

## War Memorial Chapel Special Events Pricing List

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### **Chapel Special Events:**

- Reservations must be made at least 3 months prior to the event date.
- 1 hour is required for rehearsals
- A minimum of 2 hours is required for ceremonies
- Maximum occupancy is 260 people (including staff, participants, and guests)
- In the case of a cancelled event, you will need to notify the War Memorial Chapel and Events staff at least 60 days in advance or full charges will be billed.
- Client is required to have an experienced coordinator to direct the rehearsal and the ceremony. A member of the Chapel staff can provide this service for you, or you can hire someone else to coordinate.
  - Chapel Staff Coordination Fee: **\$150**

### **The Chapel (Inside):**

- Students: **\$65 per hour**
- Alumni: **\$100 per hour**
- Affiliated: **\$100 per hour**

### **The Chapel Court (Roof):**

- All Clients: **\$50 per reservation**

[**Please Note:** Client will also be charged for the inside of the Chapel based on Affiliation (The inside of the Chapel is automatically booked as a rain location).]

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## War Memorial Chapel Special Events Rental Items Price List

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### **CANDLELIGHT PACKAGES:**

*[Please Note: Any of the equipment included in each candlelight package may be omitted. However, omitted equipment may not be substituted for other items not included in the candlelight package.]*

<b>ITEMS [All prices include setup and candles]:</b>	<b>PRICE:</b>
<b>Full Candlelight Service - Brass:</b>	<b>\$165</b>
<ul style="list-style-type: none"> <li>• Choice of (2) Seven-Candle or (2) Spiral Candelabra</li> <li>• (12) Aisle Candles</li> <li>• (1) 15-Candle Candelabrum</li> <li>• A Unity Service (Choice between Free-Standing or Altar Unity Setup)</li> <li>• (2) Candle Lighters</li> </ul>	
<b>Full Candlelight Service - Nickel:</b>	<b>\$165</b>
<ul style="list-style-type: none"> <li>• (2) Spiral Candelabra</li> <li>• (12) Aisle Candles</li> <li>• (1) 15-Candle Candelabrum</li> <li>• A Unity Service (Choice between Free-Standing or Altar Unity Setup)</li> <li>• (2) Candle Lighters</li> </ul>	
<b>Full Candlelight Service - Wrought Iron:</b>	<b>\$165</b>
<ul style="list-style-type: none"> <li>• Choice of (2) Five-Pillar Candle Candelabra or (2) Nine-Candle Candelabra</li> <li>• (12) Aisle Candles</li> <li>• (1) 15-Candle Candelabrum</li> <li>• A Free-Standing Unity Service</li> <li>• (2) Candle Lighters</li> </ul>	
<b>Basic Candlelight Service - Brass:</b>	<b>\$80</b>
<ul style="list-style-type: none"> <li>• Choice of (2) Seven-Candle or (2) Spiral Candelabra</li> <li>• (1) 15-Candle Candelabra</li> <li>• A Unity Service (Choice between Free-Standing or Altar Unity Setup)</li> </ul>	
<b>Basic Candlelight Service - Nickel:</b>	<b>\$80</b>
<ul style="list-style-type: none"> <li>• (2) Spiral Candelabra</li> <li>• (1) 15-Candle Candelabra</li> <li>• Unity Service (Choice between Free-Standing or Altar Unity Setup)</li> </ul>	
<b>Basic Candlelight Service – Wrought Iron:</b>	<b>\$80</b>
<ul style="list-style-type: none"> <li>• Choice of (2) Five-Pillar Candle Candelabra or (2) Nine-Candle Candelabra</li> <li>• (1) 15-Candle Candelabra</li> <li>• A Free-Standing Unity Service</li> </ul>	

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**CANDELABRA AND AISLE CANDLES:**

<b>ITEMS [All prices include setup and candles]:</b>	<b>PRICE:</b>
<b>(2) Seven-Candle Candelabra</b> Brass only (holds taper candles)	<b>\$35</b>
<b>(2) Spiral Candelabra</b> Choice of Brass <b>or</b> Nickel (Holds taper candles or tea lights in globes)	<b>\$45</b>
<b>(2) Nine-Candle Candelabra</b> Wrought Iron (holds taper candles or tea lights in globes)	<b>\$45</b>
<b>(2) Five-Pillar Candle Candelabra</b> Wrought Iron (holds small pillar candles)	<b>\$45</b>
<b>(2) Five-Pillar Candle Branched Candelabra</b> Wrought Iron (holds small pillar candles)	<b>\$25</b>
<b>15-Candle Candelabra</b> Choice of Brass, Nickel, <b>or</b> Wrought Iron (Holds taper candles or tea lights in globes)	<b>\$35</b>
<b>Aisle Candle Set-Up:</b> (12) Aisle Candles placed every other pew (In Brass, Nickel, or Wrought Iron)	<b>\$84</b>

**OTHER CANDLE EQUIPMENT OPTIONS:**

<b>ITEMS [All prices include setup and candles]:</b>	<b>PRICE:</b>
<b>Unity Service Free-Standing</b> Choice of Brass, Nickel, <b>or</b> Wrought Iron	<b>\$15</b>
<b>Unity Service Altar-Arranged</b> Choice of Brass <b>or</b> Nickel	<b>\$15</b>
<b>Altar Candleholders</b> Choice of Brass, Nickel, <b>or</b> Wrought Iron	<b>\$1 (each)</b>
<b>Candle Lighters</b> Choice of Brass, Nickel, <b>or</b> Wrought Iron	<b>\$6 (each)</b>
<b>Tea Light Candle Setup</b> (15) to (30) candles placed on altar railings <b>or</b> on altar	<b>\$25</b>

**OTHER DÉCOR AND P/A OPTIONS:**

<b>ITEMS:</b>	<b>PRICE:</b>
<b>(12) Aisle Bows</b> Placed on every other pew <b>or</b> on Aisle Candles (your choice from our available selection)	<b>\$30 (total)</b>
<b>Lighted Silk Fichus Trees</b> Decorated with White Lights (8 trees maximum)	<b>\$3 (each)</b>
<b>Altar Cloth</b> Choice of lace or linen, in white <b>or</b> ivory	<b>\$10</b>
<b>Ivy Garland</b> Draped on altar rails <b>and/or</b> entrance rails	<b>\$10</b>
<b>P/A System</b> CD <b>and/or</b> MP3 Player only	<b>\$10</b>
<b>P/A System</b> With Wireless Microphone (Handheld and lapel microphones available)	<b>\$50</b>

**SETUP, REMOVAL, AND CLEAN-UP FEES:**

<b>ITEMS:</b>	<b>PRICE:</b>
<b>Tulle Setup/Removal Fee</b> This fee is for the set-up <b>and</b> removal of tulle or crepe back satin	<b>\$25</b>
<b>Set-up of Non-University Vendor's Equipment:</b> This fee is for the set-up <b>and/or</b> removal of equipment such as flowers, candelabra and decorations that are not property of The War Memorial Chapel.	<b>\$35</b>
<b>Removal/Clean-Up Fee</b> Additional unscheduled labor required for clean-up of excessive materials or damage to the facility.	<b>\$25</b>

## Old Dominion Ballroom Special Event Pricing List

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### Old Dominion Ballroom Special Events:

- Reservations must be made at least 30 days prior to the event date.
  - Old Dominion Ballroom, located in Squires Student Center, is primarily used as a reception site, but can also be used for ceremonies.
  - The Ballroom can fit about 150 people with a small dance floor
  - The cost is \$450 for the ballroom, balcony, and outdoor lawn.
  - A \$200 non-refundable deposit is required in order to hold the date.
  - The Ballroom is only available on Saturdays after Spring Commencement in May and prior to Residence Hall “Move-in Weekend” in August (which is always the weekend before fall semester classes begin – Please see the Virginia Tech [Academic Calendar](#) for more specific information).
  - Old Dominion Ballroom (Squires Student Center) Access:
    - The earliest you could access the Ballroom is 10:15am
    - The building closes at 11pm and everyone would need to be out of the facility by that time.
    - Late Night Access:
      - If you need to extend your access to the facility beyond 11 p.m., the Late Night Access Fee is \$120 per hour
      - The Late Night Access Fee can be prorated down to the quarter hour (\$30 for 15 minutes)
    - If you needed access to the venue on Sunday (for breakdown/cleanup), it would require another day’s rental of \$450 and is dependent on availability.
  - In the case of a cancelled event, you will need to notify the War Memorial Chapel and Events staff at least 30 days in advance or full charges will be billed.
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## *Old Dominion Ballroom Special Event Rental Items Price List*

ITEM	INVENTORY	PRICE
Maroon Chairs	280	\$0.25
5ft Round Tables - (8) people per table	29	\$9
White Large Round Table Cloths	-	\$5
Black Large Round Table Cloths	-	\$5
8ft x 3ft Rectangular Tables	47	\$7
6ft x 3ft Rectangular Tables	40	\$7
White Rectangular Table Cloths	-	\$5
Black Rectangular Table Cloths	-	\$5
6ft White Table Skirt	40	\$5
8ft Black Table Skirt	26	\$5
8ft White Table Skirt	11	\$5
3ft Round Cocktail Tables - pub or bistro height (highboys)	12	\$9
White Small Round Table Cloths	-	\$5
Black Small Round Table Cloths	-	\$5
3ft x 3ft Card Tables – square tables	15	\$7
4ft x 8ft Carpeted Riser (24in x 32in high)	24	\$7
24in Riser Steps	4	\$4.50
Gaffer Tape	-	\$15

**PLEASE NOTE:**

- The inventory numbers listed in the table above represent the total number of items in our supply. However, the availability of inventory for each item fluctuates depending on what has already been encumbered for other reservations.
- In the table above, we did not include inventory numbers for table cloths and skirts because we have more than enough for all of the tables in each shape and size.
- Gaffer tape is the only authorized tape that can be used in the facility. Clients will receive a roll upon arrival, and it will be charged to their invoice (we do not allow clients to supply their own gaffer tape).