

Thank you for choosing Victory Camp for your special event!

Victory Camp Guidelines for Event Use

1. Rental Fees

The rental fee stated on your contract includes the use of the following: the contracted space for up to 8 hours on the date of your event, the contracted space for 4 hours set up/ preparation time on the day prior to your event, up to 50- 8' rectangular tables, and up to 500 chairs. Cafeteria events or events utilizing both rooms also include: one 100-cup coffee maker, tea maker, kitchen serving area and dish room, large reach in cooler, a food warmer, and a commercial size dishwasher. Some audio/ visual equipment is available, please discuss your options with your Victory Camp event coordinator.

Please note: Smoking is not permitted inside victory Camp building, the porch or deck area may be used as a smoking area, alcoholic beverages are not allowed on campus.

2. Tables and chairs

The use of tables and chairs are included in your rental fee. Please submit a layout of your planned set up to the Victory Camp office at least three days prior to your event. The allotted number of tables and chairs required by your diagram will be placed in an easily accessible location. You/ your group are responsible for the set up and take down of all tables and chairs. Tables should be wiped down with a wet cloth prior to take down.

3. Preparation Time

Your rental fee includes the use of the building on the date of your event and 4 hours of set up time the day prior. Victory Camp's operating hours are Monday – Friday, 8:00 a.m. – 4:00 p.m. If your event requires set up time outside of these regular hours, special arrangements will need to be made through the office in advance.

4. Event Time

You have been allotted 8 hours for your event. If additional time is needed, please contact the Victory Camp office to amend your contract. An additional charge may be required for longer usage.

5. Clean Up

We ask that your group take care of the following items before departing: remove any decorative items you have set up, wipe down all tables, return the tables and chairs to the storage area, remove any food items remaining in the kitchen area or cooler.

6. Victory Camp Staff

Part of your rental fee provides you with two Victory Camp staffers to assist you during your event. These staffers can orient you on the use of the serving area as well as the other equipment you may be using (teamaker, coffeepot, etc). They will also

remove the trash from the building after your event, monitor bathroom cleanliness, and sweep and mop the floors when you depart.

7. Other Services

Room Dividers: White curtain dividers may be rented for \$10 per set. Each set is 8 feet tall and 10 feet wide. There are 5 sets available. Dividers must be set up by Victory Camp staff and may not be moved by rental groups.

Please indicate if you will be utilizing the following items during your event:

CAFETERIA EVENTS

Dishwasher	_____
Kitchen Serving Area	_____
Refrigerator Storage	_____
100-cup Coffee Pot*	_____
Tea Maker *	_____
Sound System (cd player)	_____
Microphone	_____
Room Dividers#	_____

CHAPEL EVENTS ONLY

Projector	_____
Power Point	_____
Sound System (capable of accommodating live performances)	_____

**Does not include coffee, tea, cups or other condiments*

- additional charge