



## THE CHINCOTEAGUE CENTER

### **Estimate #1 – Weekend Event Day For Entire Center (9,000 square feet)**

Day of Event Facility Cost for Entire Center: \$1800.00

Kitchen Access Fee: \$150.00

Bar Services: \$150.00

Your Center Cost: \$2,100.00

Security Deposit: \$250.00/ \$500.00 (refundable if there are no damages - see attached Security Deposit Document for details)

Total Cost: \$2,350.00/ \$2,600.00

### **Estimate #2 - Weekend Event Day Rental with Friday Prep Day For Entire Center**

Day of Event Facility Cost for Entire Center: \$1,800.00

Friday Prep Day: \$900.00

Kitchen Access Fee: \$150.00

Bar Services: \$150.00

Your Center Cost: \$3,000.00

Security Deposit: \$250.00/ \$500.00 (refundable if there are no damages - see attached Security Deposit Document for details)

Total Cost: \$3,250.00 /\$3,500.00

### **Estimate #3 - Weekend Event Day for main Center (6,000 square feet)**

Day of Event Facility Cost for Main Hall Only: \$1,300.00

Kitchen Access Fee: \$150.00

Bar Services: \$150.00

Your Center Cost: \$1,600.00

Security Deposit: \$250.00/ \$500.00 (refundable if there are no damages - see attached Security Deposit Document for details)

Total Cost: \$1,850.00/ \$2,100.00

### **Estimate #4 - Weekend Event Day Rental Main Center with Friday Prep Day**

Day of Event Facility Cost for Main Hall Only: \$1,300.00

Friday Prep Day: \$650.00

Kitchen Access Fee: \$150.00

Bar Services: \$150.00

Your Center Cost: \$2,250.00

Security Deposit: \$250.00/ \$500.00 (refundable if there are no damages - see attached Security Deposit Document for details)

Total Cost: \$2,500.00/ \$2,750.00

If you decide to book with us, we will draft up a contract/lease agreement for you. Upon signing the contract, 50% of the total rental fee plus the security deposit will be due. The balance will be due 60 days prior to your event. See the attached Payments and Refunds Policy for a more detailed explanation.

---

CONVENTIONS • CONCERTS • CONFERENCES • CORPORATE EVENTS • FESTIVALS • MEETINGS • REUNIONS • WEDDINGS

6155 Community Drive, Chincoteague Island, VA 23336 center@chincoteague-va.gov 757-336-6519

www.thechincoteaguecenter.com



## THE CHINCOTEAGUE CENTER

### A few other things to know...

- The classroom walls are all movable. Several configurations are available.
- Table linens are NOT available. Usually, your caterer can provide table linens.
- Usually, your DJ will provide all sound needs. (Mics for speeches, speakers, dance music, etc.)

### Included in your \$150 Bar Fee:

- Our portable bar
- Bar tools (wine key, bottle openers)
- Access to the ice machine
- Use of our 2 rolling coolers
- Use of our transport cart

The bar fee does not include alcohol or a bartender. We can offer assistance in finding a bartender if you wish.

### Included in your \$150 Kitchen Fee:

- 4 compartment steam table
- Warming cabinet
- Toaster oven
- Microwave
- Commercial size fridge
- Household size freezer
- Ice Machine
- Commercial Bunn coffee maker
- 3 compartment sink
- Kitchen access from separate entrance

### Things you will need to provide to The Center after you book with us:

- Copy of your ABC Banquet License (if customer provides open bar service) More info at: <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>
- Signed Kitchen Waiver if you do not use a licensed caterer (you bring your own food)
- Certificate of Insurance from your caterer (if you decide to use a caterer)
- Certificate of Insurance from the Renter (see attached document for list of insurance providers, Note: **\$1,000,000 minimum** liability coverage is required)
- Signed copy of your lease agreement
- Signed copy of security deposit form
- Signed copy of Rental Guidelines

---

CONVENTIONS • CONCERTS • CONFERENCES • CORPORATE EVENTS • FESTIVALS • MEETINGS • REUNIONS • WEDDINGS

6155 Community Drive, Chincoteague Island, VA 23336 center@chincoteague-va.gov 757-336-6519  
www.thechincoteaguecenter.com



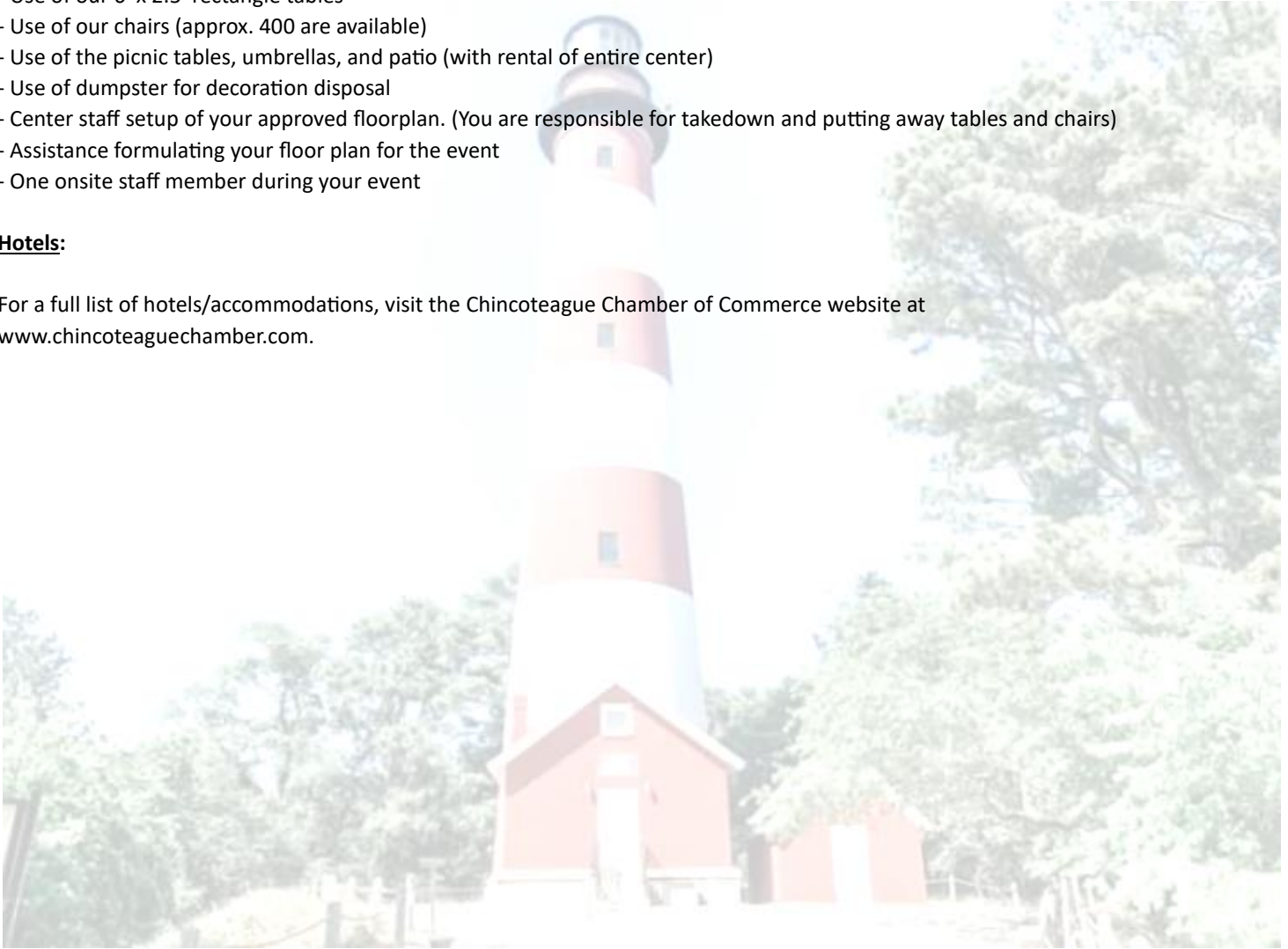
## THE CHINCOTEAGUE CENTER

### **Items Included in Your Rental for no Additional Charge:**

- Use of the parking lots for guest parking
- Use of our 12- 60" round tables (Linens are not available)
- Use of our 6' x 2.5' rectangle tables
- Use of our chairs (approx. 400 are available)
- Use of the picnic tables, umbrellas, and patio (with rental of entire center)
- Use of dumpster for decoration disposal
- Center staff setup of your approved floorplan. (You are responsible for takedown and putting away tables and chairs)
- Assistance formulating your floor plan for the event
- One onsite staff member during your event

### **Hotels:**

For a full list of hotels/accommodations, visit the Chincoteague Chamber of Commerce website at [www.chincoteaguechamber.com](http://www.chincoteaguechamber.com).



---

CONVENTIONS • CONCERTS • CONFERENCES • CORPORATE EVENTS • FESTIVALS • MEETINGS • REUNIONS • WEDDINGS

6155 Community Drive, Chincoteague Island, VA 23336 center@chincoteague-va.gov 757-336-6519  
[www.thechincoteaguecenter.com](http://www.thechincoteaguecenter.com)