



333 Community Boulevard
Wytheville, VA 24382

Toll-free: 866-694-8287
Direct: 276-223-3416
Fax: 276-223-3506
meetings@wytheville.org

Facility Guidelines Agreement

Please review the following agreement and return the signed contract to the Wytheville Meeting Center (WMC) as soon as possible.

Reservations

Event bookings are considered “tentative” until a signed contract and Facility Guidelines Agreement are received prior to scheduled date of event. Your contract outlines the date and hours of your event, the meeting space reserved, and other services, and amenities you require. Meeting spaces will be set according to the signed contract documents. The WMC reserves the right to alter space assignments as necessary. Requests for a different setup on the day of the event could result in additional setup fees. Any changes to the initial meeting room set during the course of a day may be subject to a changeover fee. There is no fee for normal overnight changes.

Food & Beverages

WMC approved caterers must be used for all meal functions and/or break services must be purchased through the WMC. Continental breakfast, morning break, and afternoon break items are available for purchase. Food and drink orders and the final attendee head-count should be provided at least one week in advance. Alcoholic beverage services must be arranged in advance with the WMC and in accordance with Virginia ABC laws. A Virginia ABC License is required and the consumption of alcoholic beverages is restricted to the licensed function area. (See **Security** below.) Alcohol may not be stored at the WMC overnight.

Audio Visual Requests & Technical Assistance

Audio visual needs, such as equipment and/or additional technical assistance should be arranged for at least one week in advance. Basic technical assistance is provided to customers who use the WMC's equipment. After a basic 30 minutes, technical assistance may be billed by the hour. While every effort will be made to provide assistance, last minute requests for equipment or technical assistance may not be available.

General Regulations

- Exit doors must not be blocked.
- Tobacco products are prohibited.
- Only service animals are allowed in the building.
- Candles must be in an enclosed, non-flammable holder.
- Use of tape on any wall surface, glass or equipment is prohibited. Repair costs resulting from such damages will be charged to the client.
- Materials must be removed from event space by the end of contracted move-out time.
- Any additional cleaning required, beyond normal changeover routines, may incur a fee.

- Outside activities occurring on WMC property associated with your event must have prior approval by the scheduler of your event. This includes use of patio space, parking lot, grass area, etc.
- Banners and signs must have WMC approval prior to displaying.
- Noise levels must not disrupt or become a nuisance to other events.
- All functions must end by midnight.

Security

A Town of Wytheville Police Officer is required to be on duty at all functions where alcohol is being served. Arrangements will be made by the WMC staff and the Wytheville Police Department. The required charge is \$32.00 per hour, for a minimum of three hours. The officer will be scheduled for 30 minutes before and after alcohol is served. The client will be charged additional fees at the same rate if the officer must work beyond the original contract time. All functions that serve alcohol require security. The WMC reserves the right to request for security for large events that are open to the general public. Such determinations will be made on a case by case basis.

Liability

WMC reserves the right to inspect all functions. Damages to the facility will be the responsibility of the organization or person hosting the event to the extent caused by acts or omissions of the organization's agents or employees. This includes any damage to the building or contents. If an event includes children under the age of 18, adult supervision is required. WMC assumes no responsibility for personal items or equipment brought in by any individual or group.

Payment

The Virginia Sales and Use Tax Act require the collection of a 5.3% tax on all retail sales made in the Commonwealth of Virginia except those exempt by law. (§58.1-603, 604) Please note that catering services are considered taxable by the Commonwealth of Virginia Department of Taxation, even for non-exempt agencies.

Cancellations received prior to 30 days before an event, may result in a \$25 cancellation fee. Cancellations received less than thirty days prior to the scheduled function may result in a cancellation fee of 50% of the amount shown on the most current event contract. Cancellations are not official until you have contacted the WMC via phone, email or in person.

The WMC Facility Guidelines Agreement must be signed and returned prior to event. A deposit of 50% of the total room costs may be due at signing. An invoice will be sent the following business day after the event. Failure to pay in full 30 days after the invoice is issued will result in the imposition of 10% interest on the unpaid balance. Return checks will incur a handling fee of \$25.00. If an unpaid balance is referred for collection to an attorney or collection agency, the debtor will be liable for all collection fees.

Included with rental of event space:

- Set-up and tear down of room(s) – including tables, chairs, trash cans, pens, pads, break stations, etc.
- Linens for all tables and skirting for requested tables.
- Cloth napkins upon request. Color selection available.