FACILITY RENTAL FEES
In addition to the room rental, facility fees listed below include use of tables, chairs and linens within our inventory. Additional charges apply for specialty furniture, linens, or other items. Our events team will work with you to plan your perfect day.

Tours are by appointment only. Kindly contact the coordinator today to setup your personalized site visit.

Great Hall and Crossroads - $3,750.00
Facility fees are based on a minimum of 100 guests and a maximum of 400 guests.

<table>
<thead>
<tr>
<th>ALL PACKAGES INCLUDE</th>
<th>RENTAL FEES DO NOT INCLUDE</th>
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<tbody>
<tr>
<td>· Set up and breakdown of tables and chairs in our inventory</td>
<td>· Full Coordination/planner services</td>
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<tr>
<td>· Selection of linens</td>
<td>· Food and Beverage</td>
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<tr>
<td>· Flexible space for buffet and desert areas</td>
<td>· Waiters and barmen</td>
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<td>· Access to projectors, screens and sound</td>
<td>· DJ Services or Music</td>
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<td>· Clean restroom facilities</td>
<td>· Flowers and décor</td>
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<td>· Venue time for rehearsal, based on availability</td>
<td>· Wedding Cake</td>
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<td>· Friendly and accommodating staff</td>
<td>· Bar setup -please see bar set up costs listed under bar service</td>
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<td>· Parking on-site</td>
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<tr>
<td>· Security during your event</td>
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<td>· High speed Wi-Fi access</td>
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FURNITURE
· 60” round (seats 8) tables
· Bertolini banquet chairs
· 6’ x 30” banquet tables
· 8’ x 30” banquet tables
· 24” round Highboy Cocktail Tables
· 30” Round (seats 4) tables

ADDITIONAL DÉCOR ENHANCEMENTS
· Chivari chairs $7.00 per chair
· Chair covers and bows $10.00 per chair
· Specialty Linens (starting at) $10.00 per table
· Carpet (red) for ceremony $100.00
· 8’x16’x12” Stage for bride and groom $560.00
· Personalized up lighting, as well as spot lighting of the head table and your cake table starting at $1,000.00
· Pipe & Drape, 10’ wide panel, $10.00 per panel
· Space for rehearsal, based on availability
· Lounge chairs for cocktail hour for $350.00 which consists of consists of the following
  · 1 sofa, 4 side chairs, 1 accent table

Alternatively, chat with your coordinator for other options available
TIMES OF EVENTS
Evening Functions: 1:00 p.m. to 11:00 p.m.

Rentals come standard with a 10-hour time block which includes: 4-hour setup, 4-hour reception, and 2-hour clean up time.

Should the client extend the duration of the event an additional fee of $500.00 per hour will be charged to the client account. Please note that the venue will close no later than midnight. All parties including guests, renter, and service providers have to depart at the end of your scheduled time block.

Your time block includes your setup and cleanup time, please see additional information under setup and cleaning policy.

SET UP AND TEAR DOWN
Your set up and clean up times are included in your 10-hour time block. Additional hours are based on venue availability and are an additional charge. Arrangements for set up and teardown, including rental deliveries, have to be confirmed in writing with the venue.

Final floor layouts have to be confirmed with venue no later than 15 days prior to the wedding or event. Our standard tables and chairs, if using, will be setup prior to your arrival. Venue must be cleaned prior to departure, please see additional information under cleaning policy.

On the day of event UCCC staff cannot assist the client with any additional furniture or décor set up.

The UCCC does NOT accept responsibility for loss or damage of personal or hired equipment (including gifts) left in the venue after the function.

DECORATIONS
All decorations must be approved in writing by the venue to ensure no damage is done to the venue. Clients are responsible for the removal of their decorations at the end of the event. Any items left after the event are not the responsibility of the Utah Cultural Celebration Center or West Valley City. Additional charges may be assessed if the client fails to clean up after an event.

The following are prohibited in the rooms, on the floors, or in the hallways of the UCCC:
- Scotch tape, duct tape, glue, or other tape or adhesive that has the potential to damage areas of the center.
- Nails, screws, staples or other fasteners into any portion of the facility, interior or exterior.
- Hanging of any political banners, signs, flyers, posters or other political material, except in designated zones.
- Pinning or attaching any items to the stage drape, curtain, air-walls, artwork, or wood facades.

Any tablecloths damaged by candle wax will be charged for. Candles should be placed in appropriate containers to prevent the wax from dripping onto table linen and are subject to current fire code laws.

Site visits are required for specialty décor, such as ceiling treatments, as additional rigging is required.

Because of limited space at the UCCC, we may not have space for your rental items until your scheduled time block. The UCCC is not responsible for loss, theft, or damage to your property including rental items.
CATERING
The Utah Cultural Celebration gives you the freedom to choose your own catering. We have two prep kitchens available to rent so your event runs smoothly. You are not allowed to provide bar service for your event, this must be contracted through the UCCC.

Food handler permits, temporary event food permits and (if applicable) West Valley City business licenses are required for all events that serve food. The kitchen must be returned clean and in good repair. Failure to do so may result in additional charges. Client will be liable for any damages to kitchen equipment during period of usage.

A $750.00 rental discount will be applied when choosing a preferred caterer. Please ask your coordinator for the preferred caterer menu.

BAR SERVICE
Our experienced and professional bartenders make hosting any occasion seamless. The UCCC is fully licensed and will meet all your beverage requirements, no outside alcohol allowed.

The bar facility will only be arranged and managed by the UCCC. This service includes mixers, water, bar fruit, cups and beverage napkins.

A mandatory set up cost of $300.00, will be charged to the client account. This fee includes two (2) bartenders for one (1) to four (4) hours. Additional hours are $40.00 per hour. If additional bartenders are needed, there is an additional bar service fee of $150.00 per bartender. Gratuity is not included.

The option of cash bar or hosted bar is to be confirmed by the client. The client needs to pay a deposit before the wedding or event for a hosted bar. The UCCC requires the credit card details of the client for this option.

Please note that final bar arrangements have to be confirmed 15 days prior to the event.

All individual beverage pricing is based on consumption. All prices for beverages are subject to change at any stage.

Below is our standard bar service menu. Additional beer and wine selections are available. Prices listed are per drink.

*Domestic Beer* $4.00
Budweiser, Bud Light

*Premium Beer* $5.00
Corona Extra, Modelo Especial, Uinta Cutthroat Pale Ale,
Uinta Golden Spike Hefeweizen, Uinta Hop Nosh IPA, Woodchuck Amber Cider

*House Wine by the Glass* $6.00
Hahn Cabernet Sauvignon, Parducci Chardonnay

*Premium Liquor* $6.00
Bacardi Superior Rum
el Jimador Tequila
Gordon’s London Dry Gin
Jack Daniel’s Tennessee Whiskey
Stoli Premium Vodka
LIQUOR POLICY
Alcoholic beverages may be dispensed only by the Utah Cultural Celebration Center’s Concessionaire. Client will not have the right to sell, store or provide alcoholic beverages at the UCCC, nor shall client allow its officers, agents, employees, participants, clients, occupants, vendors, contractors, guests and others, to bring alcoholic beverages on the grounds or into the UCCC. Our staff will abide by all Utah Department of Alcoholic Beverage Control regulations, city & county ordinances, and Utah state law. Underage drinking will not be tolerated and may result in the cancellation of the event at the event organizer’s expense. Each banquet attendee may have no more than one spirituous liquor drink before the client at a time. A banquet attendee may not remove any alcoholic beverages from the premises of a banquet. Clients may not bring any alcoholic beverages into or onto the premises of a banquet (no “brown bagging” is allowed). Our bartenders will do everything within their abilities to ensure that your event runs as smoothly as possible. However not all guests are equally responsible. Please be aware that our staff will stop serving any guests who are showing signs of intoxication.

AUDIO/VISUAL POLICY
The Utah Cultural Celebration Center is equipped with state-of-the-art lighting, presentation and audio equipment. Clients are welcome to bring in their own A/V equipment, DJ services, or performing artists to enhance their event to their liking.

Vendors may enter the building at the start of the client’s rental set-up time and must exit by the end of their allotted time. Load-in and load-out times must be confirmed with your coordinator at least 15 days prior to the event date.

OUTSIDE VENDORS
Please provide your coordinator with the contact information for all wedding professionals you do intend to use. Vendors may enter the building at the start of the client’s rental set-up time and must exit by the end of their allotted time.

All load in and load out times must be within the client’s scheduled time block and confirmed in writing with the venue. Appropriate charges apply for requests outside the scheduled time frame and are based on availability.

All outside vendors must be able to provide a certificate of insurance.

CLEANING POLICY
Clients must remove all decorations, information pamphlets, papers, agendas, schedules, programs, gifts, and trash generated by the event. In addition, clients & their vendors are required to return the venue, including the kitchen, to its original state before you leave. Failure to do so will result in additional charges.

SECURITY, EMT, FIRE
West Valley City Police are required at all events with more than 200 guests or events where alcohol is served. In addition, security is required at any event that is deemed necessary by the Security Assessment Team. Security in lieu of West Valley City on duty police officers is not permitted. Our security team is provided to ensure that each event is peaceful and non-violent or dangerous, they are not bouncers and will not stand at the door to ensure only invited guests enter the facility.

Fire and paramedic services are required for all outdoor festivals on the grounds or in the amphitheater, events with fireworks, or when deemed necessary by the Security Assessment Team.

Fire permits will also be required when any open flame or combustible materials are used, at an additional charge from West Valley City. Performances using open flame are subject to current fire code laws.
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 fees. Contact the West Valley City Licensing Department at (801) 965-3290 for more information.

HEALTH DEPARTMENT & FOOD PERMITS
All applicable food permits are required to hold an event at the Utah Cultural Celebration Center. Every food vendor at an event must obtain their own temporary food permit. For more information contact the Salt Lake County Health Department.

INSURANCE
All large public events are required to have additional event insurance with West Valley City being named as the additional insured. Event insurance may be purchased from the UCCC, please contact your sales & event coordinator for more information. Such insurance purchases must be made no later than five business days prior to the event.

DEPOSITS AND USE AGREEMENTS
Guaranteed Bookings: To guarantee a booking, a deposit and signed use agreement must be received and put on file with the UCCC.

Deposits & Payments: A non-refundable deposit of $750.00 or 20% of the total room rental (whichever is greater) is due at time of booking.

Final payment is due 30 days prior to the event date, or immediately upon booking if event is booked less than 30 days prior to event date. No pricing or dates are guaranteed until a deposit is made and your signed original agreement is returned.

CANCELLATIONS, REFUNDS, & RESCHEDULING
Cancellations & Refunds: If client cancels their event 30 days to 20 days prior to the scheduled date of the event, any payment other than the booking deposit will be refunded. If client cancels their event within 20 to 10 days prior to the scheduled date of event the booking deposit and 50% of final payment shall not be refunded. If client cancels their event 10 days or less prior to the scheduled date of the event, no payments are refunded.

Rescheduling: Date change requests may be made, depending on availability, 31 days or more prior to the original event date at no charge. If date changes are made less than 30 days prior to the original event date, it is considered a cancellation and our cancellation policy applies.
GENERAL TERMS AND CONDITIONS
The UCCC does not allow provisional bookings to be made. We work on a first come, first serve basis. Only upon receiving your deposit and signed contract, will your booking be confirmed.
Access to the building will only be at scheduled times and dates as outlined in the use agreement. Events must end on time, or additional charges will be assessed.

1. Room setup instructions must be received at least 15 days prior to an event. Should your event require additional setup or a change in setup on the day of the event, an additional charge may apply.
2. Rooms used must be cleaned up and cleared of all event materials at the conclusion of the rental time. This includes, but is not limited to: counter tops, kitchen areas, stage areas, dressing rooms, classrooms, hallways, stairwells, etc. Any materials left at the conclusion of the event will be disposed of. We are not responsible for lost or stolen items.
3. The Utah Cultural Celebration Center is not responsible for children left unattended.
4. The following items are prohibited at the Utah Cultural Celebration Center:
   - Scotch tape, duct tape, glue, or other tape or adhesive that has the potential to damage areas of the center.
   - Nails, screws, staples or other fasteners into any portion of the facility, interior or exterior.
   - Hanging of any political banners, signs, flyers, posters or other political material, except in designated zones.
   - Hanging of any decorations in areas designated for public art.
   - Pinning or attaching any items to the stage drape, curtain, or wood facade.
   - Food or drink of any kind in the Celebration Gallery or dance studio.
5. Clients have access to the room they have rented and public spaces. Public spaces are: hallways, rest rooms, crossroads (even if rented), lobby areas, etc. Public space is for public use. If other rooms are required in addition to the rooms rented, an additional charge will be required to rent the room. Breakout sessions or other meetings cannot be conducted in hallways, lounge areas, or other public spaces.
6. Public rest rooms, kitchen, loading dock, or other prep areas are not to be used as dressing rooms. Dressing rooms must be a designated area away from public view. A separate room is required for the changing of clothing or costumes (an additional charge will be assessed for any additional room. This includes wedding parties, bridal dressing rooms, entertainment changing rooms, etc.)
7. Event details must be submitted to the events coordinator no later than 15 days prior to the event, to ensure that legal requirements, insurance requirements, licensing, security, food and beverage requirements, audio/visual requirements, EMT and fire personnel requirements are met.
8. Guests shall be directed by a sign provided by the Utah Cultural Celebration Center from the front desk to the room assignment. If a special sign is provided by the client, it cannot be attached using scotch tape, duct tape, glue, or other tape or adhesive, nails, screws, staples or other fasteners. All signs must either be freestanding or mounted to be put on an easel.
9. At the conclusion of the event, a final inspection will take place by an authorized representative of the Utah Cultural Celebration Center and the client before the event is considered closed. All items provided to the client (e.g. easels, audio/visual equipment, extension cords, office supplies, etc.) must be returned in the same condition as given to avoid additional charged. Failure to return items and damage of items may result in additional charges.
10. The client must supervise their own event and control children, unruly clients, and unsupervised guests. The Utah Cultural Celebration Center is surrounded by several water features, high balconies, and areas that contain wild animals that could pose a hazard for children left unattended. Children left unattended could result in the cancellation of the event at the client’s expense. Bicycles, skateboards, balls, sports equipment, squirt guns, water balloons, etc. are not permitted in the building or grounds without written permission.
11. Clients and guests are not allowed to move any furniture and amenities or use any equipment (including computers, copy machines, office supplies, audio/visual equipment, etc.) without written permission. Use of these items may result in additional charges.
WEDDING TIMELINE
One year before the wedding (or as soon as your wedding date is confirmed):
Focus on booking your entertainment, photographer, videographer, florist, transportation and any additional services you will require on your wedding day.

Approximately eight weeks before the wedding:
Wedding planning appointment
The goal of this meeting is to discuss your timeline for the wedding day, as well as to discuss final menu selections.
Please also come prepared to discuss the following:
- Ceremony, if applicable
- Processional information
- Bridal party information
- Catering arrangements
- Bar arrangements
- Room layout
- Dinner table arrangements for the bridal party
- Any VIP's that you would like to indicate
- Timeline
- Vendor contact information

Approximately one month before the wedding:
Your coordinator will send a floor plan for your review.
You will be asked to mark any changes, sign each page, and return the order by scan/fax.
Please come prepared with the following:
- Final payment

Approximately three-two weeks before the wedding:
Final appointment
Please come prepared with the following:
- Credit card to be kept on file for additional event charges (consumption bar, etc.)
- Final guarantee (this is the exact attendance of your event)
  Contact your coordinator with final guest count. Final cost will be calculated and communicated so that you may be prepared for your final payment four (4) business days prior to the wedding.