

Welcome:



On behalf of the staff of the Utah Cultural Celebration Center we thank you for considering using our beautiful facility for your special event. The Cultural Center, has as its mission, a pledge to preserve, promote, perpetuate, and assist in the presentation of quality cultural and private events on our campus. It is our desire to provide the best service possible. We know that your event is special to you and your guests and we pledge to do all that we can to see that you have a well planned and presented event in the facility.

Our 60 acre campus offers diverse indoor and outdoor facilities to meet the unique needs of your event. The Great Hall, meeting rooms, state-of-the-art amphitheater and performances stages, festival grounds, and landmark site sculptures make this a one of a kind facility. We even have an on-site gallery with rotating art exhibitions. Our in-house catering services will also add a special dimension to your event, creating a winning formula for sponsorship and overall guest services.

Owned and operated by West Valley City, The Utah Cultural Celebration Center is located in the center of the Salt Lake Valley, with fantastic views of the Jordan River and Wasatch Mountains. Easy freeway access makes this a perfect site for both local and regional events. Just a few blocks from the E-Center, Hale Theater, five major hotels, and local eateries, the UCCC is an integral part of the entertainment hub of the city.

Again, we appreciate you considering the Cultural Center as the place to host your event. Our professional and friendly staff is ready to assist you with event plans and to make sure that your experience with us is successful.

Ross L. Olsen
Executive Director



INDEX

Room Rental Times.....	2
What Your Rental Includes.....	3
Room Capacities.....	4
Rates.....	5
Cleaning Policy.....	6
Security Deposits	6
Contracts.....	6
Cancellations.....	6
Refunds.....	6
Licensing/Permits.....	7
Insurance Policies	7
Police & Fire Policies.....	7
Food Policy.....	8
Alcohol Policy & Pricing.....	8
Catering	9
Decorations.....	10
Policies & Procedures.....	12-13
Driving Directions.....	Back



Olmec Plaza Wedding

- Weddings
- Business Meetings
- Festivals
- Family Reunions
- Classes
- Graduations
- Dances
- Quinceañeras
- Plays
- Holiday Parties
- Concerts
- Religious Services
- Tradeshows
- Retreats
- Any Celebration!

ROOM RENTAL TIMES

Published room rental rates are for a period of up to **8 hours**.

Room Rental times include time needed for any additional setup, decorating, clean up, etc.

Room rentals are available at our published rates, Monday thru Saturday from 6 AM to midnight. Additional charges apply for events extending past midnight.

Additional charges apply to:

- Events extending past midnight
- Rentals requiring more than 8 hours
- Events booked less than 5 business days in advance

General pricing is subject to change without notice.





WHAT YOUR RENTAL INCLUDES

Rentals come standard with:

- 8 hours of rental time
- Setup and take-down of tables and chairs
(limited to supply on hand)

Additional charges apply for:

- Rental periods extending beyond 8 hours
- Rental times extending past midnight
- Rental times for additional setup and/or take-down
- Audio/Visual equipment
- Tables and Chairs for more than 600 people
- Table Skirting
- Linens/Tablecloths
- Centerpieces
- Food & Beverage
- Extension Cords
- Podium/Lectern
- Damage to the facility
- Special Flooring
- Pipe & Drape
- Security
- Additional Staging
- Etc.

ROOM CAPACITIES

- by Setup Style -

Room	Sq. Feet	Room Size (L x W)	Classroom	Square	Rounds	Theater	U-Shape	
101	450	18 X 25	21	18	24	36	15	
102	450	18 X 25	21	18	24	36	15	
101 & 102	900	18 X 50	48	36	48	80	25	
Boardroom	725	25 X 29	15 (Boardroom style only)					
104	675	25 X 27	36	24	48	60	18	
105	675	25 X 27	36	24	48	60	18	
104 & 105	1350	25 X 54	72	48	96	120	36	
Great Hall	10168	125 X 82	300	N/A	600	1000	N/A	
Great Hall East	4018	49 X 82	180	100	264	500	N/A	
Great Hall West	6150	75 X 80	180	100	264	500	N/A	
Crossroads	4125	55 X 75	N/A		96	200	N/A	
Kitchen	1122	33 X 34	N/A					
Suite A	1500	55 X 26	90	48	80	182	60	
Suite B	1500	55 X 26	90	48	80	182	60	
Suites A & B	3000	50 X 52	24	N/A	160	230	N/A	
Suite C	850	Irregular	24	N/A	40	35	N/A	
Suite D	2465	Irregular	N/A					

- Room capacities may vary depending on desired spacing of individuals and equipment used

- Extra charge may apply for tables and chairs based on availability

- Crossroads available only with Great Hall rental and is still considered a common area

RENTAL RATES

5

Great Hall	\$2,000 up to 8 hours \$100/hr thereafter (Preferred Caterer ONLY)r	\$2,500 if client provides own food (See Event Coordinator for Details)
Half of Great Hall (East or West)	\$1,300 up to 8 hours, \$100/hr thereafter (Preferred Caterer ONLY)	\$1,800 if client provides own food (See Event Coordinator for Details)
Meeting Rooms 101-105	\$125 per room up to 8 hours, \$35/hr thereafter (Preferred Caterer ONLY)	\$225 per room if client provides own food (See Event Coordinator for Details)
Boardroom	\$125 up to 8 hours, \$35/hr thereafter (Preferred Caterer ONLY)	\$225 if client provides own food (See Event Coordinator for Details)
Upper Plaza (with 105 rental)	\$50 per event	
Suite A or B	\$250 up to 8 hours, \$50/hr thereafter (Preferred Caterer ONLY)	
Suite C	\$25 per hour (2 hour minimum)	
Suite D (Dance Studio)	\$25 per hour (NO FOOD ALLOWED)	
Olmec Plaza	\$400 up to 8 hours, \$100/hr thereafter	
Kitchen Area	\$150 serving only	\$350 warm/cook/prepare
Crossroads	\$1500 up to 8 hours, \$200/hr thereafter \$200 when overflow from Great Hall rental	
Festival Grounds	\$150 per hour	
Amphitheater	\$100 per hour	

-20% discount for non-profit organizations-

-NO refunds or substitutes on outdoor venues due to incimate weather-

-Security Charges May Apply (see page 7 for more deetails)-

CLEANING POLICY

Patrons are expected to leave the facility as clean as they found it. All trash from event needs to be placed in garbage cans. Large events need to place trash in outside dumpsters including trash left in parking lot and restrooms.

CREDIT CARD HOLDS

A refundable cleaning/damage deposit held in advance for all events by way of cash or credit card. All or part of a cleaning deposit may be retained by the Cultural Center depending on the condition of the facility following the event. Cleaning deposit refunds are generally mailed within 4 weeks following an event.

CONTRACTS

General Use Agreements and payments need to be completed and returned no later than 7 days prior to each event. Failure to do so may result in the cancellation of your event.

General Use Agreements need to be signed by the person renting the facility.

Festival Use Agreements must be notarized.

CANCELLATIONS

Deposits will not be returned on events cancelled within 7 days prior to an event. Events cancelled 7-13 days prior to an event are entitled to a 25% refund. Events cancelled 31 or more days prior to an event is entitled to a full refund.



BUSINESS LICENSES

A temporary West Valley City business license is required at all events where food, products or services are sold, including tickets and gate charges. Contact the West Valley Licensing Department at 963-3290 for more information.

FOOD PERMITS

All applicable food permits are required to hold an event at the UCCC. For more information contact our events coordinator or the SLVHD website www.SLVHD.org

INSURANCE

All large public events are required to have insurance with West Valley City being named as the additional insured. Event Insurance may be purchased through the City's insurance company. Such purchases must be made at least 5 business days prior to an event.

SECURITY

West Valley City Police rates are \$35 per hour per officer with a 2 officer minimum. Security other than WVC on duty police officers is not permitted

West Valley City Police are required at all events with more than 200 guests and where alcohol is served. In addition, security is required at any event that security is deemed necessary by the Security Assessment team

FIRE/EMT

Fire and Paramedic services are required for all outdoor festivals, amphitheater events, events with fireworks, or when deemed necessary by the security assessment team. Special fire permits may also be required when any open flame or combustible materials



FOOD POLICY

The UCCC preferred caterer, unless otherwise stated in the Use Agreement, is the only caterer allowed to serve food on the premises.

Only the UCCC Preferred Caterer is allowed to provide food or beverage in Plaza Suites A, B, and C. no food is allowed in Suite D

When the kitchen is used by the user, it must be returned to the same condition in which it was found. Failure to do so may result in additional charges.

ServSafe, food handler's permits, West Valley City business license, and SLVHD Tempory Event permits are required for all public events where food is served.

ALCOHOL POLICY

Alcoholic beverages may be dispensed only by the City's concessionaire. User will not have the right to sell, store or provide alcoholic beverages at the UCCC, nor shall User allow its officers, agents, employees, participants, patrons, occupants, vendors, contractors, guests and others, including assignees, to bring alcoholic beverages on the grounds or into the UCCC. Violation of such policy gives West Valley City Staff the right to terminate the function at the host's expense.

Alcohol prices vary depending on types and amount of alcohol served. For more information call Diamond Creations at (801) 988-2009

Sample Catering Menus and Options

Boxed Lunches

The New Yorker, Tuscan, Vegetable Medley Wrap, Roman, Parisian, Americana, Southwestern

Box lunches include sandwich, side dish, dessert, fruit, and beverage

Salads to-go

Traditional Chef Salad, Asian Chicken Salad, Classic Caesar Salad, Pacific Rim Chicken Salad, California Cobb Salad

Sample Buffets

Soup and Salad Buffet, Italian Buffet, Hot Dog and Hamburger Buffet, Deli Buffet, Western BBQ Buffet, Tex-Mex Buffet, Asian Buffet, Celebration Buffet or you may create your own Famous Buffet

Plated service is also available

Contact Diamond Creations at (801) 988-2009 for more information

Snacks and Breaks

Cold and Hot Hors D'Oeuvres

Dessert Display

Snack Service

Beverage Service

(Coffee, Tea, Hot Chocolate, Assorted Sodas, Juice and/or Water)

Specialty menus can be created to meet your needs.

The UCCC Preferred Caterer provides white linen and place settings with the purchase of food and beverages. Any special requirements for specialty linen and decor must be made at least 7 days in advance. For more information contact Diamond Creations at (801) 988-2009.

Complete event planning services (i.e. flowers, wedding services, exhibit booths, lighting, audio/visual equipment, display items, decor, specialty linens, specialty tables, etc.) can be arranged through your Event Coordinator.

Catering menu and prices available upon request.

DECORATIONS

Patrons are allowed to decorate for their event as long as the decorations have been pre-approved by the Cultural Center Events Coordinator. Helium Balloons are discouraged and may result in additional charges.

The Utah Cultural Celebration Center can provide decorations at additional costs above the published room rental rates.

Decorations are to be cleaned up by patrons unless otherwise stated in the Use Agreement.

All or part of the cleaning deposit will be kept by the Cultural Center for failure to clean up after an event unless otherwise stated in the Use Agreement.



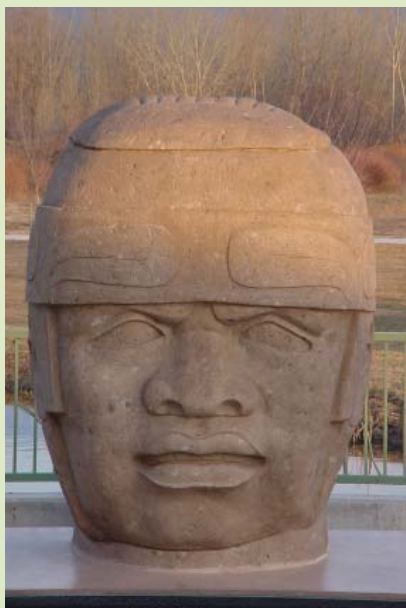
Japanese Swordsmanship Demonstration



Utah Folk Arts Celebration



WorldStage! Aloha Nights



Olmec Head



Vietnamese Friendship Memorial

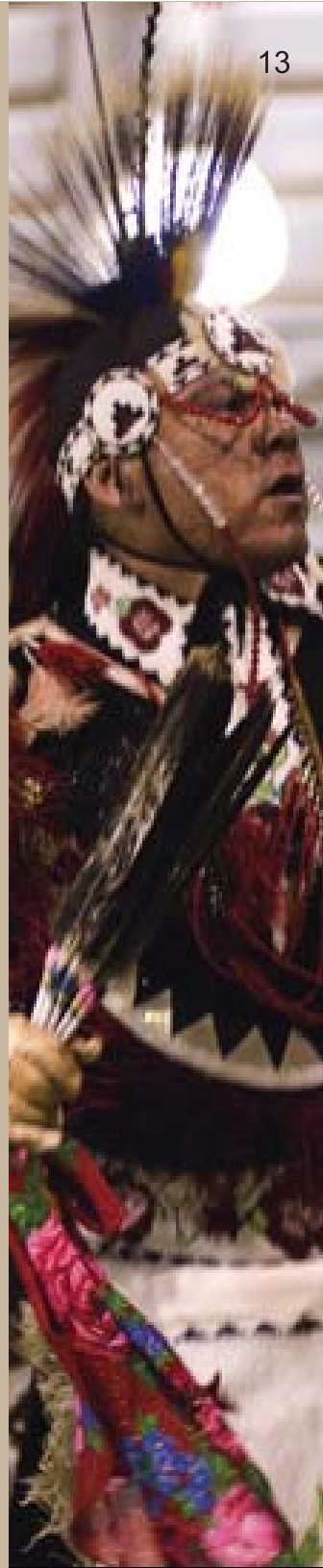
GUEST SERVICES POLICIES AND PROCEDURES

GENERAL BUILDING USE: Access to the building will be only at scheduled times as outlined in the user agreement. Events must end on time or additional charges will be assessed as outlined in the Cultural Center fee structure.

1. Room set up instructions must be received at least 5 days prior to an event. Should your event require additional set up items additional charges will be assessed \$60.00 per hour.
2. Rooms used must be cleaned up and cleared of all event materials at conclusion of event. This includes, but is not limited to: restrooms, chairs put back as they were found, table tops and counter tops cleaned and cleared, and trash cleaned up and placed in garbage cans (and dumpster for all Great Hall & outside events including parking lot trash incurred by the event). The UCCC is not responsible for lost or stolen items.
3. The following are not prohibited in the rooms and hallways of the Cultural Center.

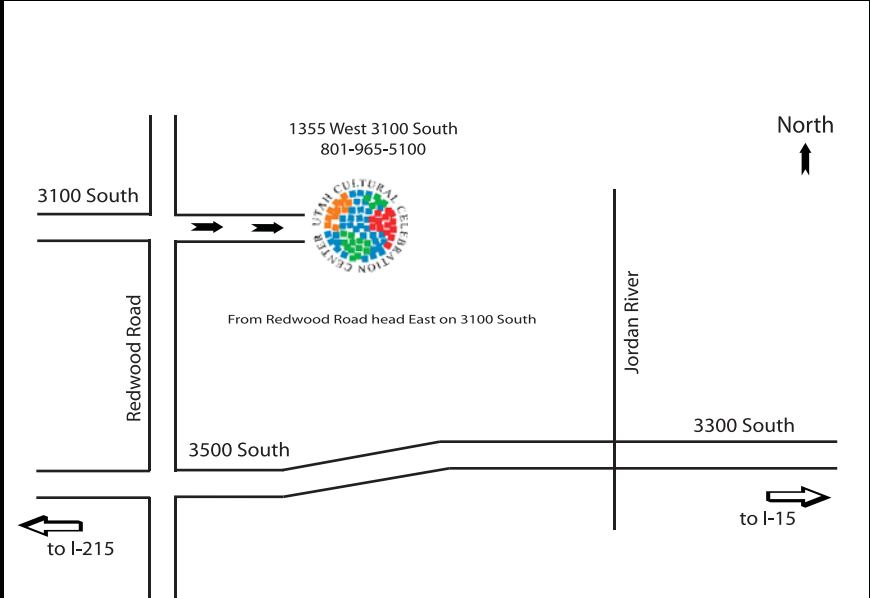
NO tape on walls, doors, windows, door frames, etc.
NO outside food allowed without written approval.
NO food or drink is allowed in the Gallery or Studio D
NO children should be left unattended
4. If you have arranged for a room you have access ONLY to that room along with the restrooms. Public space is for public use and is not considered part of the clients rented space. If other rooms are needed they must be included in Use Agreement. Break out sessions cannot be conducted in hallways, lounge areas or other public spaces.
5. Public restrooms are not to be used as event dressing rooms. A separate room must be rented if changing of clothing or costume are part of the event. This includes wedding parties, bride dressing rooms, entertainment changing rooms etc.
6. ONLY Catered food is allowed in rooms A & B.

7. Guest shall be directed by a sign provided by the center from the front desk to the room assignment. If a special sign is provided by the client it can not be attached to the building with tape or glue. It must either be free standing or mounted to be put on an easel. The use of nails or duct tape is prohibited.
8. Event details must be submitted to the Events Coordinator, or Facilities Director no later than 5 days prior to event, to make sure that legal requirements, insurance, licensing, security, fire and police requirements are met.
9. When using the services of a caterer, the Events Coordinator must be notified in advance so that licenses can be reviewed and items needed for set up and take down of the event, can be arranged. Any special request by the outside caterer may result in additional charges.
10. At the conclusion of the event a final inspection must take place by an authorized Cultural Center staff member and the client before the event is considered closed. All items provided to the client must be returned in the same condition as given to avoid additional charges.
11. ALL events that serve Alcohol must use the City's concessionaire and a minimum of two West Valley Police officers at an additional charge.
12. The Security assessment team will decide if police presence is necessary for an event and the level of security that will be needed. Security personnel must be "POST" certified West Valley Police Officers. NO private security is permitted.
13. Clients must supervise their own event and help control children, unruly patrons, and unsupervised guests. The Center is surrounded by several water features and high balconies which could pose a hazard for children left unattended. Children left unattended could result in the closing of the event. Bikes, skateboards, rollerskates, balls, sports equipment etc. are not permitted in the building or grounds without written permission.
14. Clients and guests are not allowed to move Cultural Center furniture and amenities or use UCCC equipment without written permission.



Volunteers

For rewarding volunteer opportunities please contact
965-5101 or sklinker@wvc-ut.gov



Come Join the Celebration

For booking your next event contact
our events department at
965-5102 or email jolsen@wvc-ut.gov

UCCC Staff

Ross Olsen - Executive Director
Kevin Conde - Operations Director
Steven Hyde - Special Projects & Finance Director
Susan Klinker - Programming Development Director
Michael Christensen - Folklorist
Anna Cutler - Administrative Assistant
Jeffrey Olsen - Senior Event Coordinator
Blair Randall - Assistant Event Coordinator

General Number 801-965-5100 - Fax Number 801-965-5111

www.culturalcelebration.org