

# GENERAL EVENTS AGREEMENT 2011-2012

Information and Conditions

1 College Avenue Wise, Virginia 24293

For more information, contact Chris Davis at:

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1 College Ave., Wise, VA 24293

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#### **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.

#### **INSURANCE/LIABILITY COVERAGE**

ALL individuals/groups/events MUST provide a valid Certificate of Insurance (COI) naming the College as an additional insured with their signed contract. The general liability insurance coverage maintained by the group 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.

Additionally, all general events 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.

#### **DEPOSIT**

All events require a 50% non-refundable deposit based upon the total estimated event cost to be submitted with contract at time of reservation. Any and all changes in numbers must be provided one (1) week PRIOR to the event date, otherwise billing is based upon original numbers provided. Any changes after this date cannot be guaranteed and will incur a \$50 late request fee if the change(s) request can be accommodated.

#### **PAYMENT OF FINAL BALANCE**

All events will receive an invoice for the full remaining 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.

# 2012 GENERAL EVENTS CONTRACT

## GENERAL INFORMATION

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

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

BILLING ADDRESS \_\_\_\_\_

Street Address / Post Office Box City State Zip

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

Leader 1 \_\_\_\_\_ E-mail \_\_\_\_\_

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

Leader 2 \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

- Full House \$2,500    Half House \$1,000    Practice Court/Dining Room \$1,000
- Concourse \$1,000    Front Patio \$500

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

- Full House \$1,250    Half House \$500    Practice Court/Dining Room \$500
- Concourse \$500    Front Patio \$250

**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** \$300.00   = \$ \_\_\_\_\_

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

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

**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. Enclosed are my group's required 50% deposit and, if applicable, Certificate of Insurance (COI) outlining our liability coverage.

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

**FEE SUMMARY / DEPOSIT CALCULATION FORM GENERAL EVENTS CONTRACT**

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

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

~ G E N E R A L E V E N T S E T - U P D I A G R A M S ~

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 \_\_\_\_\_

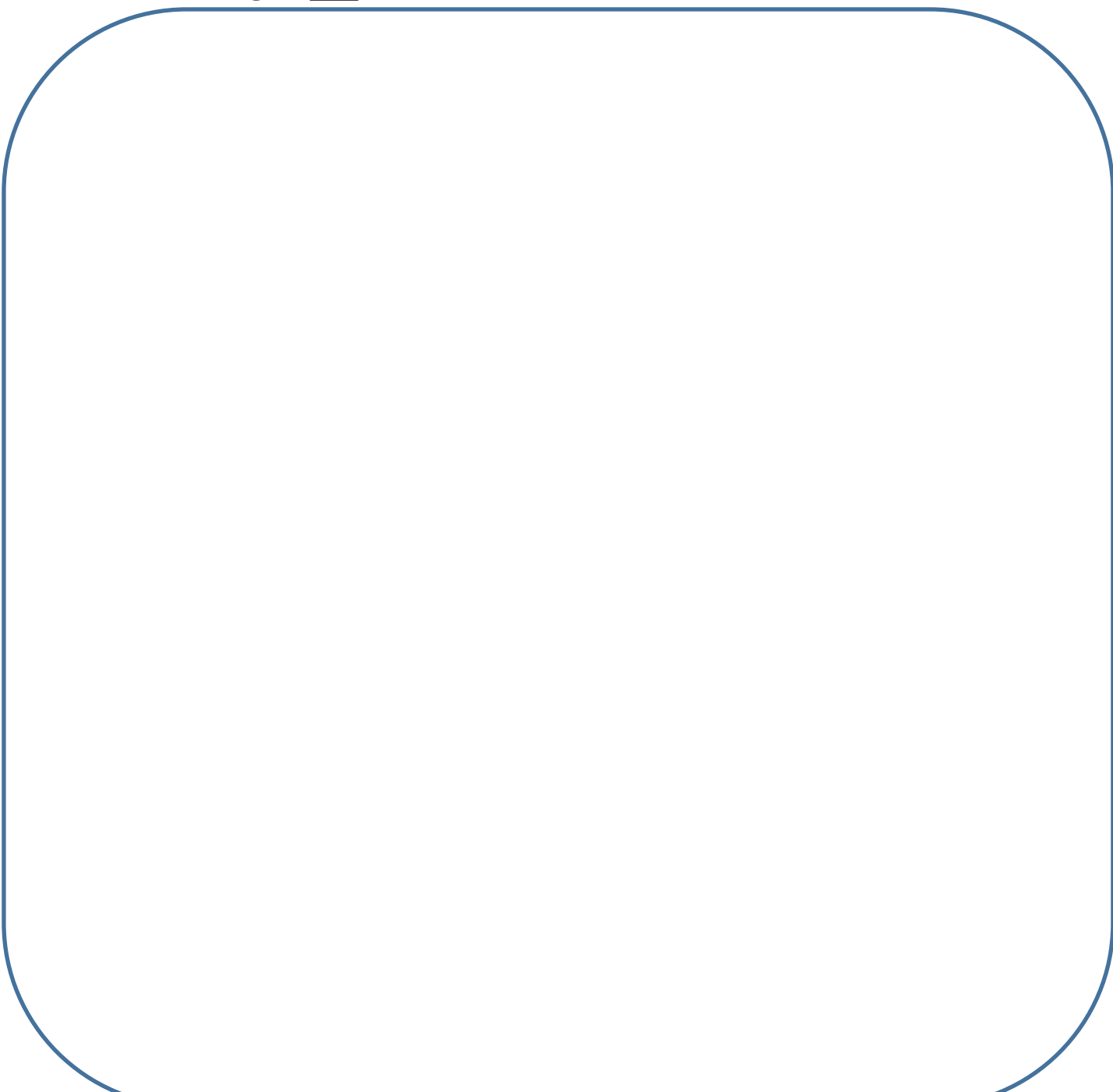
Group Leader \_\_\_\_\_ Leader numbers (  H ;  Cell

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)