed based on type of food and number of people served. Food that is prepared in a DEC approved kitchen does not have to meet the insurance requirements (i.e., Safeway deli trays or Subway sandwiches).