



SUMMER
2007
CONFERENCE
CONTRACT



SUMMER 2007 CONFERENCE CONTRACT

GENERAL INFORMATION

Conference name _____ Number in group _____

Type of conference Band Camp - *please also complete the Band Camp section*
 Wedding/Formal Event - *please also complete the Wedding/Formal Event section*
 Other _____

Group leader name _____ E-mail _____

Contact numbers work telephone () _____ - _____ home telephone () _____ - _____
FAX () _____ - _____

Billing address _____
Street Address / Post Office Box City State Zip

Arrival information Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time ____ am / pm
Meals: No Yes...*First meal:* Breakfast Lunch Dinner Date ____ / ____ / ____

Departure information Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time ____ am / pm
Last meal, if applicable: Breakfast Lunch Dinner Date ____ / ____ / ____

Residence hall preference Asbury Hall Culbertson Hall Henson Hall House (Cavalier)
 House (Gray) House (Red) Martha Randolph Hall McCrary Hall Thompson Hall

Room assignments *A Participant Assignment Roster will be in your Confirmation Packet. Group leaders are responsible for room assignments.*

BAND CAMP

T-SHIRTS — Please enter t-shirt (free) quantity below. Only the exact sizes/numbers listed below can be guaranteed to your group.
____ Small (S) ____ Medium (M) ____ Large (L) ____ Extra-Large (XL) ____ Extra-Extra-Large (2XL)

— We would like our t-shirts delivered: Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time ____ am / pm
 Yes, we would also like FREE popsicles when our t-shirts are delivered! No, popsicles will not be needed.

ICE — Free ice is available during your stay. If you would like our Summer Conference Staff to assist with filling coolers, etc., please list daily time(s) here: Morning ____ am / pm AND/OR Evening ____ am / pm

MEAL TIME REQUESTS — Please circle your preferred dining time(s) below. Requests are subject to availability. *See Rates section.*
Weekday Breakfast — 7:00 am 7:15 am 7:30 am Weekend Brunch — 11:30 am 11:45 am noon
Weekday Lunch — 11:30 am 11:45 am noon Weekend Dinner — 5:00 pm 5:15 pm 5:30 pm
Weekday Dinner — 5:00 pm 5:15 pm 5:30 pm

INDOOR AREA REQUESTS — Please rank (1,2,3) your indoor preference below. Requests are subject to availability.
__ Aerobics Room, SSC __ Chapel of All Faiths __ Culbertson Hall Classroom & Greek Life Room
__ Greear Gymnasium __ Henson Hall Classroom __ Racquetball Courts (3), SSC __ Dogwood/Rhod. Rooms (5th flr), SSC

OUTDOOR AREA REQUESTS — Please rank (1,2,3) your lighted, outdoor preference below. Requests are subject to availability.
__ Smith Stadium Astro turf (not available after 8/4/07) __ Stadium Intramural Field __ Intramural Field (upper campus)
__ Henson Hall Lawn (small bands only; limited lighting) __ Greear Gym/Softball Parking Lot (special striping not available)
__ Special striping/lining requests _____

OTHER REQUESTS — Please list any other special requests here. Include date(s) and time(s) for each. *See Rates section.*

WEDDING/FORMAL EVENT

**** 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.**

- REHEARSAL** — Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time _____ am / pm
- **DINNER** Off-campus On-campus - *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 Summer Conferences webpage or by request) and submit it as part of this contract.*

Catering will be done by Chartwell's@UVa-Wise?

Yes No...*Chartwell's Catering Exemption Form enclosed*

LOCATION REQUEST Same location as reception? Yes (*no add'l. set-up fee*) No

Chapel of All Faiths Dogwood Room (SSC) Greear Gym Jeff. Lounge (SSC)

Jefferson Plaza Rhododendron Room (SSC) Sculpture Garden

SET-UP REQUEST Same set-up as reception? Yes (*no add'l. set-up fee*) No

auditorium banquet class conference exhibit other (attach)

- **SPECIAL REQUESTS** sound system pole/drape system pole/chains stage
- pop-up tent sandwich board personal conference assistant
-
-

WEDDING — Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time _____ am / pm

— **LOCATION REQUEST**

Chapel of All Faiths Dogwood Room (SSC) Greear Gymnasium

Jefferson Plaza Rhododendron Room (SSC) Sculpture Garden

- **SPECIAL REQUESTS** sound system pole/drape system pole/chains stage
- pop-up tent sandwich board personal conference assistant
-
-

NOTE: Dressing areas will be assigned by UVa-Wise Summer Conferences staff.

RECEPTION — Su Mo Tu We Th Fr Sa Date ____ / ____ / ____ Time _____ am / pm

- Off-campus On-campus - *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 Summer Conferences webpage or by request) and submit it as part of this contract.*

Catering will be done by Chartwell's@UVa-Wise?

Yes No...*Chartwell's Catering Exemption Form enclosed*

LOCATION REQUEST Same location as rehearsal? Yes (*no add'l. set-up fee*) No

Chapel of All Faiths Dogwood Room (SSC) Greear Gym Jefferson Lounge (SSC)

Jefferson Plaza Rhododendron Room (SSC) Sculpture Garden

SET-UP REQUEST Same set-up as rehearsal? Yes (*no add'l. set-up fee*) No

auditorium banquet class conference exhibit other (attach)

- **SPECIAL REQUESTS** sound system pole/drape system pole/chains stage
- pop-up tent sandwich board personal conference assistant
-
-

PRELIMINARY FEE SUMMARY / DEPOSIT CALCULATION FORM

This is a preliminary summary of applicable fees. A final invoice of actual costs will be mailed to the Group Leader after the conference ends.

Conference name _____ Group leader/contact _____

Estimated Costs Please complete all applicable sections below. See **RATES** for more information. If you are a **TAX-EXEMPT** organization, please attach a copy of your tax-exempt form to this application. TAX-EXEMPT COPY ATTACHED YES NO

Lodging: _____ participants x \$_____ per day x _____ number of days = \$_____

Linens: _____ packages x \$12.50 (length of stay) = \$_____

Meals: Group: _____ participants x \$14.32 per day* x _____ number of days = \$_____

**For residential groups of 25+; total amount for three (3) meals per day on weekdays.*

Individual: _____ participants x \$4.35 breakfast M T W T F = \$_____

_____ participants x \$5.85 lunch M T W T F = \$_____

_____ participants x \$7.25 dinner M T W T F = \$_____

_____ participants x \$6.25 brunch Sa Su = \$_____

_____ participants x \$7.50 dinner Sa Su = \$_____

Formal event: Chartwell's will provide catering? yes no, Catering Exemption Form is attached

Facilities: All fees are per event/per set-up. There are no fees for residential groups of 25+. See **RATES** for more information.

Chapel of All Faiths (\$125) Classroom/small conference room (\$25 each)

Gilliam Sculpture Garden (\$250) Greear Gymnasium (\$250)

Humphreys Tennis Complex (\$10 per hr/\$50 per day) Lecture Hall/large conference room (\$50)

Jefferson Lounge (\$125) Jefferson Plaza (\$125)

Recreation (intramural) Fields (\$50 per day) Slemp Student Center (rates available on-line)

Swimming Pool (\$50 for 2 hr. event; \$25 ea. add'l. hr.)

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

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

Campus/local transportation: car _____ estimated mileage x \$0.37 = \$_____

mini-van _____ estimated mileage x \$0.45 = \$_____

Chairs: _____ quantity x \$.60 each x _____ number of set-ups = \$_____

Microfridge: _____ quantity x \$16.00 (length of stay) = \$_____

Personal Conference Assistant: _____ quantity x \$10.00 per hour = \$_____

Pole & Chain: _____ quantity x \$20.00 each x _____ number of set-ups = \$_____

Pole & Drape: _____ quantity x \$25.00 each x _____ number of set-ups = \$_____

Pop-up Tent: _____ quantity x \$25.00 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') \$26.00 x _____ number of set-ups = \$_____

medium (12'x24') \$52.00 x _____ number of set-ups = \$_____

large (16'x32') \$76.00 x _____ number of set-ups = \$_____

Tables: round _____ quantity x \$6.00 x _____ number of set-ups = \$_____

rectangle _____ quantity x \$6.00 x _____ number of set-ups = \$_____

Total estimated costs = \$_____

20% of total estimated cost (Weddings-deposit equals location fee) **Non-refundable Required Deposit = \$_____**

Signature I understand and agree to abide by the terms contained in this contract and the Summer Conferencing Information & Reservation Booklet

Group Leader/Contact _____ Date ____ / ____ / ____

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

contract & deposit received _____ confirmed _____ final invoice mailed _____ payment received _____

OFFICE OF SUMMER CONFERENCES

UVA-WISE ☀ 1 COLLEGE AVENUE ☀ WISE, VIRGINIA 24293

TAMARA ROBINSON Cantrell Hall 276/376-4502 phone 276/376-1068 fax tsr3c@uvawise.edu
 JULIE SCOTT Slemp Student Center 276/376-1000 phone jba4f@uvawise.edu

