

THE CHINCOTEAGUE CENTER
ATTACHMENT A "OPEN RATE" PRICESHEET

Date _____ Event _____
 Name _____ Phone _____

ROOM	Seating Capacity	Rates	Sq. Ft.
CENTER	800 Theatre 450 Banquet(w/large stage— 500 w/small stage) 350 Classroom 400 Dance	\$895	9,000
Main Hall	500 Theatre 275 Banquet(w/large stage— 325 w/small stage) 250 Classroom 300 Dance	\$750	6,000
Single Room	75 Theatre 45 Banquet 20 Classroom	\$325	750
Double Room	150 Theatre 90 Banquet 40 Classroom	\$400	1,500
Triple Room	225 Theatre 135 Banquet 60 Classroom	\$500	2,250
Quadruple Room	300 Theatre 180 Banquet 80 Classroom	\$600	3,000

<u>EQUIPMENT PACKAGES</u>	
<p>COMMUNICATIONS</p> <p>Telephone, Fax, Wireless Internet Service \$ 75 per day _____ Multiple Day \$100 _____</p> <p>ELECTRONIC</p> <p>Extraordinary Power Use Microphones, 1 Wireless Microphone, Electrician Fee \$300 _____</p> <p>This fee is mandatory for all Craft Shows and Concerts.</p>	<p>EXECUTIVE BUSINESS</p> <p>Wireless Microphone, Corded Mics, Dual Purpose 3 Panel Display, Divider Screens, 47' TV & Blu-Ray DVD, Podium, Stage Screen \$200 _____</p> <p>DECORATIVE</p> <p>Lighted Gateway, Pre-lit Trees, Rosebushes Archway, Floral Stands, Lamp Posts, Lattice Screens, Podium and Wireless Microphone \$ 200 _____</p>
<p>Box Office Fee: \$1 per ticket or \$75 per day _____ Outside Electrical Box \$ 150 per day _____ Stage Risers/Steps: Added or Removed \$ 100 _____ Wireless Microphone \$ 50 _____ Corded Microphones \$ 15 each _____ Popcorn Machine \$ 40 _____ Hot Dog Machine \$ 25 _____ Podium \$ 30 _____ Flat Screen 47" TV & Blue-Ray DVD \$ 75 _____ Dual Purpose 3-Panel Display \$ 25 _____ Privacy Divider Screens \$ 20 each _____</p>	

Center Bar Services: Time of Bar _____

- 1. FULL BAR BY CENTER:**
- Lic Fee: Full Bar \$ 135 _____
 Lic Fee: Wine & Beer \$ 85 _____
 Bartender Per Hour \$ 25 _____
 Set & Restock Bar \$ 50 _____
 Alcohol Charges Min \$300 \$ _____

- 2. CASH BAR BY CENTER**
- ALL REVENUES FROM CASH BAR BENEFITS CENTER**
- Lic Fee: Bartender: Set & Restock Same as #1
 Cash Bar requires a \$150 start up Fee _____
BAR MUST BE PAID 60 DAYS PRIOR TO EVENT

Private Bar

CHARGING FOR ALCOHOL AT CENTER IS PROHIBITED

Client must provide-ABC Lic, Liability Ins. policy and must have a bartender.

ALL BOTTLE WATER MUST BE PURCHASED THROUGH CHINCOTEAGUE CENTER
12OZ BOTTLES \$15 PER CASE _____

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	\$ 95.00 per day _____
Includes ice machine, fountain machine, microwave, coffee maker, refrigerator, freezer, warming oven, cleaning supplies & trash bags.	
Water	\$ _____
Bar Services	\$ _____
Security Deposit	\$ <u>250.00</u> _____
Credit Card Fee	\$ <u>25.00</u> _____

***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.

PAYMENTS				
1- Date _____	Amt _____	Rent _____	Sec Dep _____	Bal _____
2- Date _____	Amt _____	Rent _____	Misc _____	Bal _____
3- Date _____	Amt _____	Rent _____	Misc _____	Bal _____
4- Date _____	Amt _____			Bal _____

FULL RENT IS NON REFUNDABLE. PLEASE INITIAL

IT IS RECOMMENDED TO INQUIRE ABOUT EVENT INSURANCE DUE TO WEATHER AND BRIDGE CLOSINGS ARE NOT CENTER'S RESPONSIBILITY
 PRICES SUBJECT TO CHANGE