



# The Chincoteague Center

CONVENTIONS • CORPORATE EVENTS • FESTIVALS • MEETINGS • CONCERTS • CONFERENCES • WEDDINGS • REUNIONS

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## Security Deposit Signature Form

A \$250.00 security deposit is required, which is fully refundable when the following specifications are met.

1. When the person booking the area has elected to set the room arrangements, the chairs and tables must be returned to the proper storage areas, stacked according to instructions using rolling dollies to move items, protecting floors.
2. The kitchen and the entire Center must be left in the condition in which it was received. All food containers and related articles are to be bagged and placed in proper storage container outside kitchen door, with clean bag replacement in receptacles.
3. All decorating materials are to be removed from the premises.
4. The Center building, outside premises, and all interior items are left intact without damage or theft, and outside areas cleaned of debris.
5. All items listed in the attached guidelines sheet are met to the Center Director's approval.
6. Any opening or closing of moveable walls is strictly prohibited by client (moving of walls will result in total loss of security deposit).
7. Excess trash beyond closing of dumpster will result in loss of security deposit.
8. Missing tables in the after-event table count, will result in \$75 per table due to Center.
9. Taping, nailing or hanging items from walls or ceilings is prohibited, unless approved by Director. No affixing any items to Center draperies.
10. Tape used on floor must be blue painter's tape.

**NOTE: THIS DEPOSIT IS NON-REFUNDABLE IF THE EVENT IS CANCELLED BY THE THE CUSTOMER, UNLESS FULL RENTAL PAYMENT HAS BEEN RECEIVED PRIOR TO EVENT DATE.**

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Chincoteague Center

\_\_\_\_\_  
Booker of Record

Date \_\_\_\_\_

Date \_\_\_\_\_