

Civic Center FAQ

Q. What are your prices?

A. The Commerce Civic Center maintains 3 buildings with a total of 7 venues, so pricing for events varies depending on your specific needs. Just call or email for a quote!

Q. Who do I need to contact for inquiries concerning the Cultural Center or Business Information Center (Pine St. Building)?

A. Contact the Civic Center Coordinator.

Q. Is there a deposit for renting the Civic Center, Cultural Center, or Business Center?

A. Yes. An initial deposit is required to book a venue. The initial deposit does count toward your final balance.

Also, a separate security/cleaning deposit is required. This deposit does not go toward a total balance and is kept on file with your contract.

Upon inspection of the venue after your event, the Civic Center Coordinator will either dispose of your deposit or contact you if there are any issues.

Q. Can I use the kitchen for my event?

A. The kitchen facilities at the Civic Center are available for use. Kitchen use is included with the rental of Harmony Grove Hall. All other venues in the Civic Center require an additional \$100 for use of cooking equipment in the kitchen.

The Business Information Center includes a refrigerator and microwave.

The Cultural Center does not include any kitchen equipment.

Q. Do you allow alcohol at events?

A. In order to have a function with alcohol in the Civic Center a special event permit is required. You will need to see the City Clerk at Commerce City Hall for an application and instructions on the permit procedure. **This must be done 30 days in advance of the event** and the fee charged at City Hall is \$75.00.

A function with alcohol REQUIRES that security personnel be present at ALL TIMES WHILE BEING SERVED. The number of security personnel needed depends on the size of the function. The Civic Center will make the security arrangements necessary at \$25.00 per hour per security person(s). Security is required a minimum of 4 hours per each officer.

Functions with alcohol are not allowed to exceed the time limit stated in the lease agreement. There will be no extra hours or extended time for events with alcohol, unless negotiated in the original contract.

Q. What is parking like?

A. Parking for events during evening hours and weekends (unless extremely large) is normally adequate as the downtown businesses are closed and parking spaces are available. Civic Center parking is primarily in front and behind the building. We also have parking space across the street, between View Street and Cherry Street.

Additional parking is sometimes available at the Little-Ward Funeral Home parking lot adjacent to the Civic Center, provided the funeral home is not serving families. You CANNOT park in this lot if a "No Parking for Civic Center" sign is displayed. The funeral home owners have graciously allowed this secondary parking arrangement and we want to make every effort not to abuse their kindness.

Q. What is not allowed for decorating my event?

A. The Civic Center DOES NOT ALLOW confetti, birdseed, glitter, or hay inside the building because of the difficulty in clean up. Outside of the building birdseed and hay are permitted. Confetti, rice, glitter

are not permitted outside of building. The Lessee is not allowed to hang any items from the walls, but hanging items from the ceiling is permitted as long it is taken down by the Lessee.

The times for decorating must be arranged before events. Decorating the day before event will only be allowed if the Civic Center is not previously occupied. All decorations need to be cleaned up and taken out of the building upon the conclusion of the event.

Q. What is your Clean up Policy?

A. The lessee is responsible for leaving the kitchen area as it was found. The lessee is responsible for leaving the venue area in an acceptable state. All cups, papers and trash left on tables should be disposed of by the lessee. Any excess trash on floor must be picked up, swept up, or vacuumed by lessee. All trash must be placed in trashcans provided by the civic center. Any spills will be spot mopped or wiped up by the lessee. If all cleanup has not been completed before the lessee leaves an extra clean up fee will be charged.

Q. Am I required to make a Deposit?

A. The lessee will be responsible for the payment of a NON-REFUNDABLE deposit upon the booking of an event. Your date will not be held without this deposit. This deposit goes toward the final balance. The rest of the balance for the event is due on or before the day of event.

The lessee must also provide a separate SECURITY DEPOSIT that will stay on file, with the contract, until the week after the event takes place. The Security Deposit is returned or disposed of upon facility being left in appropriate condition per cleaning/damage check performed by the Civic Center Coordinator. In the event of facility, equipment or property damage, all fees and expenses, exceeding the security deposit, incurred by the Commerce Civic Center, will be billed, at actual cost plus 20% (for lost revenue) to Lessee. The Commerce Civic Center & Tourism Authority (Lessor) holds the right to retain and use the Security Deposit in the event that the facility, equipment, or property is damaged or clean-up has not been completed by lessee.