

**THE CHINCOTEAGUE CENTER**

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTACHMENT A "OPEN RATE" Price Sheet**

ROOM	Seating Capacity	Rates	Sq. Ft.
CENTER	800 Theatre	\$875	9,000
	450 Banquet(w/large stage— 500 w/small stage)		
	350 Classroom		
	400 Dance		
Main Hall	500 Theatre	\$725	6,000
	275 Banquet(w/large stage— 325 w/small stage)		
	250 Classroom		
	300 Dance		
Single Room	75 Theatre	\$325	750
	45 Banquet		
	20 Classroom		
Double Room	150 Theatre	\$400	1,500
	90 Banquet		
	40 Classroom		
Triple Room	225 Theatre	\$500	2,250
	135 Banquet		
	60 Classroom		
Quadruple Room	300 Theatre	\$600	3,000
	180 Banquet		
	80 Classroom		

**EQUIPMENT**

**Communications Packages:**  
 Telephone, Fax, Wireless \_\_\_\_\_  
 Internet service: \$75 per day \_\_\_\_\_  
 Multiple Day Conference: \$100 \_\_\_\_\_

**Electronic Package:**  
 Extraordinary Power Use \_\_\_\_\_  
 8 Microphones, Wireless \_\_\_\_\_  
 Microphone, Electrician \_\_\_\_\_  
 Fee: \$300 \_\_\_\_\_

**(This fee is mandatory for all Craft Shows & Concerts)**

**EQUIPMENT**

**Executive Business Package:**  
 Wireless Microphone, Dual Purpose 3-Panel Display, 2 Corded Microphones, Projector Screen, Extension Cords, Breakout Divider Screens, VCR, TV Podium, Maximum Viewing Screen: \$175 \_\_\_\_\_

**Deluxe Decorative Package:**  
 Lighted Trees, Rosebushes, Floral Stands, Archway, Lighted Lampposts, Lattice Screens, Lighted Gateway, Wireless Microphone: \$200 \_\_\_\_\_

**Ticket Sales and Promotion:**  
 \$1.00 per ticket and/or \$75 Box Office Fee Daily \_\_\_\_\_  
 Remote Outside Electrical Box - \$150 per day \_\_\_\_\_  
 Stage Risers, Steps (Added/Removed): \$10 each \_\_\_\_\_  
 Wireless Microphone: \$50. \_\_\_\_\_  
 Additional Corded Microphones: \$15 each \_\_\_\_\_  
 Popcorn Machine: \$40 \_\_\_\_\_  
 Hotdog Machine: \$25 \_\_\_\_\_  
 Podium: \$25 \_\_\_\_\_  
 TV/VCR: \$60 \_\_\_\_\_  
 Dual Purpose 3-Panel Display \$25 \_\_\_\_\_

**SODA & WATER MUST BE PURCHASED FROM CENTER**  
*Bringing ANY Soda or Bottled Water into the Center is PROHIBITED*

Soda— 12 oz. Cans \$15 per case \_\_\_\_\_  
 Water— 12 oz. Bottles \$15 per case \_\_\_\_\_  
 Fountain— Syrup tank \$30 each \_\_\_\_\_

#Coke \_\_\_\_\_ #Sprite \_\_\_\_\_ #Diet Coke \_\_\_\_\_ #Co2 \_\_\_\_\_ #Other \_\_\_\_\_

**CENTER BAR SERVICES:** **TIME OF BAR:** \_\_\_\_\_  
*(Must be PAID IN FULL 60 days PRIOR to the event)*

Cost of License — Full Bar..... \$135 per event \_\_\_\_\_  
 Cost of License — Beer & Wine Only.... \$ 85 per event \_\_\_\_\_  
 Bartenders (1 hr setup/1 hr cleanup req.)... \$ 25 per hour \_\_\_\_\_

*Alcohol charges starting at a minimum of \$300 and up or Cash Bar.  
 Cash bar requires \$150 minimum start-up fee.*

**PRIVATE BAR:**  
 Client must purchase and provide to Center a Liquor Liability Insurance Policy.  
 Client must purchase and provide to Center a VABC Liquor License.  
 Client must provide a Bartender.

**Payments Made**

Date \_\_\_\_\_ Amount: \_\_\_\_\_ Notes \_\_\_\_\_ Balance \_\_\_\_\_

*Applied As:* Rent \_\_\_\_\_ Deposit \_\_\_\_\_ Equip \_\_\_\_\_ Labor \_\_\_\_\_  
 Catering \_\_\_\_\_ Soda \_\_\_\_\_ Alcohol \_\_\_\_\_ Misc. \_\_\_\_\_

Date \_\_\_\_\_ Amount: \_\_\_\_\_ Notes \_\_\_\_\_ Balance \_\_\_\_\_

*Applied As:* Rent \_\_\_\_\_ Deposit \_\_\_\_\_ Equip \_\_\_\_\_ Labor \_\_\_\_\_  
 Catering \_\_\_\_\_ Soda \_\_\_\_\_ Alcohol \_\_\_\_\_ Misc. \_\_\_\_\_

Date \_\_\_\_\_ Amount: \_\_\_\_\_ Notes \_\_\_\_\_ Balance \_\_\_\_\_

*Applied As:* Rent \_\_\_\_\_ Deposit \_\_\_\_\_ Equip \_\_\_\_\_ Labor \_\_\_\_\_  
 Catering \_\_\_\_\_ Soda \_\_\_\_\_ Alcohol \_\_\_\_\_ Misc. \_\_\_\_\_

Notes \_\_\_\_\_

It is recommended to inquire about event insurance. Due to weather and bridge closings that the Center has no control of.

\*\*PRICES SUBJECT TO CHANGE. FULL RENT IS NON-REFUNDABLE. X \_\_\_\_\_ Initial Please & Date \_\_\_\_\_

**Rental Breakdown:**

Preceding Day Rental..... \$ \_\_\_\_\_  
 Full Rent..... \$ \_\_\_\_\_

**\*\*\*Discount option: For event preparation & decoration ONLY.**  
 Private parties with a 1 day rental may rent the same amount of space the preceding day for 1/2 price with a 12:00 PM entry.

Equipment..... \$ \_\_\_\_\_

**FREE: TABLES, CHAIRS AND DECORATIVE LIGHTING** included in Rental Price. **NOTE:** If less than the entire Center is rented by the client, the Center reserves the right to rent the unused area to another client for the same day.

**Maintenance Labor** (\$25 per hour)  
 Set-up/Clean-up: 4 hour minimum \$ \_\_\_\_\_

**Kitchen Usage** ..... \$ 75.00 per day .  
 Includes ice machine, fountain machine, microwave, coffeemaker, refrigerator, freezer, warming oven, cleaning supplies & trash bags.

Soda..... \$ \_\_\_\_\_  
 Bar Services..... \$ \_\_\_\_\_  
 Security Deposit..... \$ 250.00 .  
 Credit Card Fee ..... \$ 25.00 .

**\*\*\*Security Deposit may be used for Set-up/Clean-up for up to 120 guests. Additional maintenance charges will be applied for over 120 guests.**

Subtotal..... \$ \_\_\_\_\_  
**TOTAL** ..... \$ \_\_\_\_\_

**\*\*\*To reserve the Center you must pay 1/2 rent, Catering fee & Security Deposit at time of booking. All fees must be PAID IN FULL 30 days prior to event.**