



THE UNIVERSITY OF VIRGINIA'S  
COLLEGE AT WISE

# DAVID J. PRIOR Convocation Center

# GENERAL EVENTS AGREEMENT

## Information and Conditions

1 College Avenue Wise, Virginia 24293

For more information, contact Chris Davis at:

Box Office: 276-376-3431 Office: 276-376-4505

Cell: 276-275-4686 E-mail: [cdd3s@uvawise.edu](mailto:cdd3s@uvawise.edu)



1 College Ave., Wise, VA 24293

[www.uvawise.edu/](http://www.uvawise.edu/)

Chris Davis | 276-376-4505 phone | 276-328-0269 fax | [cdd3s@uvawise.edu](mailto:cdd3s@uvawise.edu)

**GROUP RESPONSIBILITIES**

The sponsoring party/group leader(s) assumes full responsibility for the actions of the group members using College facilities and is/are financially responsible for any and all damages to facilities during the group's stay. Groups are expected to abide by all federal, state and local laws and ordinances which may now or hereafter be enacted during the contract period.

**PAYMENT OF FINAL BALANCE**

All events will receive an invoice for the full balance from the original contract plus any additional charges (i.e. damages, extra set-up, etc) incurred during the event. Payment in full is due NET 30 (i.e. due within 30 days) upon receipt of the invoice.

**CATERING**

Chartwell's Dining Services has been contracted by UVa-Wise to provide catering to all groups that utilize facilities on our campus. They can meet the catering needs of your event whether it is small and informal, large and formal events, or somewhere in between. They can work with you to provide a variety of menu and service suggestions. All groups must use Chartwell's Dining Services for their catering needs unless a representative from Chartwell's Dining Services releases the group from this binding agreement. In the event that you would like your event to be exempted from using Chartwell's catering, it is your responsibility to contact Chartwell's to initiate the exemption process, which includes completion of the Catering Exemption Request (form is attached).

**TOBACCO/SMOKING**

The University of Virginia's College at Wise is dedicated to providing a healthy, comfortable, and productive learning environment for faculty, staff and students. Smoking and/or the use of other tobacco forms pose a significant health risk to individual members of the campus community. All members of the campus community are responsible for abiding by the smoking policy outlined below.

The College prohibits smoking in all campus buildings, residence halls, seating areas/stands of outdoor athletic facilities, and pool vehicles. Smoking will also be prohibited within 25 feet of entrances to campus buildings and the seating areas/stands of outdoor athletic facilities.

# GENERAL EVENTS CONTRACT

## GENERAL INFORMATION

GROUP NAME \_\_\_\_\_ NUMBER IN GROUP \_\_\_\_\_

EVENT TYPE \_\_\_\_\_ EVENT DATE \_\_\_\_\_

## PROJECT ACCOUNT INFORMATION FOR BILLING

\_\_\_\_\_

**GROUP CONTACT** - Any changes/requests must be by either of these individuals; changes/requests by others will not be honored.

Leader 1 \_\_\_\_\_ Email \_\_\_\_\_

Contact numbers \_\_\_\_\_ W; \_\_\_\_\_ Cell; \_\_\_\_\_ H; \_\_\_\_\_ FAX

Leader 2 \_\_\_\_\_ Email \_\_\_\_\_

Contact numbers \_\_\_\_\_ W; \_\_\_\_\_ Cell; \_\_\_\_\_ H; \_\_\_\_\_ FAX

### CENTER FACILITIES: The following fees are per day/per set-up.

Full House \$1,250  Half House \$500  Practice Court/Dining Room \$500

Concourse \$500  Front Patio \$250

### The following fees are per half day/per set-up.

Full House \$625  Half House \$250  Practice Court/Dining Room \$250

Concourse \$250  Front Patio \$125

\_\_\_\_\_

**CHAIRS** white folding chairs - : \_\_\_\_\_ quantity x \$ 1.00 each = \$ \_\_\_\_\_

**TABLES** 60" round - : \_\_\_\_\_ quantity x \$ 7.00 each = \$ \_\_\_\_\_

8' rectangle - : \_\_\_\_\_ quantity x \$ 7.00 each = \$ \_\_\_\_\_

(Chairs & Tables are included in initial set-up, charges incurred on added items)

**STAGE** small (8'x16') \$50.00

medium (12'x24') \$100.00

large (16'x32') \$150.00

= \$ \_\_\_\_\_

= \$ \_\_\_\_\_

= \$ \_\_\_\_\_

= \$ \_\_\_\_\_

**SOUND SYSTEM** \_\_\_\_\_

**Total estimated costs** = \$ \_\_\_\_\_

**Remaining Balance** (due NET 30 from receipt of invoice) = \$ \_\_\_\_\_

### Group Leader Signature

I understand and agree to abide by the terms contained in this contract. I understand that my group will be billed based on the numbers provided unless I provide changes one (1) week prior to our arrival.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## FEE SUMMARY / DEPOSIT CALCULATION FORM GENERAL EVENTS CONTRACT

### \*\*FOR OFFICE USE ONLY\*\*

contract & deposit received \_\_\_\_\_ confirmed \_\_\_\_\_ final invoice mailed \_\_\_\_\_ payment received \_\_\_\_\_

~ GENERAL EVENT SET-UP DIAGRAMS ~

Please provide the staff of the Convocation Center with the specific set-up details of your event in the place below and return it with your completed event contract.

If you need assistance, please contact Chris Davis at 276-376-4505 or cdd3s@uvawise.edu.

\*\* Please use a separate diagram for each location/set-up.\*\*

Group Name \_\_\_\_\_ Event Date \_\_\_\_\_

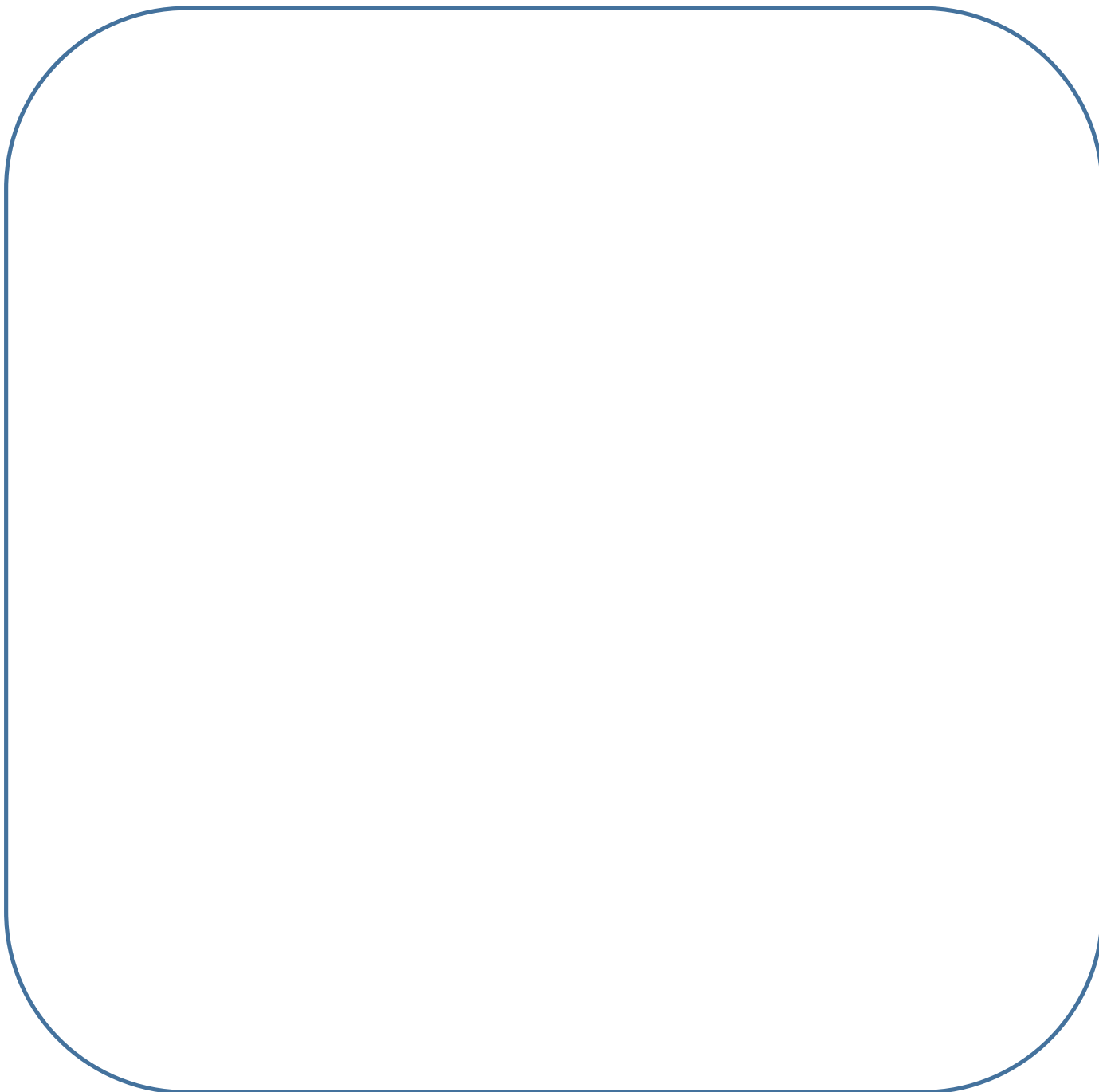
Group Leader \_\_\_\_\_ Leader numbers \_\_\_\_\_ H; \_\_\_\_\_ Cell

Set-up diagram below is for \_\_\_\_\_ at \_\_\_\_\_.(date/time)

Total number of chairs \_\_\_\_\_ Total number/type of tables (i.e. 12/round; 3/rectangle) \_\_\_\_\_

Total number of diagrams being submitted with your contract \_\_\_\_\_.

Please use: ✕ chairs; ● or ■ tables;



# CHARTWELL'S DINING SERVICES CATERING EXEMPTION REQUEST

Chartwell's Dining Services has been contracted by The University of Virginia's College at Wise to provide catering to all groups that utilize facilities on our campus. All groups must use Chartwell's Dining Services for their catering needs unless a representative from Chartwell's Dining Services releases the group from this binding agreement.

In the event that you would like your event to be exempted from using Chartwell's catering, it is your responsibility to contact Chartwell's to initiate the exemption process, which includes completion of this Catering Exemption Request. If your event is exempted from Chartwell's catering, a copy of your signed Catering Exemption Request must be provided to the Convocation Center staff. Chartwell's Dining Services may be reached at 276-328-5514 or [chartwells@uvawise.edu](mailto:chartwells@uvawise.edu) to discuss your catering needs.

~ ~ ~

Group Name \_\_\_\_\_ Date of Event \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Explanation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~ ~ ~

The contact person listed above has met with me to discuss their catering needs. I have released their group/event from utilizing catering services with Chartwell's Dining Services.

Chartwell's Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chartwell's Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* This completed form must be returned with your UVa-Wise Convocation Center General Events Contract. \*\*\***

**All other event questions may be directed to Chris Davis at 276-376-4505 or [cdd3s@uvawise.edu](mailto:cdd3s@uvawise.edu)**