

MEMO

November, 2017

TO: Windsor Town Council

FROM: Rita Richardson

RE: Proposed Windsor Town Center Rental Policies

The Windsor Town Center Advisory Board has researched rental rates and policies of other event centers in our area before deciding on the proposal that council is receiving. They discussed such things as giving a discount to Windsor residents and having a separate charge per hour for custodial services. Although they had no problem with these, they felt that we needed to have an affordable hourly rate to start with that would encourage the use of the facility and raise enough money to start paying the expenses of it. The Board also felt that it was important to have one simple hourly rate at the beginning that the staff from Parks and Rec and our employees could learn quickly and use easily. Also, once the center has been running for awhile, it will be easier (if there are no other charges added in) to tell whether the basic rate needs to be raised.

The Windsor Town Center Board has taken seriously the charge from Council about the need for this facility being able to pay for itself as soon as possible. They will be looking carefully at the income generated versus the expenses and will adapt their hourly rates as needed.

Obviously Council can make any changes that you want before adopting this proposal. We appreciate your support in addressing this need in our community and working with the county to make this a reality.

I also want to commend the members of our advisory board for all the time and effort they are putting into this project.

Windsor Town Center
RENTAL AGREEMENT FORM

Renter full name: _____ **Event date(s):** _____
Address: _____ **Event time(s):** _____
 _____ **Rental package no.:** _____
Phone no.: _____ **Email:** _____

Information about the event and usage of the facility:

FACILITY HOURLY RENTAL RATES⁽¹⁾		
Rental package no.	Rooms included	Hourly rate
1	Full building – gym, kitchen, meeting room, art room	\$125
2	Gym	\$75
3	Gym, kitchen	\$100
4	Meeting room, art room, kitchen	\$100
5	Meeting room, art room	\$50
6	Meeting room	\$50
7	Meeting room, kitchen	\$75
8	Art room	\$50
9	Art room, kitchen	\$75
10	Wedding package (see note below)	See note below

⁽¹⁾ Hourly rates are subject to change and may be modified at the discretion of the Windsor Town Center Advisory Board.

Wedding package: For renters needing the full building (package 1) for more than one consecutive day, the hourly rate for the shorter of the two days shall be \$62.50.

The rental agreement is being entered into by the person/institution identified on page 1 of this form and the Windsor Town Center (WTC). As such, the renter must be at least 21 years of age and fully provide the required contact information, credit card information, and ABC licenses (if applicable).

Contract and payment:

- All payments are to be made to the Town of Windsor and paid at the Windsor Town Hall.
- An additional 3% surcharge is applied to payments made through the use of a credit or debit card.
- The total rental cost is determined by the rental package hourly rate and total number of hours required by the renter (plus surcharge if applicable).
- A deposit of 50% of the total rental cost is required upon signing the rental agreement to reserve the requested date(s) and time(s).
- A date/time will not be reserved for an event until the 50% deposit has been submitted by the renter.
- The total rental cost must be paid three weeks prior to the scheduled event. Unpaid balances will be automatically withdrawn from the credit card on file on the day of the event.
- An event may be cancelled at no cost if notification is received by the WTC at least 60 days prior to the scheduled event. If an event is cancelled after the 60 day window has expired, the deposit will be retained by the WTC unless another event can be scheduled for that day/time, in which case the deposit will be returned to the renter in full.
- Additional time, rooms, and/or resources cannot be added to or removed from the rental agreement unless notice is given three weeks prior to the scheduled event.
- If the renter exceeds the agreed upon time set for the event without giving notice three weeks prior to the event, the credit card on file will be billed \$250 for each additional hour used.
- If the renter uses additional resources, beyond those stipulated in the agreement, the credit card on file will be billed \$250 for each hour the facility was in use.
- If sufficient notice is provided by the renter, additional time may be added (if available) or removed, by the renter as an amendment to the original agreement.
- If additional rooms and/or resources need to be added (if available) or removed, the original agreement will be voided and the deposit returned to the renter, and a new agreement will be completed.

I have read, understand, and agree to the contract and payment policies (initial): _____

General usage:

- The facility closes at 11 pm, and all events must be fully completed (including cleanup) by that time. Extended operating hours may be granted and require board approval.
- No animals of any kind are allowed on the premises (excludes service animals).
- No smoking inside or outside the facility (WTC is on public school premises).
- No firearms allowed inside or outside the facility (WTC is on public school premises).
- Children must be supervised at all times by an adult (at least 21 years of age).
- The WTC retains the right to refuse the use of the facility at any time for events that are deemed unsafe, include illegal activities, or are non-compliant with reasonable standards of conduct in a public venue.
- The WTC is not responsible for any and all items that are damaged, lost, or stolen before, during, or after the event.
- Consumption of alcoholic beverages requires a Virginia ABC license which must be on file in the WTC office at least 5 business days before the event. Open alcohol containers may not be taken outside the facility at any time.

I have read, understand, and agree to the general usage policies (initial): _____

Vendors, caterers, and entertainment:

- The WTC does not provide linens, plates, silverware, glasses or cups.
- If applicable, the name and contact information of any vendor, caterer, or entertainment must be provided on this rental form.
- DJ and/or band must provide their own sound system

I have read, understand, and agree to the vendors, caterers, and entertainment policies (initial): _____

Decorations:

- No decorations may be taped, stapled, pinned, or otherwise affixed to walls, floors, or ceilings.
- Confetti, glitter, and spray paint may not be used within the facility.
- The throwing of confetti, rice, rose petals or litter of any kind is prohibited.
- Bubbles and bird seed can be used outside at weddings.
- Candles are permitted only if they are placed in a globe and the flame does not go outside the globe.

I have read, understand, and agree to the decorations policies (initial): _____

Setup:

- The renter is responsible for walking through the facility with a WTC employee before the event to check that the event plan has been executed properly and to establish an initial baseline condition for the facility.
- The renter must meet with WTC management at least 3 weeks before the event to provide details and requirements for event seating and activities.
- Additional changes to the agreed upon event plan that require additional time or resources of the WTC are not allowed

I have read, understand, and agree to the setup policies (initial): _____

Cleanup:

- The client is fully responsible for cleaning any and all rooms identified in the rental package whether or not they were utilized during the event.
- The client is responsible for walking through the building after an event with a WTC Employee to ensure the state of the facility is identical to the initial baseline condition identified before the event.
- The client will be responsible and charged for any damages to the building, equipment, or furniture and for any items missing after the event.
- Additional cleanup required by the WTC to return the facility back to the initial baseline condition will be charged to the credit card on file at the hourly rate for the rental. The amount of time required to perform the additional cleanup will be determined by the WTC staff.

I have read, understand, and agree to the cleanup policies (initial): _____

In consideration for the use of the WTC facilities; the client, its guests and invitees hereby releases the Town of Windsor and Isle of Wight County, to include Isle of Wight County School Board and Isle of Wight County Parks and Recreation department, from and for all liability, claims and demands on account of injury, loss or damage including property loss or damage, bodily injury, or sickness, that the client or guests may suffer as a result of such use.

Additionally, by signing below, the renter is agreeing to all WTC policies and procedures as set forth in this agreement and to pay the full cost for the rental along with additional charges for any damages or expenses incurred as a result of the rental.

Renter signature: _____

Date: _____

WTC employee: _____

Date: _____

Total cost:

To be completed by WTC employee and reviewed by renter.
All payments made to Town of Windsor and paid at Windsor Town Hall. A

Rental package number: _____

Package hourly rate: _____

Number of hours: _____

Sub-total cost (hourly rate × number of hours): _____

Credit card surcharge (3% of Sub-total cost): _____

Total cost (Sub-total cost + surcharge): _____

Setup/cleanup review:

Plan reviewed and agreed upon by:

Setup review completed (date and time): _____ Renter initial _____ WTC initial _____

Cleanup review completed (date and time): _____ Renter initial _____ WTC initial _____

Vendors, caterers, and entertainment:

Please list below any vendors, caterers, and entertainment that will be operating at the event and include contact information.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

ABC license information:

Make copy of license and store with rental agreement form.

Name on license: _____ License type: _____

License number: _____ License date(s): _____

Credit card information:

Make copy of both sides of card and store with rental agreement form

Name on card: _____ Zip code: _____

Card type: _____ Card number: _____

Expiration date: _____ CVV code: _____



**WINDSOR COMMUNITY CENTER
FOR REVIEW AND DISCUSSION**

10/24/2017

Demolition

1)	Demo Existing CMU Walls (Approx 300 SF) (incl loading and disposal)	\$4,155.00
	Demo for new new footing and slab on grade	\$2,000.00
	Demo 19 Exist 3.0X7.0 Doors (Incl core&frame)	\$5,700.00
	Demo 1 Exist 6.0X7.0 Dbl Door (Incl core&frame)	\$300.00
	Remove ACT (Approx 6000SF) (incl grid & channel)	\$15,900.00
	Remove & Dispose of AST (8000 gal)	\$10,000.00
	Remove & Dispose of Free product (500 gal)	\$1,750.00
	Remove and Store Wall Lockers	
	Remove Existing Vinyl Siding, Block&Anchor Approximately (30LF)	\$2,540.40
	Remove Existing Concrete Pad (20X7)	\$225.00
	Remove Existing Basketball Goals and Assembly (2 EA)	\$1,300.00
	Demo Existing Vinyl Floor (9X18)	\$1,296.00
	Demo Existing Vinyl Floor (14X16)	\$896.00
	Remove Existing Thickset Tile Finish	\$1,375.00
	Remove Existing Water Closets (9 EA)	\$423.00
	Remove Existing Sinks (10 EA)	\$470.00
	Remove Existing Sinks, Urinals	\$611.00
	Remove Existing GB and Blocking (360 SF)	\$2,048.40
	Remove Window Tile & Sill	\$4,928.40
	Remove Existing Window Treatments (3 EA)	\$190.50
	Remove 6' High Concrete Locker Base (32 CY)	\$11,200.00
	Remove Existing Locker Room Bench (5 EA)	\$367.50
	Remove Existing Steel Tube Column & Bracing	\$1,356.00
	Remove Existing Display Case & Prep (10 LF)	\$590.00
	Remove Existing Ticket Window & Prep	\$450.00
	Remove Existing Boiler	\$1,450.00
	Remove Existing Pump/Piping	\$3,300.00
	Remove Existing Heaters - 5	\$635.00
	Remove Existing HVAC units	\$1,340.00
	Remove Existing FCU's - 2	\$3,100.00
	Remove Existing Conenser Units - 2	\$1,120.00
	Remove Existing Rooftop Fans - 15	\$1,725.00
	Remove Existing Gravity Ventilator	\$495.00
	DEMOLITION TOTAL	\$83,237.20

Construction

1)	New CMU Walls (320 LF) (incl 300 x 8' high wall standard 16x8 block)	\$15,040.00
	New Footing /slab on grade	\$3,500.00
	New 3.0x7.0 doors (11)	\$7,810.00
	New 6.0X7.0 Dbl Doors (6)	\$8,700.00
	Install New Storefront	\$5,000.00
	Install New Casework	\$8,000.00
	Install ACT (Approx 6000 SF)- incl wire&grid	\$37,440.00
	Install Existing Lockers 18"x15"x72") 10 pieces	\$2,980.00
	Retractable Basketball Goal (2)	\$6,250.00
	Paint Walls (Labeled in FINISH SCHEDULE)	\$36,000.00

(Approx 8000 sf)		
Epoxy Paint Walls (Approx 700 SF)		\$5,600.00
Install Sheetrock 1/2' Fire Retardent APProx 1500 SF		\$7,965.00
Install Carpet (Approx 5720 SF)		\$9,533.33
(46 oz Heavt Traffic incl base)		
Install Tile- Approx 1364 SF		\$6,138.00
Install VCT/LVT - Approx 1000 SF		\$5,000.00
Install Epoxy Flooring in Art Room (448sf*\$5.00)		\$2,240.00
Install New Toilet Partitions		\$2,500.00
Refinish of 5,016 sf gym floor @\$3.00/sf		\$15,048.00
Utilites (Incl 4' San Sewer piping)		\$1,860.00
Electrical		\$30,000.00
Data/Fire Alarm (Incl Panel Box&4 Zone)		\$8,500.00
Install Rooftop HVAC Units - 6		\$24,450.00
Install Rooftop Fans - 6		\$7,350.00
Misc. Steel Roof Top Units		\$20,000.00
Misc. Roof Patching		\$10,000.00
Install 1-TN Mini Split		\$2,100.00
Install Electric Unit Heaters - 4		\$50,000.00
Install Grilles,Registers,Diffusers		\$3,975.00
Install Galv Metal Ductwork (less than 5000 lbs)		\$12,840.00
Install Ductwork in the Gym		\$12,375.00
Plumbing (Incl rough-in & install 3 ADA WC)		\$9,000.00
Plumbing (install 36" grab bars)- (1-18")		\$417.50
Plumbing Sinks -20X18- (3)		\$1,365.00
Plumbing Solid Surface Vanity Tops (3)		\$900.00
Mirrors with SS Frame (3)		\$456.00
Toilet Tissue Dispenser (3)		\$111.00
Paper Towel Dispenser Automatic		\$393.00
Sanitary Napkin Disposal (2)		\$450.00
Baby Change Station (2)		\$538.00
Plumbing (Water Supply incl Insulation)		\$5,280.00
Equipment Tie-in		\$5,000.00
Kitchen		\$60,000.00
FF&E		\$35,000.00
Construction Contingency - 10%		\$48,710.48

CONSTRUCTION TOTAL \$535,815.32

Total Direct Construction Costs			\$619,052.52
Sales Tax on Material & Equipment	@	6%	\$0.00
Labor Burden	@	34%	\$0.00
Installing Contractor Overhead	@	15%	\$92,857.88
		Sub-total	\$711,910.39
Installing Contractor Profit	@	10%	\$71,191.04
		Sub-total	\$783,101.43
General Contractor Fee	@	6%	\$46,986.09
		Sub-total	\$830,087.52
Bond	@	2.60%	\$21,582.28
		Sub-total	\$851,669.80
Design Contingency	@	15%	\$127,750.47
Escalation	@	2%	\$18,736.74

\$998,157.00