

# Upper Valley Events Center - Special Event Price Sheet

**Procedure:** You call the office at (802) 649 2772 and talk with Bruce or his representative and together determine the relevant details of your party. After this conversation a first-pass estimate will be written up, which can be either printed or E-mailed to you for review with your decision makers. You should plan on a site visit.

**Your Plans:** You specify the date, estimate the number of participants, and propose extra items needed beyond what comes with your starting price. These extra items may include: portable catering tent 20'x20', dance floor, PA system, tiki torches, special lighting, adventure or games packages, parking assistance, and cleanup and set up assistance. You will need to decide if you will clean up or will you hire the UVEC to do it. Also, you will choose your entertainment (band, DJ, do-it-yourself with our PA/Ipod system), flowers, decorations and catering. You will decide if you will clean or we clean up, who is going to cater and any other particulars including when setup will occur and who will assist with set up. When you rent the site you will get an exclusive for a defined period - generally from 12:30 PM on Saturdays and from 11:30 AM on Sundays till curfew at 11 PM. Other days, please inquire about when exclusivity could start.

**What You Get:** Default amenities included in the Starting Price listed to the right include: one party tent (80 x 40 feet - good for up to 200 guests, which comes with a carpeted floor, perimeter accent lights, dimmable overhead lights, optional side walls), up to 25 five-foot diameter round wooden tables and 200 brown folding plastic chairs, on site parking for up to 200 cars, an amphitheater and wooden stage, fire pit, grassed areas, barbecue grill(s), five picnic tables, foot paths

through the gardens, one fenced and one unfenced children's playground, outdoor handicap accessible toilet, two indoor toilets, two kitchens, two activity rooms, one ready room with private access and bathroom (for bridal parties), use of up to six non-matching arm chairs for special guests and an awning-covered deck area. Should you want or need a larger tent and more supplies, additional charges will apply. The Events Center staff will assist with set up during business hours.

Starting Price	
Friday or Saturday or Sunday before Holiday	\$500 + \$3.75 per person
All other Days	\$250 + \$3.75 per person
Other Possible Charges	See below

## Optional Items

Adventure Package - two parallel 200' zip lines and inflatable bouncy castle - \$75. Games Package - volleyball, badminton, horseshoes, tug-o-war, bocce ball, sack race bags, treasure hunt - \$75

Lewiston Hall - sound system, instruments and disco ball - \$250. Catering Tent - \$50

Public Address System - Two speakers, amplifier, microphone, iPod hook up and CD player - \$75

Day-of-Party Assistance - to handle parking, on site logistics and any other needs - \$30/hr/staff person.

Planning - we can coordinate other items - photos, flowers, DJ, bands, catering, cakes, etc. - generally charged on a percentage of the costs.

Catering - Please consider our partners: Maple Street Catering, Stinsons or Bloods.

For summer 2010 only: If the tent that you will use is Bloods', then parties over 50 people must be catered by Bloods Seafood and Catering. Should you choose to cater with another company and still use Bloods' tent, a \$5.00 per person penalty will apply. Add \$650 for use of their tent.

The Events Center does not keep a dance floor, special lighting, table settings or other party items - you must rent these. Lodging - our first suggestion is the Norwich Inn - [www.Norwichinn.com](http://www.Norwichinn.com)

Per person costs are finalized the week before your event. Deposits of 50% must be paid in advance to reserve your time. Final payment must be made in advance of your party. Depending on the nature of your party, we may require a security, cleaning or garbage deposit or fee.

Date of last revision: June 2010