

THE CHINCOTEAGUE CENTER

Date: _____ Event: _____

Name: _____ Phone: _____

ATTACHMENT A "OPEN RATE" Price Sheet

ROOM	Seating Capacity	Rates	Sq. Ft.	EQUIPMENT	EQUIPMENT
CENTER	800 Theatre	\$850	9,000	Communications Packages: Telephone, Fax, Wireless Internet service: \$75 per day _____ Multiple Day Conference: \$100 _____	Executive Business Package: Wireless Microphone, TV, 2 corded Microphones, VCR, Projector Screen, Extension Cords, Breakout Divider Screens, Podium, Maximum Viewing Screen: \$150 _____
	450 Banquet(w/large stage— 500 w/small stage)				
	350 Classroom				
	400 Dance				
Main Hall	500 Theatre	\$700	6,000	Electronic Package: Extraordinary Power Use 8 Microphones, Wireless Microphone, Electrician Fee: \$200 _____	Deluxe Decorative Package: Lighted Trees, Rosebushes, Floral Stands, Archway, Lighted Lampposts, Lattice Screens, Lighted Gateway, Wireless Microphone: \$200 _____
	275 Banquet(w/large stage— 325 w/small stage)				
	250 Classroom				
	300 Dance				
Single Room	75 Theatre	\$325	750	Ticket Sales and Promotion: \$1.00 per ticket and/or \$75 Box Office Fee Daily _____ Remote Outside Electrical Box (Actual Usage Billed) _____ 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 _____	
	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				

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 \$100 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 _____

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Date _____ Amount: _____ Notes _____ Balance _____

Applied As: Rent _____ Deposit _____ Equip _____ Labor _____
 Catering _____ Soda _____ Alcohol _____ Misc. _____

Notes _____

***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..... \$ 200.00 .
 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.