



Special Event Checklist for Client

Prior to Event/Rental

- ❑ Fill out Special Event Space Rental Request Form and submit it to Sportsplex Management.
- ❑ Submit 25% non-refundable deposit to hold reservation once Sportsplex Management has determined final contract cost.
- ❑ If extra parking space is needed, contact Sportsplex to arrange agreement terms.
- ❑ All events seeking alcoholic beverage service must obtain a license by ABC law. All Beer On Premises Sales will be provided through Sportsplex. License of any additional wine or liquor converge will be required by applicant.
- ❑ All Special Events will require a Certificate of Insurance with Sportsplex as an additional insured (If applicable or required).
- ❑ Business License for Frederick County VA must be obtained for vending events.
- ❑ If there is any other requirements or needs for the event please include them on the Special Event Request Form and contact Sportsplex Management.

At Start of Rental

- ❑ Full payment of rental *prior* to rental time starting.
- ❑ Copy Certificate of Insurance with Sportsplex as an additional insured presented. (If applicable).
- ❑ Copy of ABC License (If applicable).

Exiting Rental Area - Expectations of Client

- It is the responsibility of the client to do a final walk-through once the rental has ended with a Sportsplex Manager On Duty (MOD) to assess the rental area condition. Client is responsible for all cleaning and any damages that arise during delivery of equipment, set-up, event duration and breakdown of event.
- Post Event Clean-up
 - Clean Area – broom swept
 - Removal of Trash - Sportsplex will provide one dumpster for the event. Additional dumpsters needed must be pre arranged and additional charges may apply.
 - Removal of all event items from rental space
 - Chairs, tables, stage, electrical equipment, etc.
 - See MOD if storage space is needed.
- All individuals and equipment involved with the rental must be removed from rental area **5 minutes prior** to end of rental.



Facility Details

Rights

- ❖ **Food Rights – Half-Time Snacks - Snack Bar Service & Catering**
- ❖ **Beer Pouring Rights – Half Time Snacks**

Rental Areas

Rental areas are all-inclusive to their total and immediate surrounding spaces. Additional rental items and services may apply. Any damages are the responsibility of the special event or rental contact.

Wells Fargo Home Mortgage Multi-Purpose Arena

- **188' x 88' (16,544 sq. ft)**
- **1,500 Person Occupancy (Increase in occupancy as of 3/08)**
- **12' x 12' Garage Door Access (Arena Netting and Door Space 10' H x 14' W)**
- **2 Double Door Access Points – 9' high x 14' wide**
- **3 Phase 120 Electrical Hook-Up (200 AMP) & 20 AMP receptacles (various locations on perimeter)**
- **Parcan Stage Lighting & Light Show System**
- **Wireless Internet**
- **Fully Enclosed Netting System**
- **Access to Stereo System including Wireless & Hardwire Microphone, Sirius Satellite Radio, Tape Player, and 5 Disc Changer**
- **Mezzanine Viewing Area**
- **Bleachers- 2-21' ft. and 2-15' ft.**

Jim Stutzman Chevrolet~Cadillac~Buick Artificial Grass Field

- **180' x 80' (14,400 sq. ft.)**
- **210 Person Occupancy**
- **Access to Stereo System including Wireless & Hardwire Microphone, Sirius Satellite Radio, Tape Player, and 5 Disc Changer via Skate Rental Area.**
 - **Additional PA and Stereo equipment rental and access available.**
- **Fully Enclosed Netting System**
- **Wireless Internet**
- **Mezzanine Viewing Area**
- **3 Phase 120 Electrical Hook-Up & 20 AMP receptacles around perimeter**
- **Bleachers- 2-21' ft.**

Meeting Rooms

- **Multi-Purpose Room**
 - 48' x 32' (1,536 sq. ft.)
 - Occupancy up to 120
 - **3 Meeting Rooms Occupancy of 15 persons**
 - Each room- 21' x 12'4 (260 sq. ft.)
 - Rooms can be opened up to become a larger party space as requested.
 - 3 rooms as one- 63' x 37'2 (2,343 sq. ft.)
 - 2 rooms as one- 42' x 24'8 (1,041 sq. ft.)
 - **2 Meeting Rooms Occupancy of 15 persons**
 - Each room- 16' X 12' (192 sq. ft.)
- ❖ Each room contains tables and chairs, which must remain in rooms.
- ❖ Wireless Internet is available at an additional charge.

First Aid Room

- AED- Defibrillator
- First Aid Supplies
- Wheel Chair
- Stretcher
- Handicap Bathroom w/ Shower

Adult Quiet Lounge

- 15' ft. X 15' ft.
- Couches & Chairs
- Wireless Internet
- TV-VHS & DVD
- Viewable Access to Wells Fargo Home Mortgage Multi-Purpose Arena

Facility Parking

- **450 parking spaces (265 + on site and surrounding business additional 200 Spaces)**
 - Additional parking arrangements have been granted through surrounding entities on the Commonwealth Court Business Park.
- **Parking Guidelines**
 - All fire lanes must remain open at all times during set-up, event time and breakdown.
 - No parking or loading will be allowed through the front doors of the main entrance for the facility.
 - RV's, Trailers and any vehicles exceeding one single parking space will be required to park on the South outer edge of the Sportsplex parking lot.
 - Any unauthorized parked vehicles will be towed at owner's expense.
 - Sportsplex is not responsible for lost or stolen items or damage to cars.

Vendor & Special Event Set-Up Guidelines

- Walkways and corridors should have a minimum of 5' walking clearance
- Any wires and cables should be securely covered on the ground and secured to walls for safety purposes.
- No Gum
- No Open Flames
- No use of tape or adhesive on surfaces
- No Smoking or use of Fog Machines

Fork Lift and Scissor Lift Use

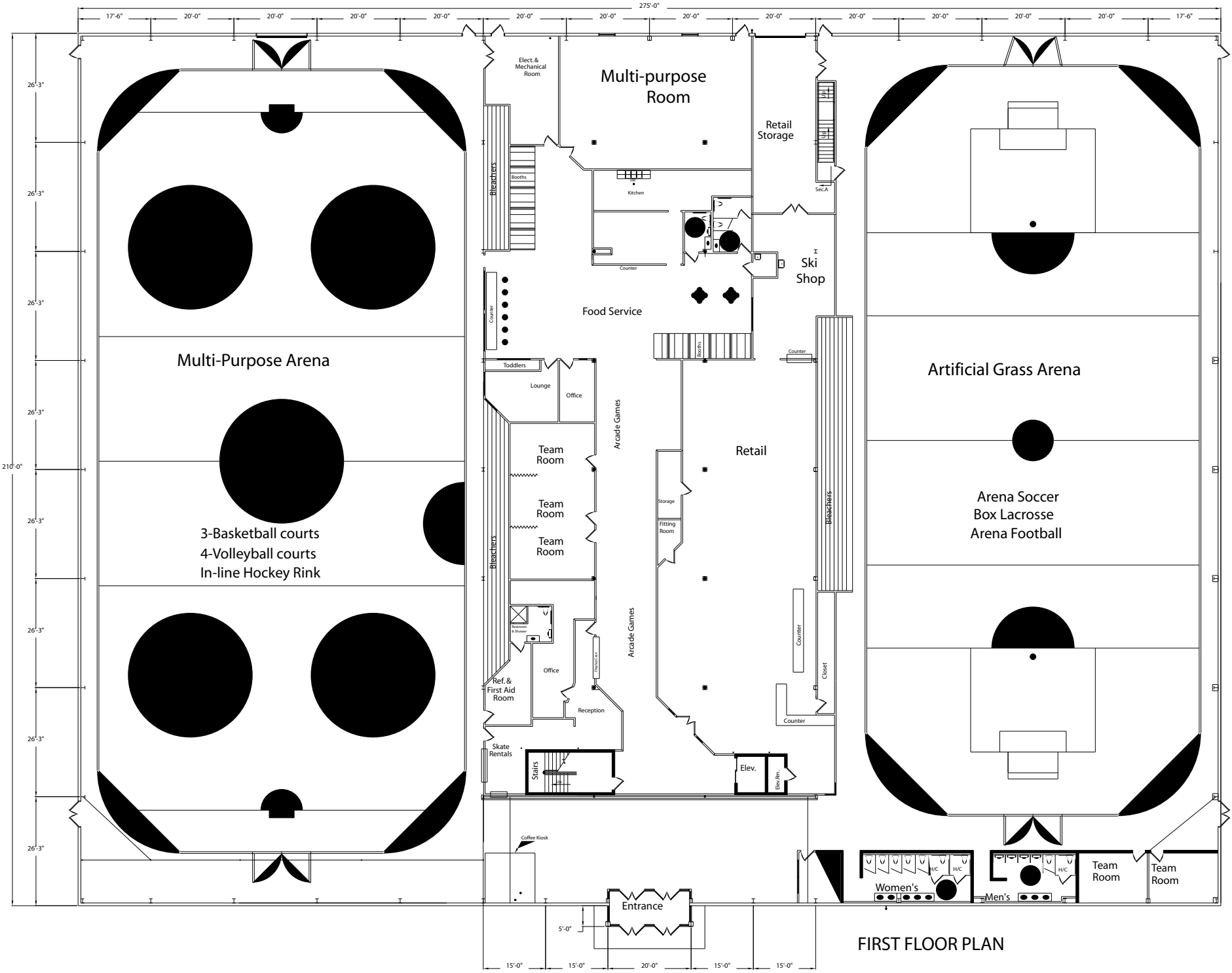
All heavy equipment use must be under the supervision of facility management. Heavy equipment can potentially damage the venue flooring and surrounding rental areas if proper guidance and instruction are not given to operators (i.e. Multi-Purpose Arena requires soft turns as the arena tiles can easily be shifted and damaged while operating a fork lift or scissor lift.). Please speak the General Manager or facility manager regarding your specific set-up needs.

Guidelines for Wells Fargo Home Mortgage Multi-Purpose Arena

- Recommendation of plywood or rubber mats when setting up heavy or sharp objects to protect flooring. (i.e. Tents, Stage, Pipe and Drape)
- No use of harsh cleaners polishes, restoring applications (i.e. Pledge, Armorall)
*Cleaners with a higher water and alcohol base are recommended if needed.
- Use large garage door for loading and unloading equipment- Emergency Exit Doors may be used with Sportsplex management permission.

Guidelines for Jim Stutzman Chevrolet~Cadillac~Buick Artificial Grass Field

- No use of harsh cleaners polishes, restoring applications (i.e. Pledge, Armorall)
*Cleaners with a higher water and alcohol base are recommended if needed
- Use Wells Fargo garage door for loading and unloading equipment- Emergency Exit Doors may be used with Sportsplex management permission.
- No Food or Drink in rental area.



FIRST FLOOR PLAN

Be Our Guest

Be Our Guest when you visit Sportsplex.



Country Inn & Suites, Winchester, VA is proud to be the preferred hotel for Sportsplex Indoor Sports & Event Center. Located under one mile from Sportsplex, the hotel is the market leader for customer satisfaction and quality for a special rate, available exclusively at www.countryinns.com/sportsplex.



- ◆ Group rates available
- ◆ Free breakfast
- ◆ Large indoor pool
- ◆ Free high-speed Internet
- ◆ Walking distance to several restaurants

141 Kernstown Commons Blvd.
Winchester, VA 22602
(540) 869-7657
www.countryinns.com/winchesterva



Be Our Guest.

800-456-4000



Daily Menu

Halftime Snacks provides quality food quickly so you can get back to your game, event, or meeting. We focus on a limited number of items to provide you with a higher quality eating experience. Below is our regular menu with prices:

Item	Price
Whole Pizza	\$9.99
Hunk-a-Pizza	\$2.79
Chicken Sandwich	\$2.79
Chicken Nuggets 4-6-10	
Hot Dog	\$1.99
Nacho Cheese Dog	\$2.49
Chili Chesse Dog	\$2.99
Nachos and Cheese	\$2.99
Soft Pretzel	\$1.99
Sweet Cream Soft Pretzel	
Popcorn	\$1.49
16 oz. Fountain Drink	\$1.19
32 oz. Fountain Drink	\$1.99
Pitcher of Soda	\$3.29
Pitcher of Beer	\$9.99
12 oz. Coffee	\$1.79
20 oz. Coffee	\$2.29
Hot Chocolate	\$1.79
Smoothie	\$3.99

Halftime Snacks Combos

Get more for your money by ordering one of our combos!

The Face Off:

- 1 slice of pizza and a large soda for \$3.99.

The Slide Tackle:

- 2 hot dogs and a large soda for \$3.99.

The Crease:

- 1 slice of pizza, large soda, and bag of popcorn for \$4.99.

The Slapshot:

- 2 bags of popcorn or 2 large pretzels and 2 large sodas for \$5.99.

The Game Winner:

- Whole pizza and 4 small sodas for \$12.99.



Breakfast Menu Pricing Options

A La Carte:

Item	Cost per item	Minimum quantity required
Tropicana Orange Juice ¹	\$1.25	24
Tropicana Apple Juice ¹	\$1.25	24
Assorted Danish	\$1.25	48
Blueberry Mini Muffin	3 for \$1	240 (80 sets of 3)
Lemon Poppy Seed Mini Muffin	3 for \$1	240 (80 sets of 3)
12 oz. Coffee	\$1.79	None
20 oz. Coffee	\$2.29	None
Coffee To Go (Approx. 7, 12 oz. cups) ²	\$10.99	None
Breakfast Hunk-a-pizza	\$3.09	40

¹ Comparable brand may be substituted based on availability

² Cups and ample creamer, sugar, and straws included.

Continental breakfast:

- \$6 per person. Includes all breakfast items except breakfast pizza.
- \$7 per person. Includes all breakfast items.

Minimum of 50 people required for Continental breakfast. However, flexible menu options are available for groups of 50 or less*. A verified number of people must be provided to Sportsplex management 5 business days prior to the event to allow for planning and preparation. Changes to verified number of people within 2 business days of event is may be possible but are subject to a \$100 service charge.

Service suggestions:

- Breakfast vouchers
 - Best option for events with budgetary concerns
- Buffet style
 - Best option for events with a variety of food needs
- Service style
 - Best option for events with a small number of attendees



Event Menu Pricing Options

- The following information details volume pizza discounts for special events, birthday parties, and lock-ins:

Whole Pizza Quantity	Price Per Pizza	Savings Percentage
0 – 4	\$9.99	0 %
5 – 9	\$9.00	10 %
10 – 19	\$8.00	20 %
20+	\$7.50	25 %

- One refill per person on fountain drinks can be provided with the purchase of a fountain drink at regular menu price

Boxed Lunch Menu

Whether you have a large or small event, Halftime Snacks has boxed lunch options to meet your group’s needs. Quick, easy, and convenient, our boxed lunches let you get back to your event sooner.

Picnic Box

- Breaded chicken sandwich (served with Ken’s Mayo, Heinz Mustard)
- All beef hot dog (served with Heinz Ketchup and Mustard)
- Fresh fruit cocktail
- Individually wrapped dessert
- Fountain drink

Garden Box

- Spring chef’s salad with croutons (served with Ken’s dressing)
- 8 ounces of mesclun mix and tossed salad greens with vegetables
- Fresh fruit cocktail
- Individually wrapped dessert
- Fountain drink

Cost: \$7 per box. Minimum of 20 boxes per type.

Contact Halftime Snacks Manager, Kelley Callahan, for more information about options we can create for your special event.



Service Bar Pricing Options

Per Drink Price*

- Bud Light \$4.00
- Michelob Ultra \$4.00

½ Keg Price*

- Bud Light \$200.00
- Michelob Ultra \$200.00

* Required bartender fee extra.

Pricing and sizes subject to change for special event purposes.
Other beer kegs and options available upon request.

Bartender fees

\$50 for first two hours and \$15 for each additional hour. Two-hour minimum required.

**Please note Virginia Alcohol and Beverage Control requires that all alcohol served at your event be purchased through Halftime Snacks and remain on premises.
No alcohol purchased outside the premises is allowed.**

*** Please contact Michelle Novara by phone at 540-868-2200 ext. 0 or by e-mail at michelle@sportsplex.us with all your food needs and requests.**

All prices subject to 9% sales taxes.