

VIRGINIA INSTITUTE OF MARINE SCIENCE
DEPARTMENT OF FACILITIES MANAGEMENT
SPECIAL EVENT COST ESTIMATE

TO:
FROM: Manager of Social Functions, Facilities Management
DATE:
CC: Carol Tomlinson (After Approval Is Received From User)

Your request to conduct a special event and per our discussion, below please find a cost breakdown for support services. With your approval of these costs, the amount will become binding and chargeable to the account number and name of function provided.

Room Rentals: (Not chargeable to VIMS sponsored events):

	# hrs	1-3 hr rental	Subtotal	Total
_____ Watermen's Hall Auditorium <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$25 per hour)</small>	3	\$100.00	\$ 100.00	
_____ Watermen's Hall Lobby <small>(cost of use is for up to 3; hours if use is for longer period: cost is an additional \$15 per hour)</small>	3	\$50.00	\$ 50.00	
_____ Classrooms A, B, C <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	
_____ Classroom A/B <small>(cost of use is for up to 3 hours; if use is for longer period cost is an additional \$14 per hour)</small>	3	\$40.00	\$ 40.00	
_____ Dean/Director's Conference Room <small>(cost of use is for up to 3 hours; if use is for longer period cost is an additional \$14 per hour)</small>	3	\$40.00	\$ 40.00	
_____ Library <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$15 per hour)</small>	3	\$50.00	\$ 50.00	
_____ CBH Atrium <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$15 per hour)</small>	3	\$50.00	\$ 50.00	
_____ CBH 2nd Floor Conference Room <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	
_____ CBH 3rd Floor Conference Room <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	
_____ DCOP Conference Room <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	
_____ Nunnally Conference Room <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	
_____ Wilson House Conference Room <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	
_____ Andrews Conference Room 222 <small>(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)</small>	3	\$20.00	\$ 20.00	

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Andrews Conference Room 226 3 \$20.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)

Andrews Conference Room 222/226 3 \$40.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$14 per hour)

Andrews Dominion Classroom 326 3 \$20.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)

Andrews Conference Room 423 3 \$20.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)

Andrews Conference Room 424 3 \$20.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)

SRL Lobby 3 \$50.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$15 per hour)

SRL Conference Room 3 \$20.00 \$ 20.00

(cost of use is for up to 3 hours; if use is for longer period: cost is an additional \$7 per hour)

Subtotal:	\$ -
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Event Setups & Restoring to Existing: (\$14.00 per hour per person)

<u>Use</u>	<u>Hours</u>	<u># of Staff</u>	<u>Subtotal</u>	<u>Total</u>
Watermen's Hall Auditorium				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
Watermen's Hall Stage				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
Watermen's Hall Lobby				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
Classrooms A, B, C & A/B				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
Dean/Director's Conference Room				\$ -
Grounds			\$ -	
Housekeeping			\$ -	

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<hr/>	Canopies (10x10) Grounds	\$ -	\$ -
<hr/>	Tents (15x15) Grounds	\$ -	\$ -
<hr/>	Tent (20x30) Grounds	\$ -	\$ -
<hr/>	Library Grounds Housekeeping	\$ - \$ -	\$ -
<hr/>	Patio Grounds Housekeeping	\$ - \$ -	\$ -
<hr/>	CBH Atrium Grounds Housekeeping	\$ - \$ -	\$ -
<hr/>	CBH 2nd Floor Conference Room Grounds Housekeeping	\$ - \$ -	\$ -
<hr/>	CBH 3rd Floor Conference Room Grounds Housekeeping	\$ - \$ -	\$ -
<hr/>	DCOP Conference Room Housekeeping	\$ -	\$ -
<hr/>	Nunnally Conference Room Housekeeping	\$ -	\$ -
<hr/>	Nunnally Computer Room Housekeeping	\$ -	\$ -
<hr/>	Wilson House Conference Room Housekeeping	\$ -	\$ -
<hr/>	Andrews Conference Rooms 222, 226 & 222/226 Grounds Housekeeping	\$ - \$ -	\$ -
<hr/>	Andrews Dominion Room 326 Grounds Housekeeping	\$ - \$ -	\$ -

<u>Use</u>	<u>Hours</u>	<u># of Staff</u>	<u>Subtotal</u>	<u>Total</u>
<hr/>				
Andrews Conference Rooms 423, 424 Grounds Housekeeping			\$ - \$ -	\$ -
<hr/>				\$ -
SRL Conference Room				\$ -

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	Grounds	\$	-	
	Housekeeping	\$	-	
	SRL Lobby			\$ -
	Grounds	\$	-	
	Housekeeping	\$	-	
	SRL Teaching Lab			\$ -
	Grounds	\$	-	
	Housekeeping	\$	-	
	Forts Area			\$ -
	Grounds	\$	-	
	Housekeeping	\$	-	
	Beverage Services:			\$ -
	Housekeeping	\$	-	
	____ Coffee (regular, brewed)			
	____ Coffee (decaf, packets)			
	____ Tea (bags)			
	____ Creamer (packets)			
	____ Sugar (packets)			
	____ Sugar (substitute, packets)			
	____ Ice water			
	Subtotal:			\$ -

Delivery charges are included in the rental cost of the items.

Rental Items Available:

	Tables, folding, rectangle (6'x30")	(seats 8)	\$7.00 ea.	\$ -
	Tables, folding, rectangle (8'x30")	(seats 10)	\$8.50 ea.	\$ -
	Tables, round (48")	(seats 6)	\$7.50 ea.	\$ -
	Tables, Picnic	(seats 8)	\$8.00 ea	\$ -
	Chairs, folding		\$1.75 ea.	\$ -
	Chairs, stacking		\$1.75 ea	\$ -
	Podium (w/seal, lights and microphone)		\$25.00	\$ -
	Lecterns		\$15.00 ea.	\$ -
	Staging		\$100.00	\$ -
	Canopies (10x10)		\$25.00 ea.	\$ -
	Tents (15x15)		\$75.00 ea	\$ -
	(Off Campus Event add \$50 refundable deposit)		\$50.00 ea	\$ -
	Tent (20x30)		\$150.00	\$ -
	Trash Cans (44 gal)		\$3.00 ea.	\$ -
	Trash Can (22 gal)		\$1.50 ea.	\$ -

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<u>Foliage:</u>			
_____	Ferns	\$3.00 ea.	\$ -

Beverage/Food Service Supplies
THIS SECTION IS INCLUDED WITH COFFEE SETUP

_____	Coffee, decaffeinated (ind pk)		
_____	Cups, 8 oz, hot		
_____	Cups, 9oz, cold		
_____	Cups, 16 oz, cold		
_____	Ice		
_____	Napkins, paper - 1/4 fold, luncheon		
_____	Napkins, paper - 1/8 fold, dinner		
_____	Non-dairy creamer (ind pk)		
_____	Plasticware, Forks		
_____	Plasticware, Knives		
_____	Plasticware, Teaspoons		
_____	Plates, 6", poly-coated		
_____	Plates, 9", poly-coated		
_____	Sugar substitute (ind pk)		
_____	Sugar, white (ind pk)		
_____	Tea, black, bags w/strings (ind pk)		

Beverage/Food Service Supplies cont.
THIS SECTION HAS CHARGES FOR EACH ITEM

_____	30 cup urn	\$15.00 ea.	\$ -
_____	55 cup urn	\$30.00 ea.	\$ -
_____	100 cup urn	\$60.00 ea.	\$ -
_____	China, dinner plate (limited supply)	\$1.50 ea.	\$ -
_____	China, salad plate (limited supply)	\$0.75 ea.	\$ -
_____	Cooler, 5 gal	\$2.00 ea.	\$ -
_____	Cooler, 100 qt	\$12.00 ea.	\$ -
_____	Glassware, coffee mugs (limited supply)	\$0.50 ea.	\$ -
_____	Glassware, water (limited supply)	\$0.40 ea.	\$ -
_____	Silverware, forks (limited supply)	\$0.20 ea.	\$ -
_____	Silverware, knives (limited supply)	\$0.20 ea.	\$ -
_____	Silverware, teaspoons (limited supply)	\$0.20 ea.	\$ -

_____	Gas Grills & Cookers	\$75.00 ea.	\$ -
1	plus cost to refill tank - user to provide account #		\$ -

_____	Fire Extinguishers	\$1.00 ea.	\$ -
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Linens:

_____	Square, white (Linens of the Week) 71"x71"	\$0.60 ea.	\$ -
_____	Square, white (Linens of the Week) 85"x85"	\$1.00 ea.	\$ -
_____	Large, white (Linens of the Week) 52"x114"	\$1.70 ea.	\$ -
_____	Napkins, mauve 20"x20"	\$0.55 ea.	\$ -
_____	Napkins, navy 20"x20"	\$0.55 ea.	\$ -
_____	Napkins, teal 20"x20"	\$0.55 ea.	\$ -
_____	Napkins, white 18"x18"	\$0.55 ea.	\$ -
_____	Rectangular, navy (limited supply) 52"x92"	\$12.00 ea.	\$ -
_____	Rectangular, Ivory (Director's use ONLY) 52"x92"	NC	
_____	Rectangular, teal 52"x92"	\$12.00 ea.	\$ -
_____	Round, beige 55"	\$10.00 ea.	\$ -
_____	Round, mauve 68"	\$10.00 ea.	\$ -
_____	Round, navy 58"	\$10.00 ea.	\$ -

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	Round, teal 70"	\$10.00 ea.	\$	-
	Round, white 66"	\$10.00 ea.	\$	-
	Skirting, table _____3' _____6' _____8' _____14' _____21'	\$1.50 per ft.	\$	-
	Square, mauve 62"x62"	\$11.00 ea.	\$	-
	Square, navy 62"x62"	\$11.00 ea.	\$	-
	Square, teal 62"x62"	\$11.00 ea.	\$	-
	Square, white 62"x62"	\$11.00 ea.	\$	-
	Easels	\$2.00 ea.	\$	-
	Coat Rack	N/C		
	Hangers	N/C		
	Traffic cones	\$2.00 ea.	\$	-
	Extension Cords	\$1.00 ea	\$	-
	Security (account 122206)	\$9.87 per hr	\$	-
Subtotal:			\$	-

Total Room Rental: (pg 1)	\$	-
Total Event Setups & Restore: (pg 2)	\$	-
Total of Items:	\$	-
Total Refundable Deposit:	\$	-
Total Tank Refill:	\$	-

Grand Total	\$	-
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NOTE: It is possible to get additional items on the day of the function, however, payment will be due at that time for those items. Please initial in the space provided that you have been informed of this information.

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Please charge Account Number _____ for the social event _____ scheduled to be held on _____ for the Grand Total shown above.

Event Sponsor Approval _____ Date _____

Event Coordinator Approval _____ Date _____

Sponsored Programs Approval _____ Date _____

Prepared By: Frendessa Berry

Title: Social Function Coordinator

Phone: 804-684-7067