



## **Coahoma County Higher Education Center (CCHEC)**

A partnership between Delta State University and Coahoma Community College

Name of customer:	Contact Info:		
	ate of Event: Type of Event:		
	mount due: Paid: ( ) Description of Payment:		
	) Event Set up and Break Down ( ) Other:		
	Facility Rental Fees/Event Sheet		
	Effective October 1, 2013		
	(Updated September 2013—All Other)		
J.W. Cutrer House and Lewi	s Annex		
For conference that lasts all da	\$ 300.00 ( )		
Plus event set up and breakdov	vn		
Set up of tables and cha	\$ 100.00 ( )		
Removal of display cas	50.00 ( )		
Moving of tables, chairs, desks, etc in classroom (Lewis Annex Rm 300)		25.00 ( )	
Moving of tables, chairs, desks, etc in classroom (Lewis Annex Rm 301)		25.00 ( )	
Moving of tables, chair	25.00 ( )		
<u>Total Amount Owed =</u>			
<b>Cutrer Mansion</b>	During the Week Rental Fees	– Limited Hours	
(During the week $-3$ hour limit	it – no later than 7:00 PM)		
Cutrer House Ballroom		\$ 75.00 ( )	
Cutrer House Boardroom (F	ormerly the Library)	\$ 50.00 ( )	
Cutrer Kitchen		\$ 50.00 ( )	
Cutrer House Display Room (I	<u>\$ 25.00</u> ( )		
Cutrer House First floor (Daytime/evening event, during the week, limited hours) \$ 200.00 <b>OR</b>			
	Formerly the Dining Room without displays)	\$ 50.00 () \$ 250.00	
Grand Lawn in front of Cutrer	\$ 75.00 ()		
Plus Event set up and break do	\$ 100.00 ( )		
Total Amount Owed -			

Cutrer Mansion	<b>Weekend Rental Fees – Limited Hours</b>	
(Saturday or Sunday afternoon only – 3 hour limit – no la	ter than 7:00 PM)	
Cutrer House First floor	\$ 250.00 ( )	
Grand Lawn in front of Cutrer House (3 hour limit)	\$ 75.00 ( )	
Plus set up and break down fee	\$ 100.00 ( )	
Extra fee to remove display cases	<u>\$ 50.00</u> ( )	
*** Note #1: This allows the customer to get into the Cutr	er Mansion 2 hours before the event start-time to	
decorate and have 1 hour to clean up. Therefore, all events m	nust be over by 6:00 PM. There is a \$25 fee added	
per hour to the final cost if the house is used beyond the cost	mprehensive 6 hour limit (set-up, event, clean-up).	
These prices remain the same regardless if alcohol is being sen	rved or not.	
Total Amount Owed =		
Lewis Building (Annex Building)		
Resource Lab (room 300) in Lewis Building (per day)	\$ 50.00 ( )	
Distance Learning Lab (room 301) in the Lewis Building	(per day) \$ 50.00 ()	
Computer Lab (room 303) in Lewis Building (per day)	\$ 50.00 ( )	
Viking Kitchen Classroom only (per day)	\$ 50.00 ( )	
Viking Kitchen plus classroom in the Lewis Building (per	r day) \$ 100.00 ( )	
Amphitheater area outside Viking Kitchen (per day)	<u>\$ 50.00 ( )</u>	
Note: \$25.00 per room will be charged for removal or ac	lding furniture.	
Total Amount Owed =	_	
Other Items Available		
Projector Screen	( )	
Projector and Laptop	( )	
Podium	( )	
Microphone/Amplifier	( )	
*** Note #2: The CCHEC campus has approximately 150 chaincluded in the fees above. We do not have any table clothes as		
Jen Waller, Director	Booked with Jen	
Coahoma County Higher Education Center	Booked with Anna	
EVENT NOTES		