



SUMMER 2009 CONFERENCES CONTRACT — ONE-DAY/SPECIAL EVENTS

GENERAL INFORMATION

Type of conference Wedding/Formal Event Birthday/Anniversary Party Other _____

Conference name _____ Number in group _____

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

Group Leader _____ E-mail _____

Contact numbers () ____ - ____ W; () ____ - ____ Cell; () ____ - ____ H; () ____ - ____ FAX

Group 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.****

REHEARSAL Su 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 attached*

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

Chapel of All Faiths Dogwood Room (SSC) Greear Gym Jefferson Lounge (SSC)
 Jefferson Plaza Lake Rhododendron Room (SSC) Sculpture Garden Sunken 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 Th Fr Sa Date ____ / ____ / ____ Time ____ am / pm

LOCATION REQUEST Chapel of All Faiths Dogwood Room (SSC) Greear Gym Jefferson Lounge (SSC)
 Jefferson Plaza Lake Rhododendron Room (SSC) Sculpture Garden Sunken 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 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 Lake Rhododendron Room (SSC) Sculpture Garden Sunken 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
