



## Coahoma County Higher Education Center (CCHEC)

A partnership between Delta State University and Coahoma Community College

Name of customer: \_\_\_\_\_ Contact Info: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
 Amount due: \_\_\_\_\_ Paid: ( ) Description of Payment: \_\_\_\_\_  
 For What: ( ) Rental Fee ( ) Event Set up and Break Down ( ) Other: \_\_\_\_\_

### Facility Rental Fees/Event Sheet Effective October 1, 2013

*(Updated October 2013—Large Weekend Event)*

#### J.W. Cutrer House

**Cutrer Mansion for large private event on weekend \$ 600.00 per event**

(Ex: wedding receptions, family reunions, large conferences, etc. – Over 40 people)

Non-refundable Deposit for mansion (Put hold on calendar/Fill out contract & event sheet) - \$ 100.00

Balance due one month in advance of event \$ 500.00

Event Set up and Break down \$ 150.00

Security – 1 officer per 75 people for \$100 minimum (covers up to 7 hours of service) \$ 100.00

+ \$13.00 per hour over the 7 hour maximum

**Total Basic Package \$ 850.00**

*\* Note #1: This payment allows renter to hold house on Friday to decorate, have event on Saturday, and general clean-up on Sunday (with exception of garbage and food which must be taken out after the event), then return key on Saturday night, Sunday or Monday – To be worked out with the Director. There is a \$100 non-refundable deposit as well as a \$150.00 fee for event set-up, break-down and post-event floor buffing. A total of \$800.00 is required to rent the Cutrer Mansion: \$600 should be payable to DSU, \$250 should be payable to the director so she can pay for security and event set up.*

Jen Waller, Director  
Coahoma County Higher Education Center

**Other Items Available**

Projector Screen	( )
Projector and Laptop	( )
Podium	( )
Microphone/Amplifier	( )

*\*\*\* Note #2: The CCHEC campus has approximately 150 chairs, 10 round tables, 4 rectangular tables which are included in the fees above. We do not have any table clothes available for rent at this time.*

## Event Notes

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- \_\_\_\_\_ Booked with Jen
- \_\_\_\_\_ Booked with Anna
- \_\_\_\_\_ Copy to Jay