

## 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:**

- |                     |                                     |                                    |
|---------------------|-------------------------------------|------------------------------------|
| REHEARSAL & WEDDING | <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 |

### REHEARSAL & WEDDING

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 Chapel of All Faiths Gilliam Center for the Arts Plaza  
 Gilliam Sculpture Garden Greear Gymnasium Jefferson Plaza SSC Amphitheatre SSC Atrium  
 SSC Dogwood Rm/Gallery SSC Rhododendron Room Sunken Garden  
**SPECIAL REQUESTS** sound system pole/drape system pole/chains stage (S M L) pop-up tent  
 sandwich board 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 on the Conferences & Events webpage or by request) 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** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 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 on the Conferences & Events webpage or by request) 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 Chapel of All Faiths Gilliam Center for the Arts Plaza  
 Gilliam Sculpture Garden Greear Gymnasium Jefferson Plaza SSC Amphitheatre SSC Atrium  
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**SPECIAL REQUESTS** sound system pole/drape system pole/chains stage (S M L) pop-up tent  
 sandwich board 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 / DEPOSIT CALCULATION FORM

*\*\*This is the summary of applicable fees based on numbers you have provided. Deposits & remaining balances are calculated from this form, unless we are notified of changes within one (1) week of your event date. Any additional charges incurred during your event will be billed after your event ends.\*\**

Wedding name \_\_\_\_\_ Contact \_\_\_\_\_

## ESTIMATED COSTS

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

*Facilities: All fees are per event/per set-up. Includes use of the facility/set-up the day before the event & designated dressing rooms on event day. Alumni and current students/employees are eligible for 50% facility rate discount for their events.*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Campus Lake, avail. after July 1 (\$500) | <input type="checkbox"/> Cantrell Banquet Hall (\$500)             | <input type="checkbox"/> Chapel of All Faiths (\$350)         |
| <input type="checkbox"/> Greear Gymnasium (\$500)                 | <input type="checkbox"/> Gilliam Center for the Arts Plaza (\$500) | <input type="checkbox"/> Gilliam Sculpture Garden (\$500)     |
| <input type="checkbox"/> Jefferson Plaza (\$500)                  | <input type="checkbox"/> SSC Amphitheatre (\$500)                  | <input type="checkbox"/> SSC Atrium (\$300)                   |
| <input type="checkbox"/> SSC Dogwood Room/Art Gallery (\$350)     | <input type="checkbox"/> SSC Rhododendron Room (\$350)             | <input type="checkbox"/> Sunken Garden (Crocket Hall) (\$500) |

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

OFFICE USE ONLY

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

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

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

Sandwich Board: \_\_\_\_\_ quantity x \$ 5.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Sound System: \_\_\_\_\_ quantity x \$150.00 each x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Stage:  small (8'x16') \$30.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

medium (12'x24') \$55.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

large (16'x32') \$80.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

Tables:  round \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

rectangle \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

bistro \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

serpentine \_\_\_\_\_ quantity x \$7.00 x \_\_\_\_\_ number of set-ups = \$ \_\_\_\_\_

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

**Non-refundable Required Deposit** (50% of total estimated cost due with reservation) = \$ \_\_\_\_\_

**Remaining Balance** (due NET 30 from event date, plus any additional charges incurred during event) = \$ \_\_\_\_\_

### Wedding Leader Signature

I understand and agree to abide by the terms contained in this contract and the Conferences & Events Agreement booklet. I understand that my group will be billed based on the numbers provided unless I provide changes one (1) week prior to our arrival. Enclosed is the required 50% deposit and Certificate of Insurance (COI) outlining our liability coverage.

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



One College Avenue ~ Wise, VA 24293

Julie Scott 276/376-1000 | jba4f@uvawise.edu  
Chris Davis 276/376-4513 | cdd3s@uvawise.edu

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

contract & deposit received \_\_\_\_\_ payment plan / NET 30

confirmed \_\_\_\_\_

final invoice mailed \_\_\_\_\_ payment received \_\_\_\_\_