

# Private Event Information

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ATTUCKS THEATRE ★ CHRYSLER HALL ★ HARRISON OPERA HOUSE ★ SELDEN ARCADE ★ WELLS THEATRE

*Thank you for your interest in renting one of our facilities. The following information is a guideline of expenses you will incur during the use of this facility. Other expenses may apply depending on the needs of the event.*

## ATTUCKS THEATRE

### **RENTAL RATE:** \$950.00

(Rental includes: 10 hour rental period, including set up time, Facility Manager, standard security and standard clean up. Additional expenses may be incurred outside the 10 hour rental period.)

**CATERING:** We have a well established list of approved caterers from which to choose from. We highly recommend these caterers and ask that you choose one of them to cater your event. (See attached) Should you choose not to use someone from this catering list there is a \$750.00 catering buyout. The caterer of your choosing will also be responsible for submitting a \$250.00 facility fee.

**CLEAN UP:** Standard clean-up included.

**CONTRACTS:** All dates for rental are considered to be tentative until a Department of Cultural Facilities, Arts and Entertainment contract has been fully executed and a deposit check is received. A copy of the contract will be sent prior to the event. It must be signed and returned (an executed copy will be returned for the Lessee's files), with deposit and certificate of insurance within 14 days of the mailing date.

**DEPOSITS:** Deposits are non-refundable and due within 14 days of the contract mailing date. 50% of the rental fee is due at the time of contract and the remaining 50% balance is due 14 days prior to the date of your event.

**INSURANCE:** The Lessee hereby waives any claim against and promised to defend, indemnify, save and hold harmless, The City of Norfolk, its Officers, Employees, Agents and Representatives from and against any liability or loss, of any nature whatsoever, arising out of or relating to Lessee in connection with the lease of facilities under this Agreement; including without limiting the generality of any of the foregoing, any act of omission of Lessee, its agents, servants, employees, patrons or invitees.

Lessee shall, at all times during the term of this Agreement, carry comprehensive public liability insurance with a company authorized to do business in the Commonwealth of Virginia, in the amount of not less than:

**One Million and 00/100 (\$1,000,000.00) Dollars for any one occurrence, and property damage insurance in the amount of not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars.**

Written evidence of such insurance must be furnished by delivering a policy endorsement or a certificate of insurance to the Department of Cultural Facilities, not less than thirty (30) days prior to the event.

Such policy or certificate shall clearly state and show that said liability and property damage insurance is primary over any other existing coverage, **and that The City of Norfolk, its Officers, Employees, Agents and Representatives are all additional named insured under said liability and property damage insurance.**

Such policy shall contain a rider requiring thirty (30) days written notice to the Department of Cultural Facilities prior to cancellation or material alteration of the policy for any reason whatsoever. In the event written evidence of said insurance is not furnished pursuant to the requirements set forth above, this shall operate as a cancellation by Lessee.

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**CANCELLATION:** You may cancel at any time, however, the deposit is non-refundable and the remaining balance is due two weeks prior to the event.

**PARKING:** A common mistake made by clients is the assumption that parking is part of the building's rental. This is not the case in all city venues. Parking is handled by the Department of Parking. Your guests will be charged \$5 per car. You have a couple options of buying a determined number of spaces outright, or having an attendant on hand that will get an actual count for which you will be charged. These options can be discussed with Linda Davis of Parking. (757.664.6229)

**REHEARSALS:** Rehearsal arrangements may be made based on availability. Please speak with one of our event coordinators for further details.

**DECORATIONS:** Signs may be displayed only if approved by the Norfolk Department of Cultural Facilities, Arts & Entertainment. Banners tied to columns, railings, or any part of a building or structure must be pre-approved as well. No open flame is permitted inside the facility. All candles must be enclosed in glass. No Helium balloons permitted. Decorations should be approved prior to event.

**EQUIPMENT RENTAL:** We have the following equipment available for rental at the Attucks Theatre for an additional fee:

8 foot banquet tables/ 6 foot banquet tables/ high top tables/ round tables: \$2.50 each (linens not included)

Banquet chairs: \$.75 each

Dance Floor: \$250.00

**SOUND:** Limited sound systems are available for a rental fee.

**STAGING:** Risers in varying heights are available for a rental fee.

**CONTACT INFORMATION:**

Megan Mensink  
Booking Assistant  
757.664.6248

**The City Of Norfolk**

Department of Cultural Facilities, Arts and Entertainment  
201 E. Brambleton Avenue  
Norfolk, VA 23510  
757.664.6464

# Insurance Information

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## PARAGRAPH 11 IN THE CONTRACT STATES:

The LESSEE waives any claim against and promises to defend, indemnify, save and hold harmless, the OWNER (City of Norfolk), its officers, employees, agents and representatives from and against any liability or loss, of any nature whatsoever, arising out of or relating to LESSEE's occupancy of the facilities or operation of the improvements thereon, or any act or omission of LESSEE in connection with the lease of facilities under this Agreement; including without limiting the generality of any of the foregoing, any act or omission of LESSEE, its agents, servants, employees, patrons or invitees.

LESSEE shall, at all times during the term of this Agreement, carry comprehensive public liability insurance with a company authorized to do business in the Commonwealth of Virginia, in the amount of not less than One Million and 00/100 (\$1,000,000.00) Dollars for any one occurrence, and property damage insurance in the amount of not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, furnishing OWNER written evidence of such insurance by delivering a policy endorsement or certificate of insurance to OWNER, not less than 30 days prior to event, which policy or certificate should clearly state and show that said liability and property damage insurance is primary over any other existing coverage, *and that the City of Norfolk, its officers, employees, agents and representatives are additional named insureds under said liability and property damage insurance.* Such a policy shall contain a rider requiring thirty (30) days written notice to OWNER prior to cancellation or material alteration of the policy for any reason whatsoever. In the event written evidence of said insurance is not furnished pursuant to the requirements set forth above, this shall operate as a cancellation by LESEE, and shall be treated as a cancellation as specified in Paragraph 8 of the contract.

## WHAT DOES ALL THIS REALLY MEAN?

The Norfolk City Attorney's office requires that certain standards are met in regards to proof of insurance. We must obtain proof of your insurance in our office at least 30 days prior to your event. This certificate of proof should be with an insurance company licensed to do business in the Commonwealth of Virginia. It needs to show coverage in the amount of not less than One Million and 00/100 (\$1,000,000.00) Dollars for any one occurrence, and property damage insurance in the amount of not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars.

The most important part is that the certificate needs to have the following information written in this exact language:

The City of Norfolk, its officers, employees, agents and representatives are additional insured under said liability and property damage insurance with respect to (YOUR EVENT NAME HERE).

If your carrier can't assist you with insurance needs, we can assist you with coverage for an additional fee. Please speak with your event coordinator for further details.

Please contact 757.664.6464 if you have further questions regarding insurance.

# Exclusive Caterers

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## CHESAPEAKE BAY CATERING COMPANY

1800 Greenbrier Parkway  
Chesapeake, VA 23323  
Office: (757) 213-5021  
Fax: (757) 213-5031  
[www.chesapeakebaycatering.com](http://www.chesapeakebaycatering.com)  
[joan@chesapeakebaycatering.com](mailto:joan@chesapeakebaycatering.com) ①

## CREATIVE CATERING OF VIRGINIA

1300 Redgate Avenue  
Norfolk, VA 23507  
(757) 499-2002  
[catering@creativecateringva.com](mailto:catering@creativecateringva.com)  
[www.creativecateringva.com](http://www.creativecateringva.com) ①

## EAST BEACH CATERING

1512 East Bayview Blvd.  
Norfolk, VA 23503  
(757) 480-3003  
[ebeachcatering@aol.com](mailto:ebeachcatering@aol.com)  
[eastbeachcateringandeventplanning.com](http://eastbeachcateringandeventplanning.com)

## FRESH EVENTS

833 Seahawk Circle  
Virginia Beach, VA 23452  
(757) 531-9432  
[www.farmfreshsupermarkets.com](http://www.farmfreshsupermarkets.com)

## OMAR'S CARRIAGE HOUSE

313 W Bute St.  
Norfolk, VA 23510  
(757) 622-4990  
[omarscarriagehouse@verizon.net](mailto:omarscarriagehouse@verizon.net)  
[www.omarscarriagehouse.com](http://www.omarscarriagehouse.com) ①

## GOURMET GANG SPECIAL EVENTS

6000 Robin Hood Road  
Norfolk, VA 23518  
Jennifer Stanfield (757) 857-6100x230  
[events@gourmetgang.com](mailto:events@gourmetgang.com)  
[www.gourmetgang.com](http://www.gourmetgang.com)

## MONTERO'S CATERING

414 N McArthur St.  
Elizabeth City, NC 27909  
(252) 331-1067  
[www.monterosrestaurant.com](http://www.monterosrestaurant.com)  
[eatatmonteros@gmail.com](mailto:eatatmonteros@gmail.com)

## SWEETWATER CUISINE

4216 Virginia Beach Blvd.  
Virginia Beach, VA 23452  
(757) 403-7073  
[askus@sweetwatercuisine.com](mailto:askus@sweetwatercuisine.com)  
[www.sweetwatercuisine.com](http://www.sweetwatercuisine.com)

## OVATIONS

Jim Graziadei (General Manager)  
210 E. Brambleton Ave  
Norfolk, VA 23510  
(757) 605-0208

① KOSHER

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DEPARTMENT OF CULTURAL FACILITIES, ARTS AND ENTERTAINMENT

P.O. BOX 1808 ★ NORFOLK, VA 23501 ★ 757.664.6464

# Reception Rental Application

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ATTUCKS THEATRE ★ CHRYSLER HALL ★ HARRISON OPERA HOUSE ★ SELDEN ARCADE ★ WELLS THEATRE

DATE \_\_\_\_\_

CLIENT NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ALT. TELEPHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

EVENT HOURS \_\_\_\_\_ ESTIMATED ATTENDANCE \_\_\_\_\_

VENUE(S) TO BE USED \_\_\_\_\_

WILL THIS BE A TICKETED EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_ CAN WE SUGGEST AN ALTERNATE DATE YES \_\_\_\_\_ NO \_\_\_\_\_

IS THERE A COORDINATOR FOR THIS EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_ (IF SO PLEASE FILL OUT THE INFORMATION BELOW)

## COORDINATOR CONTACT INFORMATION

COORDINATOR NAME/COMPANY NAME \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ ALT. TELEPHONE # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

## FINANCE REFERENCES

BANK NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ OFFICER IN CHARGE \_\_\_\_\_

I certify that all the information on this form is correct. I fully understand your credit terms and agree to the proper payment.

PAYMENT TERMS: A SERVICE CHARGE OF 1.5% WILL BE ADDED TO INVOICES NOT PAID IN 30 DAYS.  
THE APPLICANT UNDERSTANDS THAT A CERTIFICATE OF INSURANCE AND DEPOSIT WILL NEED TO BE PROVIDED.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

RETURN TO:  
SCOPE PROMOTIONS  
P. O. BOX 1808  
NORFOLK, VIRGINIA 23501  
757-664-6464 FAX 757-664-6990

THE ABOVE SIGNATURE AUTHORIZES BANK TO RELEASE CREDIT INFORMATION TO NORFOLK SCOPE

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DEPARTMENT OF CULTURAL FACILITIES, ARTS AND ENTERTAINMENT  
P.O. BOX 1808 ★ NORFOLK, VA 23501 ★ 757.664.6464