



Rental Fee Structure

SMITHFIELD CENTER		
WEEKDAYS	Standard Rates	Residents of Isle of Wight County
Main Hall Plus Suites	\$600	\$600
Main Hall	\$400	\$400
Double Suite	\$200	\$200
Triple Suite	\$300	\$300
Quad Suite	\$400	\$400
FRIDAYS & SUNDAYS		
Main Hall	\$1000	\$800
Main Hall Plus Suites	\$1200	\$1000
SATURDAYS		
Main Hall	\$1200	\$1000
Main Hall Plus Suites	\$1400	\$1200
OUTDOOR SITES		
Memorial Lawn	\$300	\$300
Clontz Park	\$200	\$200
Hayden's Lane	\$150	\$150
WINDSOR CASTLE PARK		
Manor Riverfront - Weekend Rental	\$850	\$750
Manor Riverfront - Wedding Only (4 hour block of time)	\$475	\$375
General Park Use (area by the Main Parking Lot at Windsor Castle Park)		
50 - 100 people	\$35	\$25
100 - 200 people	\$60	\$50
200 - 300 people	\$85	\$75
300 - 500 max	\$120	\$100
Add Electricity	\$10	\$10

Isle of Wight County residency is determined by the following:

The party or business that signs and pays for the Center or Outdoor Site must be a resident of Isle of Wight County and show proof in the form of photo identification.



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 <u>NOT</u> select a full service, licensed caterer	For clients who select a full service, licensed caterer <u>not</u> in our Featured Caterer Program	For clients who select a caterer from our <i>Featured Caterer Program</i>
Client Pays	Client Pays	Client Pays
<ul style="list-style-type: none"> ◆ Facility fee 	<ul style="list-style-type: none"> ◆ Facility fee ◆ \$ 1 per person fee 	<ul style="list-style-type: none"> ◆ Facility fee
Included in price	Included in price	Included in price
<ul style="list-style-type: none"> ◆ Rental of Hall and Furniture ◆ Use of warming kitchen-sinks, dishwasher, warming oven and fridges 	<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 	<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 ◆ 1 extra hour of time-\$ 50 value ◆ Free packets of coffee
Recommendations for this tier:	Requirements for this tier:	Requirements for this tier:
<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>Client must select a full service caterer that is licensed, insured and has current health department certifications.</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>