



**CONTRACT RENEWAL LETTER**

**Date:** July 19, 2023  
**Contract #:** UCPJMU5325  
**Service:** Special Event Equipment Rental  
**Renewal Period:** 11/15/2023 to 11/14/2024  
**Renewal #:** 5 of 6 One-Yr  
**Issued By:** James Madison University  
Garrett Morris, Procurement Team Manager Ph: 540-568-4501  
Fx: 540-568-7935

**Contractor:** JR Solenberger Inc, dba Grand True Value Rental and  
Grand Event Center  
Attn: Jeff Solenberger  
1625 Berryville Pike  
Winchester , VA 22603 Ph: (540) 667-1400

**Contract Administrator:** Julie Bubb Dove, Facilities Management

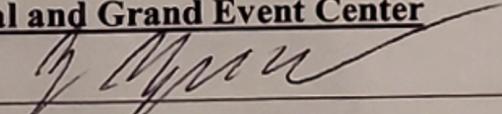
**Description of Renewal Notice:**

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same and is attached to this renewal.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

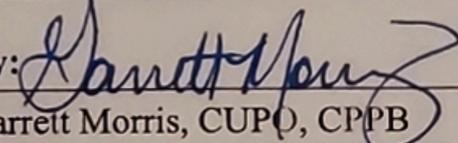
Return one executed renewal notice to my attention within ten days.

**JR Solenberger Inc, dba Grand True Value  
Rental and Grand Event Center**

**By:**   
Jeff Solenberger Jeff Solenberger  
Name (print)

President 7/19/23  
Title Date Signed

**James Madison University**

**By:**   
Garrett Morris, CUPO, CPPB  
Name (print)

Procurement Team Manager 7/19/23  
Title Date Signed

**Contract #:** UCPJMU5325

**Contractor:** JR Solenberger Inc, dba Grand True Value Rental and Grand Event Center

**Renewal Period:** 11/15/2023 – 11/14/2024

**Commodity:** Special Event Equipment Rental

1. Contractor Pricing Schedule

- a. Contractor shall provide the purchasing agency with 15% off of the retail price found in *Attachment A, Grand Event Center Special Event Guide*.
  - b. Tent and stage rental pricing to include accessories and skirting shall be inclusive of labor for set-up and take-down.
  - c. Labor shall be billed at a flat fee of \$30.00/hour per person as requested by the Purchasing Agency with a one (1) hour minimum charge and quarterly increments thereafter at \$7.50
  - d. Labor costs for both the set up and take down of chairs shall be billed at the following rates:
    - i. \$1.00 per chair
    - ii. \$2.00 per table
  - e. A flat fee delivery charge of \$250 shall include the delivery and pick up of rented items.
  - f. Replacement cost for damaged or lost items shall be determined at a fair market value depending upon condition and age of the item. The replacement charge shall not exceed the Contractor's current cost *plus* freight. Contractor shall provide documentation of item cost to the Purchasing Agency's request.
  - g. Contractor shall not require the Purchasing Agency to place a deposit on rental items.
  - h. In the event that the Purchasing Agency would cancel an order less than seven (7) business days prior to the delivery date, the maximum allowable cancellation fee shall be 50% of the total rental order. Any cancellations outside of seven (7) days shall not incur a cancellation fee.
  - i. The performance of all scheduled equipment rentals shall be subject to government regulations, civil disorders, disasters, inclement weather, or any events making it illegal or impossible to hold the event for which the rental is for. It is provided that the equipment rental may be terminated without liability including cancellation fees for any one or more of such reasons by prompt written notice from one party to the other
2. The Purchasing Agency will issue a purchase order for each order based upon a quote provided by the Contractor. No additional agreements, order forms, or signatures will be required.
  3. The Contractor has disclosed all potential fees. Additional charges will not be accepted.
  4. Payments shall be made in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment.

**\*\*\* ALL ITEMS PRICED AS EACH \*\*\***

5. For all James Madison University orders Contractor shall:
  - a. Notify Julie Bubb Dove, JMU Facilities Management Administration, 540-568-4103, [bubbja@jmu.edu](mailto:bubbja@jmu.edu) upon receiving **ANY** James Madison University rental order for a temporary structure, in order for James Madison University to obtain proper permits and to mark underground utilities.
  - b. Provide timely notification that a temporary structure is scheduled to be installed. James Madison University will mark underground utilities in the installation area. Contractor shall be responsible for ensuring that underground utilities are not compromised during the installation of a temporary structure on-campus.
6. Contractor shall provide, to the satisfaction of Purchasing Agency, an ample amount of trained personnel, delivery vehicles, and support to provide well maintained rental items that are delivered and picked up within the specified timeframe to complete an order placed by the Purchasing Agency.
7. The Contractor shall provide uniforms for all personnel assigned to work at the Purchasing Agency. Uniforms will contain the Contractor's name. Uniforms shall be worn at all times while on University property to designate Contractor affiliation. Contractor shall not use unpaid or volunteer JMU student labor during deliveries or installation.
8. The Contractor warrants the services under the contract will be performed: (a) in a diligent, professional and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with this Agreement and the applicable Statement(s) of Work; and (c) by experienced and qualified personnel.
9. Contractor shall provide proper permitting, spec sheets, and material flammability sheets for tents, stages, and inflatables upon request from the Purchasing Agency.

**Attachment A, Grand Event Center Special Event Guide**

**GRAND EVENT CENTER**  
**1599 BERRYVILLE PIKE**  
**WINCHESTER, VA 22603**  
**PHONE: 540-667-1400 (opt. 2)**  
**EMAIL: [info.grandeventcenter@gmail.com](mailto:info.grandeventcenter@gmail.com)**  
**WEBSITE: <http://grandeventcenter.net>**

**CHAIRS**

Folding Vinyl Chair (Black / Brown) .....	\$1.25
Folding Vinyl Chair (White) .....	\$1.50
Folding Vinyl Fanback Chair (White) .....	\$1.95
Folding Garden Chair (White / Fruitwood) .....	\$2.95
Chiavari Chair w/ Pad (Gold / Silver / Fruitwood) .....	\$5.95

**\*\*\* ALL ITEMS PRICED AS EACH \*\*\***

Cross Back Chair .....	\$6.95
Children's Folding Chair .....	\$1.25
Chair Pad (White / Ivory) .....	\$1.00

**TABLES**

(All tables are approx. 30" tall)

<b>Round</b>	<b>Seating</b>
36" Round .....	2 ..... \$8.00
48" Round .....	6 ..... \$8.50
60" Round .....	8 ..... \$9.00
72" Round .....	10 ..... \$11.00
30" Round Cocktail (30" or 42" height) .....	\$9.00
<b>Rectangular</b>	
6' Banquet .....	6 ..... \$7.50
8' Banquet .....	8 ..... \$8.50
6' Children's Size .....	6 ..... \$7.50
<b>Farm Tables</b>	
46" x 30" .....	4 ..... \$40.00
96" x 30" .....	8 ..... \$80.00
<b>Specialty</b>	
Half-Round 60" .....	\$10.00
Serpentine 5' x 10' .....	\$12.00
1/4" Clamp-On Riser (Inner / Outer) .....	\$4.00
6' Poly Resin Ice-Fill .....	\$25.00
Portable Bar (4' Folding) .....	\$45.00

**SETUP**

Chairs .....	\$0.50 up / \$0.50 down
Tables .....	\$1.00 up / \$1.00 down

**TENTS**

<b>Size</b>	<b>Frame</b>	<b>Clear-Top</b>	<b>Pole</b>	<b>High Peak</b>	<b>DIY</b>	<b>Pop-Up</b>
10' x 10' .....	\$100.00	N/A	N/A	N/A	N/A	\$50.00
10' x 20' .....	\$200.00	N/A	N/A	\$250.00	N/A	\$100.00
16' x 16' .....	\$250.00	N/A	N/A	N/A	N/A	
20' x 20' .....	\$350.00	\$450.00	N/A	\$450.00	\$175.00	
20' x 30' .....	\$450.00	\$600.00	N/A	\$600.00		
20' x 40' .....	\$550.00	\$800.00	N/A	\$800.00		
30' x 30' .....	\$700.00	\$975.00	\$600.00			
30' x 40' .....	\$850.00	\$1200.00	N/A			
30' x 45' .....	\$1000.00	N/A	\$800.00			

\*\*\* ALL ITEMS PRICED AS EACH \*\*\*

30' x 50' .....	\$1000.00 .....	\$1425.00 .....	N/A
30' x 60' .....	\$1150.00 .....	\$1650.00 .....	\$1000.00
30' x 75' .....	N/A .....	N/A .....	\$1200.00
40' x 40' .....	\$1200.00 .....	\$1500.00 .....	\$1000.00
40' x 60' .....	\$1600.00 .....	\$2100.00 .....	\$1400.00
40' x 80' .....	\$2000.00 .....	\$2700.00 .....	\$1800.00
40' x 100' .....	\$2400.00 .....	\$3300.00 .....	\$2200.00
40' x 120' .....	N/A .....	N/A .....	\$2600.00

**Tent Options:**

**Sidewalls**

Solid Panels .....	\$2.00/ft
Cathedral Windows .....	\$2.50/ft
Clear Panels .....	\$2.50/ft

**Lighting**

String Lights (White Strands) .....	\$1.00/ft
Bistro Lights (White or Black Strands) .....	\$1.50/ft
Paper Lanterns (Set of 12) .....	\$100.00
Chandeliers .....	\$65.00

**Heating (propane sold separately) \***

80k BTU Propane Tent Heater .....	\$75.00
170k BTU Propane Tent Heater .....	\$150.00
* Requires 100 lb propane tank(s) .....	\$125.00

**Cooling**

12" Pole Mounted Fan .....	\$35.00
36" Pedestal Fan .....	\$45.00

**Pole Wraps**

Center Poles .....	\$45.00
Side Poles .....	\$25.00

**IMPORTANT NOTES:**

- \*\*\*\*\* If unsure of the tent size required for your event, ask us for our expert advice!
- \*\*\*\*\* Setup of tent & all tent options is included in costs listed above
- \*\*\*\*\* Tents over 900 sq ft may require a tent permit & inspection

**LINENS**

(Available in multiple colors)

**Square**

**Fit**

54" x 54" .....	\$6.00
60" x 60" .....	\$6.00
72" x 72" .....	\$7.00
90" x 90" .....	\$8.00

\*\*\* ALL ITEMS PRICED AS EACH \*\*\*

**Rectangular**

60" x 108" .....	Half-length on 6' banquet table .....	\$10.00
60" x 120" .....	Half-length on 8' banquet table .....	\$11.00
90" x 132" .....	Floor-length on 6' banquet table .....	\$20.00
90" x 156" .....	Floor-length on 8' banquet table .....	\$22.00

**Round**

84" .....		\$9.00
90" .....	Half-length on 60" round table .....	\$11.00
96" .....	Floor-length on 36" round table .....	\$11.00
108" .....	Floor-length on 48" round table .....	\$13.00
120" .....	Floor-length on 60" round table .....	\$16.00
132" .....	Floor-length on 72" round table .....	\$20.00

**Sashes/Runners**

6" x 110" .....	\$1.00
12" x 90" .....	\$3.00

**Skirting (w/ Clips)**

8.5' Length .....	\$12.00
13' Length .....	\$19.50
17' Length .....	All the way around 6' banquet table ... \$26.00
21' Length .....	All the way around 8' banquet table ... \$32.00

**Napkins**

20" x 20" .....	\$0.85
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**Pipe & Drape**

8' Tall .....	\$5.25/ft
3' Tall .....	\$3.25/ft

**Chair Covers**

Square/Round Back (White/Black/Ivory) .....	\$3.45
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\*\*\*\*\* Ask about our specialty linen selection for more patterns & fabric styles! \*\*\*\*\*

\*\*\*\*\* Cleaning services are provided free of charge for all linen rentals \*\*\*\*\*

\*\*\*\*\* Replacement charges may apply for damaged, burned, or lost linens \*\*\*\*\*

**TABLEWARE**

(All items rent by the rack)

(#) Dishware	Diplomat	Regina	Platinum	Glass
(20) Dinner Plate .....	\$12.00	\$12.00	\$12.00	N/A
(25) Salad Plate .....	\$15.00	\$15.00	\$15.00	\$15.00

\*\*\* ALL ITEMS PRICED AS EACH \*\*\*



(25) B & B Plate .....	\$15.00	.....	\$15.00	.....	\$15.00	.....	N/A
(25) Coffee Saucer .....	\$15.00	.....	\$15.00	.....	\$15.00	.....	N/A
(16) Tea Cup .....	\$9.60	.....	\$9.60	.....	N/A	.....	N/A
(25) Coffee Mug .....	\$15.00	.....	N/A	.....	\$15.00	.....	N/A
(16) Soup Bowl .....	\$9.60	.....	\$9.60	.....	\$9.60	.....	N/A
(1) Creamer Dish .....	\$1.50	.....	N/A	.....	N/A	.....	N/A
(1) Sugar Bowl .....	\$1.50	.....	N/A	.....	N/A	.....	N/A
(1) Gravy Boat .....	\$1.50	.....	N/A	.....	N/A	.....	N/A
(1) Platter (Round/Oval) .....	\$2.00	.....	N/A	.....	N/A	.....	N/A
(1) Platter (Rectangular) .....	N/A	.....	\$2.00	.....	N/A	.....	N/A
(1) S/P Shaker Set .....	\$1.00	.....	\$1.00	.....	N/A	.....	\$1.00

**\*\*\* Diplomat: ivory w/ gold edge \*\*\***

**\*\*\* Regina: all-white w/ feathered edge \*\*\***

**\*\*\* Platinum: off-white w/ silver edge \*\*\***

**\*\*\* Glass: clear or cut glass \*\*\***

**(#) Stemware**

(36) Champagne (Straight Edge) ....	\$21.60	(25) Red Wine 8 oz .....	\$15.00
(36) Champagne (Tulip Edge) .....	\$21.60	(36) White Wine 8 oz .....	\$21.60
(25) Champagne Bowl .....	\$15.00	(20) Universal Wine 16 oz ...	\$12.00
(25) Water Goblet (Round Edge) ....	\$15.00	(16) Red Wine 26 oz .....	\$9.60
(25) Water Goblet (Straight Edge) ...	\$15.00	(16) White Wine 26 oz .....	\$9.60
(25) Pilsner Beer .....	\$15.00	(16) Brandy Snifter .....	\$8.00

**(#) Glassware**

(25) Pilsner Beer (Bavarian) .....	\$15.00	(25) Rocks (6 oz / 8 oz) .....	\$15.00
(36) Highball (10 oz / 12 oz) .....	\$21.60	(25) Punch Cup (8 oz) .....	\$15.00
(1) S/P Shaker Set (Plain) .....	\$1.00	(1) S/P Shaker Set (Cut) .....	\$1.00

**(#) Chargers**

(20) Gold / Silver / Black / Wooden .....	\$20.00
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**(#) Flatware**

(25) Stainless Steel (Chateau) .....	\$11.25
(25) Stainless Steel (Pearl Bead) .....	\$11.25
(25) Silver (Antique) .....	\$13.75
(20) Silver (Regis) .....	\$11.00
(20) Gold (Manhattan) .....	\$13.00

**CATERING/SERVING**

**Chafers \***

**Hot Boxes \***

**\*\*\* ALL ITEMS PRICED AS EACH \*\*\***

4 Qt. Stainless (Square) .....	\$10.00
4 Qt. Stainless (Round) .....	\$10.00
4 Qt. Stainless (Roll-Top) .....	\$15.00
8 Qt. Stainless (Plain) .....	\$15.00
8 Qt. Stainless (Ornate) .....	\$20.00
8 Qt. Stainless (Roll-Top) .....	\$25.00

\* Extra Pans ..... \$2.00

**Pitchers**

2 Qt. (Plastic) .....	\$1.10
2 Qt. (Thermos) .....	\$3.95
60 oz. (Glass) .....	\$2.50

**Serving Trays (Stainless)**

20" Round .....	\$5.00
25" Round .....	\$8.00
18" x 2.5" Deep Round .....	\$8.00
16" x 12" Oval .....	\$5.00
21" x 15" Oval .....	\$8.00

**Serving Trays (Silver)**

14" Round .....	\$8.00
17" Round .....	\$10.00
19" x 13" Rectangular .....	\$12.00
24" x 17" Rectangular .....	\$15.00

**Tiered Trays (Stainless)**

3-Tiered .....	\$20.00
4-Tiered (w/ Gold Accent) .....	\$25.00

**Dishes (Silver)**

Gravy Boat .....	\$3.00
Butter Dish .....	\$3.00
Cake Knife & Server .....	\$8.00
Cake Knife & Server (Stainless) .....	\$5.00
Cake Stand (Silver / Gold) .....	\$10.00
Silver Ice Bucket .....	\$8.00

**Serving Trays (Plastic)**

Waiter Tray .....	\$5.00
Waiter Stand .....	\$3.50

4-Pan Box .....	\$25.00
10-Pan Box .....	\$50.00

\* Pans ..... \$2.00

**Punch Bowls (w/ Ladle)**

3 Gal. Glass .....	\$15.00
5 Gal. Stainless Steel .....	\$20.00

**Coffee Makers**

30-Cup .....	\$14.00
55-Cup (Standard) .....	\$16.50
55-Cup (Pedestal) .....	\$23.50
100-Cup (Standard) .....	\$25.50
100-Cup (Pedestal) .....	\$28.50

**Coffee Servers**

3 Gal. (Silver) .....	\$25.00
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**Beverage Dispenser**

3 Gal. Plastic .....	\$8.00
3 Gal. Glass .....	\$12.00
5 Gal. Insulated (Blue / Brown) .....	\$15.00

**Coolers**

120 Qt. (Blue) .....	\$20.00
162 Qt. (White) .....	\$25.00
Galvanized Tub .....	\$10.00

**Grill (Charcoal) \***

5' x 2' .....	\$75.00
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\* Charcoal not supplied

**Grill (Propane) \***

Country Club Burner .....	\$115.00
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\* Requires 100 lb propane tank ..... \$125.00

**Food Warmer**

Heat Lamp .....	\$20.00
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**CONCESSIONS**

**Food Machines (see food machine price guide for list of materials)**

Popcorn *	\$58.00
Cotton Candy *	\$58.00
Sno-Cone	\$58.00
Slushie Machine (Single)	\$50.00
Slushie Machine (Double)	\$95.00
Hot Dog	\$50.00
Chocolate Fountain	\$50.00
 * Add Cart	 \$10.00

**STAGE / DANCE FLOOR**  
**(Setup included in cost structure)**

**Stage Decks \*†**

4' x 8' Panel	\$60.00
4' x 4' Panel	\$40.00
Stage Steps	\$35.00
Stage Railing (4' x 42")	\$10.00
Stage Skirting	\$1.75/ft

**Dance Floor**

4' x 4' Panel (Plank / Parquet)	\$25.00
12' x 12' (25-75 guests)	\$225.00
16' x 16' (75-125 guests)	\$400.00
16' x 24' (125-175 guests)	\$600.00
24' x 24' (175-225 guests)	\$900.00

\* Comes w/ height adjustable legs (6" - 48")

† Additional charges may apply for stages over 30"

**GENERATORS**

2000 WT Quiet-Run	\$50.00
7000 WT Quiet-Run	\$130.00

**A/V EQUIPMENT**

70" x 70" Projector Screen	\$20.00
Media Projector	\$75.00
Portable Tower Speaker (w/ Bluetooth & 2 mics)	\$145.00
Portable Tower Speaker (w/ Aux cable & 1 mic)	\$125.00

**SPECIAL EFFECTS**

Bubble Machine	\$25.00
1 Qt. Bubble Fluid	\$9.95
Fog Machine	\$25.00
1 Qt. Fog Fluid	\$9.95

\*\*\* ALL ITEMS PRICED AS EACH \*\*\*

**DECOR**

**Wedding Accessories**

Book Stand (Brass) .....	\$12.00
Flower Stand (Brass) .....	\$15.00
Book Stand (White Lattice) .....	\$15.00
Flower Stand (2' / 3' White Lattice) ..	\$7.00
White Column .....	\$8.00
Kneeling Bench (Brass) .....	\$20.00
Screen Divider (White Lattice) .....	\$20.00
White Stanchion w/ Chain .....	\$10.00
Brass Stanchion .....	\$10.00
5' Red Velvet Stanchion Rope .....	\$5.00
Black Shepherds Hook .....	\$2.00

**Wedding Arches**

Round Top Arch (Brass) .....	\$30.00
.....	\$0.50
Heart Top Arch (Brass) .....	\$40.00
.....	\$0.50
4' x 4' Arch (Wood) .....	\$30.00
Trellis Arch (White) .....	\$95.00
Round Arch (Wood) .....	\$95.00
Hexagon Arch (Wood) .....	\$95.00
Gazebo (Flat Deluxe) .....	\$145.00

**Barrels \***

Wine/Whiskey .....	\$45.00
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\* Add 42" Round Marble Top .....

\* Add Pole Lighting .....

**Candelabras**

3-Branch Unity .....	\$12.00
7-Branch Fan .....	\$12.00
13-Branch Cluster .....	\$20.00
14-Branch Spiral .....	\$20.00

**Coat Racks**

Extendable (20 coats per section) ...	\$20.00
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**Carpet Runners**

25' x 3' (Red) .....	\$30.00
25' x 4' (White / Ivory / Red) .....	\$40.00

**Centerpieces**

Lanterns (Black / White) .....	\$3.00
Mirror Chargers (12" x 12") .....	\$1.75
Wood Slices (12") .....	\$3.50
6" Cylinder Votives .....	\$1.25
7.5" Cylinder Votives .....	\$1.50
9" Cylinder Votives .....	\$1.75

Gold Mercury Votives

Mini Glass Votives .....

**Champagne Fountains**

5 Gal. (Plain / Gold Trim) .....	\$45.00
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**Patio Heater \***

43k BTU Propane Patio Heater .....	\$70.00
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\* Requires 20 lb propane tank .....