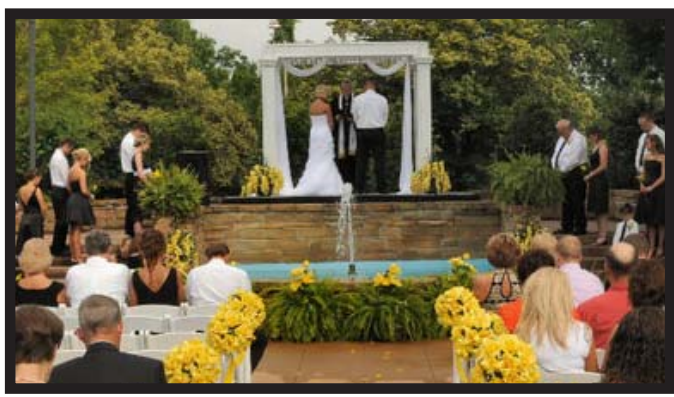


~ 2012 ~
WEDDING
AGREEMENT



The University of Virginia's College at Wise

*Conferences
& Events*

1 COLLEGE AVENUE | WISE, VIRGINIA 24293
~ 276-376-1000 & 276-328-3430 ~



TABLE OF CONTENTS

PLANNING CHECKLIST ~ page 2

COLLEGE & WEDDING PARTY RESPONSIBILITIES ~ page 3

POLICIES & PROCEDURES ~ page 4

CATERING ~ page 5

LOCATION DESCRIPTIONS ~ pages 5-6

RENTALS ~ page 6

WEDDING & RECEPTION EVENT DETAILS ~ pages 6-7

WEDDING & RECEPTION RATES ~ page 7

~ ~ ~

APPENDIX ~ page 8

WEDDING CONTRACT

EVENT SET-UP DIAGRAMS

CHARTWELL'S EXEMPTION REQUEST



Dear Wedding Party:

Thank you for your interest in having your special event at UVa-Wise in 2012. Conferences & Events strives to make your event with us the best it can be.

This 2012 Conferences & Events Wedding Agreement contains all the information you will need as you prepare for your special event, as well as terms & conditions of your contract.

Please carefully review all the information in this booklet, including facilities descriptions, amenities, and rental fees. Please also note that weddings require a completed contract, Certificate of Insurance (if applicable) and payment in full with reservation. A refund of 50% will be processed if the reservation is cancelled at least 60 days prior to the event.

Please remember that you must also send in any changes to the event contract (facilities, equipment, amenities, etc.) a minimum of one (1) week **BEFORE** the event date; otherwise, you will be held responsible for reservations on the signed contract. Any changes after this date cannot be guaranteed.

Our Conferences & Events staff will work hard prior to and during your event to ensure that your special day on the UVa-Wise campus is a success. If you have any questions or comments, please do not hesitate to contact us.

Julie Scott
Director of the Slemp Student Center
276-376-1000 phone
276-376-4623 fax
julie.scott@uvawise.edu

Josh Justice
Assistant Director of Leadership & Greek Life
276-376-3430 phone
276-376-4623 fax
jjustice@uvawise.edu

~ P L A N N I N G C H E C K L I S T ~

WHEN PLANNING YOUR EVENT

- Receive and review your 2012 Conferences & Events Wedding Agreement booklet.
- Complete all information on the applicable conference contract.
- Return signed contract, Certificate of Insurance (if applicable), and payment in full to confirm your reservation.

NOTE: A refund of 50% will be processed if the reservation is cancelled at least 60 days prior to the event.

PRIOR TO ARRIVAL

- Send in ANY CHANGES to your event contract (facilities, equipment, amenities, etc.)...these MUST be made a minimum of ONE (1) WEEK BEFORE your event date; otherwise, you will be held responsible for reservations on the original signed contract. Any changes after this date cannot be guaranteed.

THROUGHOUT YOUR EVENT

- Notify a Conferences & Events staff member of any concerns to ensure timely service.

WITHIN TWO WEEKS AFTER YOUR EVENT

- Please complete and return the Conferences & Events Wedding Evaluation you receive to:
Julie Scott or Josh Justice / UVa-Wise Conferences & Events / 1 College Avenue / Wise, VA 24293.





CAMPUS IMPROVEMENT PROJECTS

Throughout the year but especially during the summer months, The University of Virginia's College at Wise strives to improve campus amenities and facilities prior to the start of the College's academic year. As a result, conference individuals and groups may notice a variety of projects taking place in and around our facilities. As we make every effort to alleviate any inconvenience to our groups, we ask that you please be understanding as we complete these necessary upgrades. Entry into work/construction zones is prohibited.

Specifically in summer 2012, construction on a health and wellness center will be underway at Greear Gymnasium and the Slemp Student Center recreation area. Additionally, construction of a new library near Henson Hall and Cantrell Hall will begin.

~ COLLEGE & WEDDING PARTY RESPONSIBILITIES ~

COLLEGE RESPONSIBILITIES The College will provide facilities as stated in the contract. The College assumes no responsibility for accidents and/or lost or stolen property incurred by users or group members. The user further agrees to hold the College harmless from any and all suits or claims resulting from the activities of the user and the participants.

UVa-Wise reserves the right to enter any room for purposes of inspection, policy enforcement, maintenance or emergencies. UVa-Wise may also remove disruptive group members from College facilities.

WEDDING PARTY RESPONSIBILITIES The sponsoring event leader(s) assumes full responsibility for the actions of the group members using College facilities and is financially responsible for any and all damages to facilities during the event. 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.

INSURANCE/LIABILITY COVERAGE All special events/weddings utilizing outside caterers (that have been exempted from using Chartwell's Dining Services) or that are pre-authorized and licensed to serve alcohol during their event MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The group leader/contact should ask his/her personal homeowner's insurance agent to issue a one-day or event COI. Groups using an outside caterer may provide the caterer's COI with their signed contract also listing the above as an additional insured.

The general liability insurance coverage in the COI shall include, but not be limited to, the following: *Premises-Operations (leased premises) and Contractual Liability* with minimum amounts of: bodily injury per person - \$1,000,000 and property damage per accident - \$1,000,000. The following is the proper name to be listed as additional insured: *The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its divisions, its officers, employees, and agents.*

PAYMENT All weddings require payment in full to be submitted with your contract at time of reservation.

Any and all changes to the contract must be provided one (1) week PRIOR to the event date, otherwise billing is based upon original the original contract. Any changes after this date cannot be guaranteed.

Any additional charges incurred during the event will be billed for payment and will be due NET 30 (i.e. due within 30 days) upon receipt of the invoice.

REFUNDS A refund of 50% will be processed if the reservation is cancelled at least 60 days prior to the event.

RESPECT TO COLLEGE PERSONNEL All conference groups and their members must be respectful to Conferences & Events staff members, as well as other members of the College community. Conferences & Events staff members are to insure that groups maintain College policies, procedures and safety standards, and thus, when necessary, will make requests in accordance with the enforce-

ment of stated policies in a courteous and respectful manner. Groups should also be reminded that campus offices remain open throughout the summer and should be reminded to be considerate as they travel from facility to facility.

~ P O L I C I E S & P R O C E D U R E S ~

Please ensure that you and your guests are aware of the following usage policies and procedures. Contact a member of the Conferences & Events staff with any questions.

ALCOHOL The College abides by all state laws and regulations regarding alcohol usage and consumption. Alcohol to be consumed by those of legal drinking age must be *pre-authorized* and *licensed*, as well as confined to event location and is not permitted in other campus areas.

CAMPUS ELEVATORS Campus elevators must be treated with respect and should not be used for amusements. Excessive or unnecessary use of the elevators may cause them to not operate properly.

COLLEGE PROPERTY/FURNITURE Conference participants must treat College property, furniture, and facilities in an appropriate manner to insure no damage occurs during the group's stay on campus. Groups will be charged for any resulting damages and/or for any furniture that has been changed, moved and/or removed from campus facilities, including residence hall rooms or common areas.

FIRE SAFETY Each time a fire alarm sounds, it is mandatory for ALL guests to evacuate the building. Tampering with smoke detectors is prohibited.

FIREWORKS As outlined in University of Virginia regulation 8VAC85-20-20, except as approved by authorized university personnel or otherwise authorized by applicable university policies and procedures, the possession, storage, or use of any firework or other explosive or an lethal combustible chemical or combination of chemicals on university [and UVa-Wise] property or while attending sporting, entertainment, or educational activities is prohibited.

MAINTENANCE ISSUES For maintenance concerns, see a member of the Conferences & Events staff immediately.

MEDICAL EMERGENCIES For assistance with medical emergencies, groups should contact Campus Police at 276-328-COPS (276-328-2677). Campus Police will be able to provide directions to the local medical facilities, or if necessary, contact EMS and direct them to the campus location of an emergency.

PARKING Wedding groups will be assigned parking in consideration of event location.

PHYSICAL VIOLENCE/PROFANITY Group members are not permitted to use physical violence (ex. pushing, hitting, etc.) or profanity for any reason during their time on campus. Any group members involved in physical violence will be removed from campus.

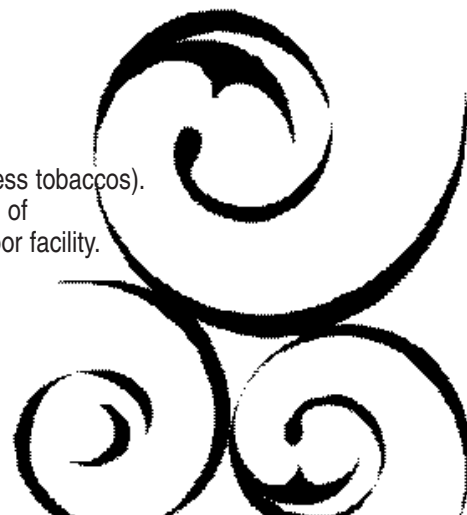
PERSONAL SAFETY & SECURITY In the interest of personal safety, all group members should exercise good judgment. Group members should not bring valuables with them during their event or leave them unattended. Please report any suspicious activity to a member of the Conferences & Events staff or to Campus Police immediately. The College is not responsible for lost or stolen articles.

PROHIBITED ITEMS The following items are NOT permitted in campus facilities — firearms, knives, guns (including BB/pellet guns), bows and arrows, fireworks of any kind, explosives, and/or other dangerous weapons.

QUIET HOURS/NOISE Most College offices maintain year-round office hours each weekday, so please be considerate of them for your daytime event or as you set-up/prepare for your evening/weekend event.

TOBACCO/SMOKING All campus buildings are tobacco-free (including smoking and smokeless tobaccos). Use of all tobacco products is prohibited in all College facilities, including seating areas/stands of outdoor athletic facilities, as well as within 25 feet of the entrance of any College indoor/outdoor facility. Receptacles are placed near facilities for the collection of waste tobacco products.

TRASH Wedding groups are provided with on-site trash removal.





~ C A T E R I N G ~

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. Chartwell's provides campus dining and special events catering for all UVa-Wise events. 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 available in APPENDIX). If your event is exempted from Chartwell's catering, a copy of your signed Catering Exemption Request must be provided to Conferences & Events.

Chartwell's Dining Services may be reached at 276-328-5514 or chartwells@uvawise.edu to discuss your catering needs.

Special note: Chartwell's catering is also able to provide table linens, including tablecloths and napkins, for your special event. These are available in a variety of colors and sizes. Please contact Chartwell's for pricing, size and color options.

~ L O C A T I O N D E S C R I P T I O N S ~

A variety of scenic campus locations are available for your special event. The descriptions below will assist you in selecting the perfect location for your event. Note that all capacity numbers are maximum capacity and are affected by set-up style. Please consult the RATES section for more information about applicable fees. All requests are subject to availability.

Note that all outdoor weddings include an outdoor location for rehearsal and ceremony, designated dressing areas, and a single indoor location for ceremony rainsite. All chairs and tables will be set-up one day prior to rehearsal. Any changes to the contract set-up must be submitted one week prior to the event. Any special set-up requests after that time must be made no later than two hours prior to rehearsal time; while every effort will be made to accommodate last-minute requests, there is no guarantee they can be accommodated.

CAMPUS LAKE The Campus Lake provides a scenic location for your moderate-sized event on the lower-campus. The lake has a fountain, courtyard and an adjacent lawn. An historic capital from atop the original Rotunda on permanent loan from The University of Virginia is also on-site. Restroom facilities are available in nearby Cantrell Hall, Culbertson Hall and McCraray Hall.

CANTRELL BANQUET HALL This large, air-conditioned space is located on the upper floor of Cantrell Hall and offers a wide variety of set-up and arrangement options for your event. White padded chairs and a limited number of tables are included in the rental fee for this space. The space includes an ice machine that is available for use. Restrooms are also conveniently located.

CANTRELL GLADEVILLE ROOM This newly renovated, air-conditioned space is located on the same floor as the Cantrell Banquet Hall and Sandstone Room on the upper floor of Cantrell Hall. It offers a wide variety of set-up and arrangement options for your event. White padded chairs and a limited number of tables are included in the rental fee for this space. Restrooms are also conveniently located.

CANTRELL SANDSTONE ROOM This newly renovated, air-conditioned space is located adjacent to the Cantrell Banquet Hall on the upper floor of Cantrell Hall. It offers a wide variety of set-up and arrangement options for your event. White padded chairs and a limited number of tables are included in the rental fee for this space. The space includes an ice machine that is available for use. Restrooms are also conveniently located.

CHAPEL OF ALL FAITHS This facility on the lower-campus, provides an ideal setting for your small event. The Chapel is air-conditioned and will seat up to 120 people. Approximately 180 upholstered seats and a limited number of tables are included in the Chapel rental fee (*See RATES for applicable fees if you choose not to use the Chapel seats.*). Restrooms and a catering kitchen (microwave; no stove) are conveniently located in this facility.

GILLIAM CENTER FOR THE ARTS PLAZA Located adjacent to the campus lake, the plaza is a outdoor courtyard located inside the perimeter of the newly renovated original theatre building. It provides an ideal setting for your moderate-large event.

GILLIAM SCULPTURE GARDEN The Betty J. Gilliam Sculpture Garden provides a scenic, outdoor venue for your large special event. Two fountains, outdoor sculptures, and a raised platform/stage are complemented by a large surrounding courtyard. Restrooms are conveniently located in each of the adjacent facilities.

GREEAR GYMNASIUM The vast space of Greear Gymnasium provides numerous set-up and arrangement options for your large event. An

upper mezzanine overlooking the main floor provides additional space for your event. Stadium seating is available or may be closed to provide additional floor space. The required floor covering provides a neutral background for your event while protecting the court surface. Restrooms are conveniently located in the adjoining lobby.

JEFFERSON PLAZA This scenic, outdoor venue, overlooking the UVa-Wise campus, is located just outside the fourth floor entrance of the Slemp Student Center, adjacent to Darden Hall and Wyllie Library. Small to medium size special events will find this outdoor location ideal. Restrooms are conveniently located in each of the adjacent facilities.

SSC AMPHITHEATRE The amphitheatre in front of the Slemp Student Center provides a unique outdoor venue for your event. With graduated seating available adjacent to the building as well as the grass and bluestone courtyards, this outdoor location provides numerous set-up and arrangement options. Restrooms are conveniently located on the first floor of the Student Center.

SSC ATRIUM This first floor space in the Slemp Student Center provides a unique setting for your small-medium event. A variety of set-up arrangements are available. Use of this space requires availability of ADA access for the facility be maintained at all times.

SSC DOGWOOD & RHODODENDRON ROOMS These fifth floor Slemp Student Center rooms offer a scenic view of the campus in a modern setting. Your large event can be hosted comfortably in either/both of these rooms — the Dogwood Room will accommodate up to 228 people and the Rhododendron Room will accommodate up to 198 people. Restrooms and a small catering kitchen (ice machine, microwave & refrigerator; no stove) are also conveniently located on the fifth floor. Approximately 150 upholstered seats and a limited number of tables are included in the rental fee of either room (*See RATES for applicable fees if you choose not to use the upholstered seats; chair covers with/without bows are also available for rent for these chairs*).

SSC JEFFERSON LOUNGE The Jefferson Lounge is located on the fourth floor of the Slemp Student Center. Accommodating up to 59 people, it provides an intimate setting for your special event. Referred to as the ‘campus living room,’ it includes a rock fireplace and leather seating (*may be removed upon request; see RATES for other furniture options*). Restrooms are conveniently located in the building on the fourth floor, as well as on the first floor.

SUNKEN GARDEN (Crockett Hall) The sunken garden, located adjacent to Crockett Hall, provides a natural stone and green space, as well as an adjoining bluestone courtyard, for your medium or large outdoor event on the lower-campus. Restrooms are conveniently located in adjacent facilities.

~ R E N T A L S ~

UVa-Wise Conferences & Events offers a variety of rental items to meet the needs of your special event. A description is provided below and pricing details are available in the RATES section.

CHAIRS White, padded folding chairs are available for rent for special events throughout campus. Chair fees include set-up/tear down at a single location.

TABLES Round (60”), rectangle (4’, 6’ and 8’), tall bistro (18”), and serpentine (4’) tables are available for rent to meet the specific needs of your special event. Table fees include set-up/tear down at a single location. *Special note:* Conferences & Events does not have tablecloths available, however, you can rent them directly from Chartwell’s Dining for your event (see CATERING).

MISCELLANEOUS Several other rental items are available to meet the needs of each event, including: columns, arbors, chair covers (for Student Center chairs only), stages, pop-up tents, portable sound system (speakers, microphones, CD player & technician), pole & drape system (red or black), white pole & chain dividers, audio-visual equipment, as well as a personal conference assistant to assist your group throughout your event.

~ W E D D I N G & R E C E P T I O N D E T A I L S ~

UVa-Wise Conferences & Events strives to ensure that planning your special event is as smooth as possible. Below are the basic details of indoor and outdoor events to assist with your planning. Please note that all outdoor events require rental of tables and chairs; some indoor locations include a limited number of building-designated tables and chairs at no cost. See the LOCATION DESCRIPTIONS section for more information about a specific facility.

INDOOR RECEPTION An indoor reception contract is a two-day reservation; it includes your indoor location for the day prior to and the day of the wedding ceremony unless specified otherwise. Guest restrooms will be designated for the day of the ceremony. Set-up for your event will be complete and ready for your final details by noon on the day prior to the ceremony.

OUTDOOR RECEPTION An outdoor reception contract is a two-day reservation; it includes your outdoor location for the day prior to and the day of the wedding ceremony. Guest restrooms will be designated for the day of the ceremony. Also included in the

reservation is a single indoor location in the event of inclement weather (assigned by Conferences & Events based upon availability). Set-up for your event will be complete and ready for your final details by noon on the day prior to the ceremony.

INDOOR WEDDING An indoor wedding contract is a two-day reservation; it includes your indoor location the day prior to (rehearsal day) and the day of the wedding ceremony. In addition to the event site, the reservation includes assigned dressing areas for the wedding party and guest restrooms on the day of the ceremony. Set-up for your event will be complete and ready for your final details by noon on the day prior to the ceremony (rehearsal day).

OUTDOOR WEDDING An outdoor wedding contract is a two-day reservation; it includes your outdoor location for the day prior to (rehearsal day) and the day of the wedding ceremony. In addition to the event site, the reservation includes assigned dressing areas for the wedding party and guest restrooms on the day of the ceremony. Also included in the reservation is a single indoor location in the event of inclement weather (assigned by Conferences & Events based upon availability). Set-up for your event will be complete and ready for your final details by noon on the day prior to the ceremony (rehearsal day).

Event Set-up Diagrams are available in the APPENDIX for you to provide the specific set-up details for your event. Should you have questions or would like assistance or suggestions, please contact Julie Scott or Josh Justice.

~ W E D D I N G & R E C E P T I O N 2 0 1 2 R A T E S ~

*****ALL RATES ARE PER EVENT / SET-UP / 24-HOUR PERIOD UNLESS NOTED OTHERWISE*****

CHAIRS & TABLES

Chairs	\$1.00 per chair, per event (i.e., one (1) set-up/take-down location)
Tables	\$7.00 per table, per event/set-up (round, rectangle, bistro, or serpentine available)

COPIER SERVICE

Single page copy	\$0.10
------------------	--------

FACILITIES

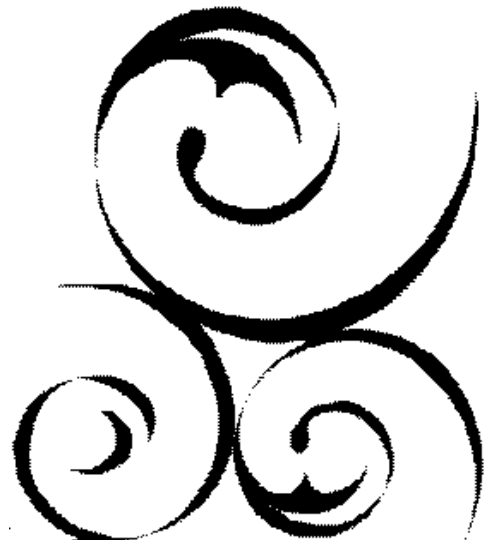
Campus Lake	\$800.00
Cantrell Banquet Hall	\$600.00
Cantrell Gladeville Room	\$400.00
Cantrell Sandstone Room	\$400.00
Chapel of All Faiths	\$400.00
Gilliam Center for the Arts Plaza	\$600.00
Gilliam Sculpture Garden	\$800.00
Greear Gymnasium	\$600.00
Jefferson Plaza	\$600.00
Slemp Student Center Facilities	
~ Amphitheatre	\$600.00
~ Atrium	\$350.00
~ Dogwood Room/Art Gallery	\$400.00
~ Rhododendron Room	\$400.00
Sunken Garden (Crockett Hall)	\$800.00

Please note: ~ Current students and employees, as well as alumni, are eligible for special facility rates
 ~ Prices subject to change for special or extraordinary requests and/or set-ups.
 ~ Wedding & Reception facility fees also include use of the facility for setup the day before the event & designated dressing rooms on event day, plus rainsite.

MISCELLANEOUS

Arbors - wrought iron (24"x84"); wooden (58"x81")	\$100.00
Black Chair Covers and/or White Bows (fit Chapel chairs only)	\$1.00 per cover; \$1.50 per cover w/bow
Columns (set of 2) - small (4'); large (7')	\$25 small; \$35 large
Personal Conference Assistant	\$15.00 per hour
Pole & Chain Dividers	\$30.00
Pole & Drape System	\$30.00
Portable Sound System (speakers/microphones/CD player/technician)	\$150.00
Pop-up Tents (10'x10')	\$30.00
Stage - small (8'x16'); medium (12'x24'); large (16'x32')	\$30.00 small; \$55.00 medium; \$80.00 large





~ APPENDIX ~



2012 WEDDINGS & RECEPTIONS CONTRACT

GENERAL INFORMATION

Wedding name _____ Expected number of attendees _____
 Billing address _____
Street Address / Post Office Box City State Zip
 Wedding Leader _____ E-mail _____
 Contact numbers () ____ - ____ W; () ____ - ____ Cell; () ____ - ____ H; () ____ - ____ FAX
 Wedding Contact 2 _____ E-mail _____
 Contact numbers () ____ - ____ W; () ____ - ____ Cell; () ____ - ____ H; () ____ - ____ FAX

EVENT INFORMATION

**** Consult RATES section for more information about varying fees. All location/set-up/special requests are subject to availability. There is no additional location/set-up fee for rehearsal dinners and receptions that utilize the SAME LOCATION AND SAME SET-UP.****

PLEASE NOTE WHETHER THE FOLLOWING WILL BE ON-CAMPUS OR OFF-CAMPUS, AND COMPLETE THE APPROPRIATE SECTION BELOW FOR ON-CAMPUS EVENTS:

- | | | |
|------------------------------|-------------------------------------|------------------------------------|
| WEDDING CEREMONY & REHEARSAL | <input type="checkbox"/> Off-campus | <input type="checkbox"/> On-campus |
| REHEARSAL DINNER | <input type="checkbox"/> Off-campus | <input type="checkbox"/> On-campus |
| RECEPTION | <input type="checkbox"/> Off-campus | <input type="checkbox"/> On-campus |

WEDDING CEREMONY & REHEARSAL

REHEARSAL Th Fr Sa Su Date ____ / ____ / ____ Time ____ am / pm
 WEDDING Th Fr Sa Su Date ____ / ____ / ____ Time ____ am / pm

LOCATION REQUEST Campus Lake Cantrell Banquet Hall Cantrell Gladeville Rm Cantrell Sandstone Room
 Chapel of All Faiths Gilliam Arts Plaza Gilliam Sculpture Garden Greear Gym Jefferson Plaza
 SSC Amphitheatre SSC Atrium SSC Dogwood Rm/Gallery SSC Rhodod. Room Sunken Garden

SPECIAL REQUESTS arbor (iron wood) black chair covers (no bows with bows) column pair (S L)
 pole/drape system pole/chains pop-up tent sound system stage (S M L)
 personal conference asst. other _____

SET-UP REQUEST auditorium banquet other (attach details)

INDOOR RAINSITE ASSIGNMENT *if applicable (assigned by UVa-Wise Conferences & Events staff)* _____

REHEARSAL DINNER Th Fr Sa Su Date ____ / ____ / ____ Time ____ am / pm

NOTE: Chartwell's Dining (276-328-5514) has the right of first refusal for all on-campus catering. If you prefer not to use them, you must request an exemption from them by completing a Chartwell's Catering Exemption Form (available in APPENDIX) and submit it as part of this contract.

If on campus, will catering be done by Chartwell's at UVa-Wise? Yes No...Chartwell's Catering Exemption Form attached

If on campus, is location same as Rehearsal site? Yes No - location _____ (separate location fee required)

OTHER _____

WEDDING RECEPTION Th Fr Sa Su Date ____ / ____ / ____ Time ____ am / pm

NOTE: Chartwell's Dining (276/328-5514) has the right of first refusal for all on-campus catering. If you prefer not to use them, you must request an exemption from them by completing a Chartwell's Catering Exemption Form (available in APPENDIX) and submit it as part of this contract.

If on campus, will catering be done by Chartwell's at UVa-Wise? Yes No...Chartwell's Catering Exemption Form enclosed

LOCATION REQUEST Campus Lake Cantrell Banquet Hall Cantrell Gladeville Rm Cantrell Sandstone Room
 Chapel of All Faiths Gilliam Arts Plaza Gilliam Sculpture Garden Greear Gym Jefferson Plaza
 SSC Amphitheatre SSC Atrium SSC Dogwood Rm/Gallery SSC Rhodod. Room Sunken Garden

SPECIAL REQUESTS arbor (iron wood) black SSC chair covers (no bows with bows) column pair (S L)
 pole/drape system pole/chains pop-up tent sound system stage (S M L)
 personal conference asst. other _____

SET-UP REQUEST auditorium banquet other (attach details)

INDOOR RAINSITE ASSIGNMENT *if applicable (assigned by UVa-Wise Conferences & Events staff)* _____

OTHER _____

FEE SUMMARY CALCULATION FORM

This is the summary of applicable fees based on numbers you have provided. A refund of 50% of this amount will be processed if the reservation is cancelled at least 60 days prior to the event. Any additional charges incurred during your event will be billed NET 30 after your event ends.

Wedding name _____ Contact _____

FEE SUMMARY CALCULATION

Please complete all applicable sections below. See RATES for more information.

Facilities: All fees are per event/per set-up. See LOCATION DETAILS and WEDDING & RECEPTION EVENT DETAILS for more specific information. Alumni and current students/employees are eligible for 50% facility rate discount for their events.

- | | | |
|---|---|--|
| <input type="checkbox"/> Campus Lake (\$800) | <input type="checkbox"/> Cantrell Banquet Hall (\$600) | <input type="checkbox"/> Cantrell Gladeville Room (\$400) |
| <input type="checkbox"/> Cantrell Sandstone Room (\$400) | <input type="checkbox"/> Chapel of All Faiths (\$400) | <input type="checkbox"/> Gilliam Center for the Arts Plaza (\$600) |
| <input type="checkbox"/> Gilliam Sculpture Garden (\$800) | <input type="checkbox"/> Greear Gymnasium (\$600) | <input type="checkbox"/> Jefferson Plaza (\$600) |
| <input type="checkbox"/> SSC Amphitheatre (\$600) | <input type="checkbox"/> SSC Atrium (\$350) | <input type="checkbox"/> SSC Dogwood Room/Art Gallery (\$400) |
| <input type="checkbox"/> SSC Rhododendron Room (\$400) | <input type="checkbox"/> Sunken Garden (Crocket Hall) (\$800) | |

\$ _____ facilities total x _____ number of events/days = \$ _____ = \$ _____

Miscellaneous: All fees are per event/per set-up. See RATES for more information.

- | | | | | | | |
|--------------------------------|--|--------------------|-------------------|-------------------|------------|------------|
| Arbor: | <input type="checkbox"/> wrought iron (24"x84") | \$100.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> wooden (58"x81") | \$100.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Chair covers (Chapel only): | <input type="checkbox"/> black covers only | \$ 1.00 | x _____ | number of chairs | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> black covers & white bows | \$ 1.50 | x _____ | number of chairs | = \$ _____ | = \$ _____ |
| Columns: | <input type="checkbox"/> small pair (4') | \$ 25.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> large pair (7') | \$ 35.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Chairs: | _____ quantity | x \$ 1.00 each | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Personal Conference Assistant: | _____ quantity | x \$15.00 per hour | | | = \$ _____ | = \$ _____ |
| Pole & Chain: | _____ quantity | x \$30.00 each | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Pole & Drape: | _____ quantity | x \$30.00 each | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Pop-up Tent: | _____ quantity | x \$30.00 each | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Sound System: | _____ quantity | x \$150.00 each | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| Stage: | <input type="checkbox"/> small (8'x16') \$30.00 | x _____ | number of set-ups | | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> medium (12'x24') \$55.00 | x _____ | number of set-ups | | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> large (16'x32') \$80.00 | x _____ | number of set-ups | | = \$ _____ | = \$ _____ |
| Tables: | <input type="checkbox"/> round _____ quantity | x \$7.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> rectangle _____ quantity | x \$7.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> bistro _____ quantity | x \$7.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |
| | <input type="checkbox"/> serpentine _____ quantity | x \$7.00 | x _____ | number of set-ups | = \$ _____ | = \$ _____ |

Balance Due with Contract = \$ _____ = \$ _____

Wedding Leader Signature

I understand and agree to abide by the terms contained in this contract and the Conferences & Events Wedding Agreement. Enclosed is this completed contract and payment in full, as well as (if applicable) the Certificate of Insurance (COI).

Signature _____ Date ____ / ____ / ____



FOR OFFICE USE ONLY	
contract & deposit received _____	confirmed _____
invoice for add'l charges mailed _____	payment received _____



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 Conferences & Events.

Chartwell's Dining Services may be reached at 276-328-5514 or chartwells@uvawise.edu to discuss your catering needs. All other Conferences & Events questions may be directed to Julie Scott (276-376-1000 or julie.scott@uvawise.edu) or Josh Justice (276-376-3430 or jjjustice@uvawise.edu).

~ ~ ~

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 Conferences & Events Contract. *****

**Thank you for your interest
in UVa-Wise Conferences & Events
for your special event.**

**Call us today —
we would love to help you plan your event!**



1 COLLEGE AVENUE
WISE, VIRGINIA 24293
www.uvawise.edu/studentcenter/conferences_events

Julie Scott | 276-376-1000 phone | 276-376-4623 fax | julie.scott@uvawise.edu
Josh Justice | 276-376-3430 phone | 276-376-4623 fax | jjustice@uvawise.edu