

## Wytheville Meeting Center Facility Guidelines Agreement

Please review the following agreement, sign, and return to the Wytheville Meeting Center as soon as possible. The Wytheville Meeting Center is referred to as "WMC" below.

### Reservations

Event bookings are considered "Tentative" until we receive a signed Facility Guidelines Agreement. Advanced booking contracts must be returned within **thirty (30) days**. We reserve the right to alter space assignments as necessary. Please see the receptionist at the Information Desk upon your arrival. The general hours of operation for the facility are Monday-Friday 8 a.m. to 5 p.m. Earlier or later hours or additional days of operation will be based on clients' requests and must be arranged in advance.

Your contract indicates the hours the facility has been reserved. Utilization of the WMC prior to or after the times indicated on your contract requires advanced approval and may incur an additional fee.

### Food & Beverages

**All break services must be purchased through the Wytheville Meeting Center.** Continental breakfast, morning and afternoon break items are available for purchase. Please provide the refreshment orders at least one week in advance. Actual food and beverage costs are determined by the number of participants attending the event or the number that are guaranteed.

**Wytheville Meeting Center approved caterers must be used for all meal functions.** Other outside food sources are not allowed.

Alcoholic beverage services must be arranged in advance with the WMC and in accordance with Virginia ABC laws. "Brown bagging" is not permitted.

### Audiovisual Requests & Technical Assistance

Please provide audiovisual requests at least one week in advance. Technical assistance is available and should be requested at least one week in advance. Basic technical assistance is provided to customers who use the WMC's equipment. After a basic allowed **30 minutes**, technical assistance is 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.

### Liability

WMC reserves the right to inspect all private 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 breakage or damage to the building or contents. Materials should not be attached to the walls. Please request flip chart holders or easels to display posters, charts, etc. If an event includes children under the age of 18, adult supervision and chaperones are required. WMC assumes no responsibility for any personal item or equipment brought in by any individual or group.

### Regulations

Exit doors must not be blocked; no tobacco products are allowed in the building; only service animals are allowed in the building. Failure to pay in full at the time that goods or services are rendered or when billed will result in the imposition of **10 percent interest on the unpaid balance**. Return checks will incur a handling fee of \$25.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for all collection fees. Requesting goods or services will be deemed to be acceptance of these terms.

### Security

The use of private security guards must be cleared with the WMC administrative office at least one week in advance of the event. The credentials of security personnel must be made available for review.

All private functions that serve wine, beer, or alcohol will require additional security. The number of security personnel required will be determined by the WMC and will require fees accordingly. All functions must end by midnight.

## Departure

Rooms should be left clean and orderly. Plastic bags are available at the Information Desk for use in disposing of excessive trash. Furnishings must be returned to their original configuration. A cleaning fee will be assessed for those rooms not left in proper order.

## Cancellations

Cancellations received **less than thirty (30) days** prior to the scheduled function may result in a **cancellation fee of 50 percent** of the amount shown on the Event Contract.

Failure to return the Guidelines Agreement does not automatically cancel an event. Cancellations are not official until you have contacted the WMC via phone, email, or in writing, and have received a cancellation number.

The Wytheville Meeting Center Facility Guidelines Agreement must be signed and returned immediately. A **deposit of fifty percent (50%) of total costs** from Event Contract, or credit card authorization, is due **ninety (90) days prior to the event**. The balance will be due the day of the event.

**I hereby agree to abide by the guidelines outlined in the Wytheville Meeting Center Facility Guidelines Agreement. I accept responsibility for charges incurred by my organization/event.**

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Onsite Contact – Day of Event: \_\_\_\_\_

Onsite Contact phone number: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**May we list your event on our website calendar and our outdoor welcome sign? Yes \_\_\_\_\_ No \_\_\_\_\_**

\_\_\_\_\_  
Date \_\_\_\_\_

Wytheville Meeting Center

**Please return signed agreement to:**

Jeanette Wood, Wytheville Meeting Center, P.O. Box 533, Wytheville, VA, 24382  
Facsimile: 276-223-3506