

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

TO:
FROM: Bud Davenport, Manager Social Functions
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	

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			\$ -	
_____ Canopies (10x10)				\$ -
Grounds			\$ -	
_____ Tents (15x15)				\$ -
Grounds			\$ -	
_____ Tent (20x30)				\$ -
Grounds			\$ -	
_____ Library				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
_____ CBH Atrium				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
_____ CBH 2nd Floor Conference Room				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
_____ CBH 3rd Floor Conference Room				\$ -
Grounds			\$ -	
Housekeeping			\$ -	
_____ Outside Events (Tents, Canopies, Tables, Chairs, etc)				\$ -
Grounds			\$ -	
Housekeeping			\$ -	

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<u>Use</u>	<u>Hours</u>	<u># of Staff</u>	<u>Subtotal</u>	<u>Total</u>
_____ DCOP Conference Room Housekeeping			\$ -	\$ -
_____ Nunnally Conference Room Housekeeping			\$ -	\$ -
_____ Wilson House Conference Room 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, Inside only, folding, rectangle (6'x30")	(seats 8)	\$7.00 ea.	\$ -
_____ Tables, Outside only, folding, rectangle (8'x30")	(seats 10)	\$8.50 ea.	\$ -
_____ Tables, Inside only, round (48")	(seats 6)	\$7.50 ea.	\$ -
_____ Chairs, folding		\$1.75 ea.	\$ -
_____ Chairs, stacking, Inside only		\$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.	\$ -
<u>Foliage:</u>			
_____ Ficus Trees		\$9.00 ea.	\$ -
_____ Ferns		\$3.00 ea.	\$ -

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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.	\$	-
 <u>Linens:</u>				
_____	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.	\$	-

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_____	Round, navy 58"	\$10.00 ea.	\$ -
_____	Round, teal 70"	\$10.00 ea.	\$ -
_____	Round, white 66"	\$10.00 ea.	\$ -
_____ ft	Skirting, table ____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.	\$ -
_____	Cloths for Outside Events Only	\$1.00 ea.	\$ -
_____	Easels	\$2.00 ea.	\$ -
_____	Coat Rack	N/C	
_____	Hangers	N/C	
_____	Traffic cones	\$2.00 ea.	\$ -
_____	Extension Cords	\$1.00 ea	\$ -

Audio Visual Equipment and Personnel:

_____	Audio Visual Personnel	\$ 20.00 per hour	\$ -
_____	Overhead Projector	\$ 5.00 ea.	\$ -
_____	Video Projector	\$ 10.00 ea.	\$ -
_____	Slide Projector	\$ 5.00 ea.	\$ -
_____	DVD/VCR Player	\$ 5.00 ea.	\$ -
_____	Video Camera	\$ 5.00 ea.	\$ -
_____	DVD Processing	\$ 50.00 ea.	\$ -
_____	Video Services	\$ 40.00 per hour	\$ -
_____	VHS Tape	\$ 2.00 ea.	\$ -

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

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.

**Please charge Account Number _____ in the amount of \$_____ for the social event
_____ scheduled to be held on _____.**

Event Sponsor Approval _____ Date _____

Event Coordinator Approval _____ Date _____

Sponsored Programs Approval _____ Date _____