



Smithfield Event Venues Fee Structure

Standard Rates	Saturday	Friday or Sunday	Weekday
Wedding and Reception Venues			
Smithfield Center Main Hall Plus Suites	\$ 1400	\$1200	\$ 600
Smithfield Center Main Hall	\$ 1200	\$ 1000	\$ 400
Windsor Castle Manor Riverfront	\$ 850	\$ 850	\$ 400
Wedding at Clontz Park and Reception at the Smithfield Center	\$ 1440	\$ 1260	\$ 720
Wedding at Windsor Castle and Reception at the Smithfield Center	\$ 1620	\$ 1440	\$ 900
Outdoor Wedding Ceremony Locations			
Haydens Lane	\$ 150	\$ 150	\$ 150
Clontz Park	\$ 200	\$ 200	\$ 200
Windsor Castle Manor Riverfront	\$ 400	\$ 400	\$ 400

In order to qualify for Isle Of Wight County Resident Rates, you must be a resident of Isle of Wight County.

Isle of Wight County Resident Rates	Saturday	Friday or Sunday	Weekday
Wedding and Reception Venues			
Smithfield Center Main Hall Plus Suites	\$ 1200	\$ 1000	\$ 600
Smithfield Center Main Hall	\$ 1000	\$ 800	\$ 400
Windsor Castle Manor Riverfront	\$ 750	\$ 750	\$ 400
Wedding at Clontz Park and Reception at the Smithfield Center	\$ 1260	\$ 1080	\$ 720
Wedding at Windsor Castle and Reception at the Smithfield Center	\$ 1350	\$ 1170	\$ 900
Outdoor Wedding Ceremony Locations			
Haydens Lane	\$ 150	\$ 150	\$ 150
Clontz Park	\$ 200	\$ 200	\$ 200
Windsor Castle Manor Riverfront	\$ 300	\$ 300	\$ 300



Three Tier Smithfield Center Kitchen Use Structure

All clients must choose a tier at their final checklist appointment, 2 weeks out from their event. All applicable fees must be paid in full at that time.

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
For clients who do <i>NOT</i> select a full service, licensed caterer	For clients who select a full service, licensed caterer <i>not</i> in our Featured Caterer Program	For clients who select a caterer from our <i>Featured Caterer Program</i>
<p>Client Pays</p> <ul style="list-style-type: none"> ◆ Facility fee 	<p>Client Pays</p> <ul style="list-style-type: none"> ◆ Facility fee ◆ \$ 1 per person fee 	<p>Client Pays</p> <ul style="list-style-type: none"> ◆ Facility fee
<p>Included in price</p> <ul style="list-style-type: none"> ◆ Rental of Hall and Furniture ◆ Use of warming kitchen-sinks, warming oven and fridges 	<p>Included in price</p> <ul style="list-style-type: none"> ◆ Rental of Hall and Furniture ◆ Use of warming kitchen-sinks, dishwasher, warming oven and fridges ◆ Use of all cooking equipment- convection ovens, gas ovens, griddle, stove top, steamer, and deep fryer ◆ Dishes-plates, glassware, silverware 	<p>Included in price</p> <ul style="list-style-type: none"> ◆ Rental of Hall and Furniture ◆ Use of warming kitchen-sinks, dishwasher, warming oven and fridges ◆ Use of all cooking equipment- convection ovens, gas ovens, griddle, stove top, steamer, and deep fryer ◆ Dishes-plates, glassware, silverware ◆ 2 extra hour of time- \$100 value ◆ Free packets of coffee
<p>Recommendations for this tier:</p> <ul style="list-style-type: none"> ◆ Bring or have delivered ready to eat food items ◆ use disposable dishes ◆ buy or rent chaffers to keep food hot 	<p>Requirements for this tier:</p> <p>Client must select a full service caterer that is licensed, insured and has current health department certifications.</p>	<p>Requirements for this tier:</p> <p>Client must select a caterer from our Featured Caterer Program. (All of the caterers listed with the Center are licensed and insured with health department certifications.)</p>