

# Harrison Opera House



## Booking & Rental Information

## Booking Information

### RENTAL APPLICATION

All first time prospective clients are to complete a rental application. Upon return of the completed rental application, Civic Facilities Management will review the application and in their sole determination. Make a decision on the event requested, based on a thorough review of the information provided.

Submittal of a rental application does not guarantee that the event will be booked.

### BOOKING POLICY

Tentative dates requested by potential lessees are held for **two (2) weeks**, after which time the Cultural and Convention center reserves the right to book another event on the date being held if a contract has not been issued. Those desiring dates to be **held for more than two (2) weeks** should make a request to the Director in writing and with the Director's approval will be granted up to **two (2) week** extension. If another lessee makes a request for a tentative date being held, they will be given a second hold. If they are ready to sign a contract and make a deposit, the lessee making the original request will be notified and given **48 hours** to make a deposit and sign a contract for the date. When a lessee signs a contract, tentative dates then receive the status of "firm".

Contracts and deposits not returned within **(2) weeks** after issuance, as specified, will be cancelled. The Cultural and Convention Center will notify the lessee that his/her contract is cancelled, and the Center reserves the right to book another event on the date. If the contract cannot be returned within **two (2) weeks** and the potential lessee needs additional time; and the date in question is to be held for the lessee for a longer period of time, the Cultural and Convention Center must be notified in writing to this effect.

A **two (2) week** protection period is normally offered to promoters of similar events or events dependent upon the same audience. This **two (2) week** period will apply before, and after the confirmed date, and exceptions will be made only with the approval of the Director and the promoters for each event involved.

Lessees will not be permitted to book split performance dates without paying move-in/rehearsal rental for all days between these dates whether they are used or unused.

When **two (2)** potential lessees are vying for the same act, the promoter who has the contract with the act receives the contract for the regardless of his place in the hold sequence.

In order to hold a date or be issued a contract, the lessee must indicate the exact name of the act/activity involved. A substitution of acts for a date voids the hold and the contract. The Cultural and Convention Center reserves the right to book another event on that date.

## **CONTRACT EXECUTION**

All dates for rental are considered to be tentative until a 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 10 days of the mailing date.

## **FINANCIAL SETTLEMENT**

At the conclusion of the event, the Lessee will be responsible for settling all outstanding facility expenses.

In the settlement, the Lessee will be presented with available documented facility expenses to include, but not be limited to: rental balance, ticketing expenses, labor expenses, equipment rental, taxes, and catering expenses.

Any question regarding financial settlement should be submitted to the Director of Civic Facilities.

## **RENTAL INFORMATION**

### **General Information:**

**Hours of Facility Use** will be agreed to during the booking process and specified on your contract. The Director of Civic Facilities must authorize any change in time outside these hours.

**One person** from your organization authorized to make the arrangements **should give event requirements to the Civic Facilities Event Coordinator**. This ensures the best mutual understanding of your requests and our ability to meet them. Please see the event checklist for details on information you need to provide to Civic Facilities.

Event Changes are to be provided no less than **15 days** prior to the first day of the event. Requests for revisions or additions made less than 15 days out will be accommodated if possible.

**Shipments of Materials** will only be accepted during your licensed hours of use and at a time that someone authorized by you to receive them is in the facility. We have no storage space available and assume no responsibility for shipments.

**Vehicular Access** to the loading dock is limited for the safety of our guests. Please discuss with your Event Coordinator your needs and arrangements will be made for necessary load/unload or parking permits where policy allows.

**Affixing posters** or anything else to painted or finished wood surfaces or windows by means of tape, tacks, staples, nails, mastic or anything that would mark the surface is prohibited. Costs for cleaning or repairing surfaces so defaced will be charged to you.

**Signs** may be displayed only as approved by Civic Facilities. Placing signs on the outside of any building, structure or pole requires the Director of Civic Facilities permission.

Banners tied to columns, railings, the light ring or any part of a building or structure must be pre-approved. Civic Facilities stage personnel may be required to hand these at an additional charge.

**Ticketmaster must handle all ticketing for events in Civic Facilities.** Contact the Box Office Manager for more information 757-664-6464.

For other information regarding events at Civic Facilities contact 757-664-6464.

### **TAX**

10% admission tax will be collected on all tickets sold for any event held in our facilities.

### **INSURANCE**

You will be responsible for obtaining comprehensive public liability and property damage insurance in the amount of Chrysler Hall one million dollars public liability and five hundred thousand dollars property damage.

**The policy shall clearly state that the City of Norfolk, its agents and employees are additional named insured under the policy.** We must receive a certificate of insurance coverage two weeks before the event. Such policy shall contain a rider requiring thirty (30) days written notice prior to cancellation or material alteration of the policy for any reason whatsoever. Should you fail to provide insurance in a timely manner for your upcoming event, you will be billed for the building's Tenant Users 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:

**For Scope Arena:** \*Three Million and 00/100(\$3,000,000.00) Dollars for any one occurrence, and property damage insurance in the amount of not less than \*One Million and 00/100(\$1,000,000.00) Dollars

**For Scope Exhibition Hall, Meeting Rooms, Chrysler Hall, Little Hall, Harrison Opera House and Wells Theatre:** \*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 Civic 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 additional named insured under said liability and property damage insurance.**

Such policy shall contain a rider requiring **thirty (30) days** written notice to Civic 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.

### **DECORATOR/VENDOR SET-UP**

Decorators/vendors will not be allowed to set-up until the first day of the rental period. If you think you will require time for decorator or vendor set-up before the day the event opens, you should consider renting the facility for an additional day (1/2 the event rate).

## GRAND LOBBY & LOWER LOBBY

### **Description**

The Grand Lobby is located on the second floor and is the central lobby for the Harrison Opera House. It is the most prominent room of the building. It is truly one of the most spectacular lobby spaces in any public building in the Mid-Atlantic region and was designed to create a sense of space and light. The Grand Lobby is an inviting space with floor to ceiling windows designed by Graham Gund that overlook the Chrysler Museum. Centered at each window are specially designed chandeliers also by Graham Gund.

The Grand Lobby is the perfect spot for a wedding reception, piano recital, bar mitzvah reception, group meeting or small lecture.

The Lower Lobby with its cantilevered ceiling has two permanent full-service bars and is a perfect spot for cocktails or even a dessert station.

### RENTAL RATES

Rental period: 7:30 A.M. - 12:00 Midnight

**Ticketed Events:** The rental rate is One thousand five hundred (\$1,500.00) dollar (event subject to the city admissions tax) per day or nine (9%) percent of the gross receipts, excluding taxes, whichever is greater.

**Non-Ticketed Events:** One thousand five hundred dollars (\$1,500.00) per day.

**Overtime Rates:** For use of the facility beyond the contracted period is Three hundred dollars (\$300) per hour.

**Lower lobby use:** Seven hundred fifty dollars (\$750.00) per day

**Upper lobby use:** One thousand dollars (\$1,000.00) per day.

**GENERAL NOTES:** If the lessee has more than one ticketed performance with a change of audience, in the same day, the rental for each additional performance shall be at the standard rate.

The rate for moving-in, moving-out, set-up or rehearsals will be at fifty (50) percent of the established rate provided such use immediately precedes or follows an event leased at the established rental rate, the public is not admitted, there is no profit motive and the facility is available.

All rental rates are based on a "four wall" policy. The basic rental fee includes only normal janitorial services before the event and normal overhead illumination with heat and/or air-conditioning. Additional costs, including a labor charge for greater than normal clean-up and/or set-up are at the **LESSEE's** expense.

### **Specifics**

The Grand Lobby can accommodate 300 standing for cocktails, 250 for a seated dinner and 225 for a seated dinner with a band and dance floor. The length of the room is 90 feet and the width is 30 feet. All events must be over by 11:00 PM. The Harrison Opera House is able to provide tables, chairs, linens, plates, silverware, or glassware.

A catering kitchen is available for your event on the Grand Lobby level. It includes an ice machine, a large refrigerator, a warming oven and a dishwasher. The Harrison Opera House does **not** have a stove or oven.

**Additional Charges**

A deposit is required once the lease is signed. In case of cancellation, this deposit is non-refundable; otherwise it will be applied to the balance of your account.

It is also the responsibility of the lessee to provide proof of insurance for the duration of the event in the amount of \*One Million and 00/100 (\$1,000,000.00) dollars comprehensive public liability insurance for any one occurrence and property damage insurance of \*Five Hundred Thousand and 00/100 (\$500,000.00) dollars.

**Additional Information**

An outside vendor may cater food for your event. The Harrison Opera House does not provide food or offer service in menu selection. The Harrison Opera House will provide proper trash receptacles for your catered event and all trash must be disposed of properly. The Facilities Manager must approve all of your selected purveyors prior to your event.

Box Office information may be obtained from the Department of Civic Facilities, SCOPE Promotions at (757) 664-6464.

## HARRISON OPERA HOUSE STAFF

The Harrison Opera House prides itself on its professional and well-trained staff. During the course of your event there will be any number of staff members to assist you should you need them. Outlined below are their job descriptions as well as the rate that they are charged out. Please note that the Harrison Opera House determines the number of each type of support staff necessary for each event and the number varies according to the event. An administrative fee of 20% will be added to all personnel costs.

**Facility Manager:** Required anytime building is unlocked. Responsible for overseeing the entire event. If your event uses the stage and the theatre seating he/she will be in constant touch with the backstage personnel. He/she will act as the liaison during the course of your event and will handle any of your special requests. The Facility Manager is charged out at the rate of \$16.00 per hour.

**Security Officers:** All Harrison Opera House security personnel are conservators of the peace through the Circuit Court of Norfolk. Security of the Harrison Opera House and its contents are their primary concern. The security personnel have the authority to enforce contractual or Harrison Opera House regulations. It is required that security officers be present 1 hour before & thirty minutes after a special event takes place. The officers are charged out at a rate of \$19.00 per hour.

**Technical Director:** Responsible for the onstage event, including but not limited to, house crew calls, hanging lighting equipment, soft goods, scenic element placement, rigging, focus, light board operation, and fly rail operation. The Technical Director is charged out at a rate of \$16.00 per hour.

**Light Board Operator/Electrician:** Responsible for the computer light board operation during focus, any technical rehearsals and during the actual stage event. Additional duties: including but not limited to hanging, circuiting, gel & channel assignment of the lighting equipment. The Light Board Operator and the Electrician are charged out at a rate of \$13.00 per hour

**Focus Technician:** Responsible for the focus of the lighting equipment. The Focus Technician is charged out at the rate of \$13.00 per hour

**Flyman:** Responsible for the 47 single purchase T-Bar counterweight line sets. The Flyman is charged out at a rate of \$13.00 per hour.

**Stagehand:** Responsible for loading in & out of the show, this includes but not limited to loading & unloading of the truck(s), sweeping/mopping of the stage, hanging, circuiting of lighting equipment, soft goods, scenic element placement, property placement etc. Stagehands are charged out at the rate of \$13.00 per hour.

**Stage Door:** Required anytime onstage artist(s) will be in the building. Responsible for backstage security. The Stage Door is charged out at the rate of \$11.00 per hour.

## **THEATRE**

### **Description**

The Harrison Opera House Theatre seats 1,632 and is an intimate performance hall with tremendous acoustics. It is perfect for opera, dance, plays, musicals, bands, graduations, symphonies, award ceremonies, and every possible type of entertainment. There is a computerized lighting system, a 47 line fly system, the orchestra pit seats approximately 55 and the dressing rooms can accommodate up to 54.

### **Rental Information**

The Harrison Opera House Theatre is a "Four Walls Rental". Everything must be provided by the presenting organization/producer, however, see the attached list of available equipment that is included in the rental fee.

The rental fee for the theatre is \$1,500.00 a performance day plus a clean up fee. Any additional/rehearsal day rental fees and cleanup fees vary according to the needs of the event. Staffing charges are additional to the rental fee.

Box Office information may be obtained from the Department of Civic Facilities, SCOPE Promotions.

### **Specifics**

All events must be over by 11:00pm. See attached Technical Specifications and Personnel Rate Sheet.

### **Additional Charges**

A deposit is required once the lease is signed. This deposit is not refundable in the case that your event is cancelled. Otherwise, it will be applied to the balance of your account.

It is also the responsibility of the lessee to provide proof of insurance for the duration of the event in the amount of \*One Million and 00/100 (\$1,000,000.00) dollars comprehensive public liability insurance for any one occurrence and property damage insurance of \*Five Hundred Thousand and 00/100 (\$500,000.00) dollars.

Staffing charges are additional to the rental fee. See the attached personnel rate sheet.

### **Additional Information**

If you wish to hold a reception prior to or directly following your event, the Grand Lobby may be used at no additional rental fee. Please review the Grand Lobby & Lower Lobby details. Staffing charges are additional to the rental fee.

**HARRISON OPERA HOUSE  
Event Planners Guide**

Date of Event \_\_\_\_\_ (Lobby Event Only) Time of Event \_\_\_\_\_

Ending Time \_\_\_\_\_

EVENT \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Arrival Time? \_\_\_\_\_ Departure Time? \_\_\_\_\_

Catering  
Notes \_\_\_\_\_  
(Attach diagrams if needed)

Caterer's Needs (please circle)      Kitchen    Warming Oven    Coffee Maker    Ice Machine  
Permanent Bars (HR and/or HL) (Available 1<sup>st</sup> floor only)

Rental Company(s) \_\_\_\_\_ Phone # \_\_\_\_\_

NOTES: \_\_\_\_\_  
(Attach diagrams if needed)

Will there be any other deliveries? (i.e. florist, cake, etc..) \_\_\_\_\_

Company Name & Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Arrival Time for the other deliveries? \_\_\_\_\_

Will you need? (Please circle all that apply)      USHERS    VOA BAR STAFF    FULL BAR  
SET UP

NON -ALCOHOLIC CONCESSIONS

Projected Attendance Figures \_\_\_\_\_ (needed to determine security requirements)

Will there be entertainment? (i.e. band, DJ, pianist, speaker, etc..) \_\_\_\_\_

Name of Group or Individual \_\_\_\_\_ Phone # \_\_\_\_\_

Arrival Time? \_\_\_\_\_ **ANY SPECIAL NEEDS?** \_\_\_\_\_

HARRISON OPERA HOUSE  
P. O. Box 1808 Norfolk, VA 23501  
Phone (757) 664-6464 FAX (757) 664-6990

HARRISON OPERA HOUSE  
Personnel Rate Sheet

**Control Personnel:**

Facility Manager (Mandatory anytime your event is in the building)..... 16.00 per hour  
Security (2 minimum for lobby event, 3 minimum for theatre event).....19.00 per hour  
House Manager (Schedules ushers for your event, if desired).....12.50 per hour  
Head Usher (Assists the House Manager for larger functions).....9.75 per hour  
Stage Door Security (Required for stage functions).....11.00 per hour

**Technicians (Stage Events Only):**

Mandatory

\*Technical Director 16.00 per hour  
\*Electrician 13.00 per hour  
\*Flyman 13.00 per hour  
\*Stagehand 13.00 per hour  
\*\*Soundman 13.00 per hour  
Light Board Operator 13.00 per hour  
Spotlight Operator 13.00 per hour  
Wardrobe 13.00 per hour  
Seamstress 13.00 per hour  
Focus Technician 13.00 per hour  
Rigger 16.00 per hour  
Truck Loader 40.00 per loader, per truck  
Stage Door 11.00 per hour

\*Mandatory for all stage events

\*\*Mandatory for all events that utilize the house sound system

**PLEASE NOTE**

=> Overtime applies after 8 hours in a given day.  
=> Performances are billed on a four hour minimum call.  
=> Load-outs are billed at time-and-a-half with a four hour minimum  
=>Time-and-a-half applies to all work performed on Sundays and Legal Holidays  
=>Time-and-a-half will be applied from midnight until 7:00 am  
=>A one hour meal break must be given every four hours unless other arrangements are made.

**Cleaning Fees**..... Single Show Event Day....350.00 flat rate Double Show Event  
Day....450.00 flat rate .....Single Show with Rehearsal...400.00 flat rate  
Rehearsal Day.....150.00 flat rate

**NOTE:** An **administrative fee of 20%** will be added to all personnel costs.

If you have questions regarding contracting for the Harrison Opera House, please contact  
**Brock Jones, Department of Civic Facilities - City of Norfolk at (757) 664-6973**

If you have additional questions regarding the facility, crew or event issues please contact

**Robert Ellis, Facility Manager - Harrison Opera House at (757) 627-9545, ext 349**  
**Technical Specifications**  
**For The Harrison Opera House**

**General**

**Seating:** Total-1634 (Orchestra-822, Balcony-764, Boxes-48)

**Measurements**

**Proscenium:** Width-40'0" Height-24'0"

**Stage:** Depth from plaster line to back wall- 27'4"  
Total stage width wall to wall- 101'4"

**Wings:** Stage left wing from proscenium to wall- 30'3"  
Stage right wing from proscenium to fly wall- 22'3"

**Gridloft:** Height-58'6" Low trim 4'0" (Batten travel 54'6")

**Apron:** Downstage of plaster line to edge of orchestra pit- 4'11"

**Orchestra Pit:** 55'0" wide x 17'0" deep (at center)  
Height from floor to stage level- 6'1&1/4"  
(Can accommodate approximately 60 musicians)

**Gallery:** Height to fly (stage right and stage left)- 28'4".

**Loading:** 2 truck loading dock at stage level  
Height from ground to dock- 4'0"  
Each door 12'0" high x 10'0"wide  
(Opens into a 22'0" high x 28'0" wide receiving area  
with direct access to stage through a 20'0" tall x 12'0" wide door)

**Technical**

**Stage Rigging:** The fly system is single purchase T-Bar counterweight  
Line sets (see fly schedule for measurements)- 47  
Maximum weight per arbor- 1500lbs.  
(All pipes 55' long with extensions [4' per side] to 63' total)

**Electrics:** Two 400 amp 3 phase switched disconnect boxes in  
the stage left wing  
One 200 amp 3 phase switched disconnect box in the  
loading dock  
One 100 amp 3 phase switched disconnect box each  
on the stage left and stage right rails  
One 100 amp 3 phase switched disconnect box on the  
stage right loading rail

**House Lighting Equipment:**

Strand Light Palette 90 control console  
344 2.4k dimmers  
11 6.0k dimmers  
No dedicated electrics (Drop boxes over stage)

## Technical Specifications For The Harrison Opera House

### Technical continued

<b>Audio:</b>	Allen & Heath GLM 3 (24 channel) mixer	1	
	Rane ME 60 Dual 1/3 Octive Equalizer	2	
	Crest FA 1201 Dual Amplifier	3	
	OAP RLH 1510 Three Way monitor	2	
	EV S-1202ER monitor (for stage)	2	
	EV FM-1202ER monitor (for stage)	2	
<b>Communication:</b>	Clearcom MS-400A (4 channel base station)		1
	Clearcom RS-501 Beltpacks	12	
	Headsets	12	
<b>Lighting Equipment:</b>	Contact Ken Steadman at extension 308 or Moses Darden at extension 313 at the Virginia Opera (757) 627-9545		
<b>Softgoods:</b>	Main Curtain		1
	Border (8'-0")	2	
	Border (12'-0")	2	
	Leg (10' x 30')		4 sets
	Blackout (50' x 30')		1
<b>Dressing Rooms:</b>	Star dressing room (1 performer) Plus the maestro lounge	2	
	Chorus dressing room (10-18 performers)	3	
	Dressing room (2-4 performers)	4	
<b>Orchestra Equipment:</b>	Black padded chairs	50	
	Music Stands	50	
	Music Stand Lights	50	

*Handicapped Seating  
at the  
Harrison Opera House*

There are 12 areas in the lower orchestra seating that can be adapted to accommodate wheelchairs. It is recommended that for each event at the Harrison Opera House at least two handicapped seats are available for unexpected situations. Each of the following groups of seats are “ganged “ together. Removing one grouping creates the space for one wheelchair, and must be sold as one seat only.

Wheelchair Seating is:

Orchestra Left	B	11,13,15	Orchestra Right	B	12,14,16
	C	17,19,21		C	18,20,22
	E	17,19,21		E	18,20,22
	F	21,23,25		F	22,24,26
	I	23,25,27		I	24,26,28
	J	25,27		J	26,28

**Contact Information**

Below you will find the names of the people you may need to call at some point

<b>Position</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Director	John Rhamstine	(757) 664-6953	john.rhamstine@norfolk.gov
Asst. Director	Steve Harper	(757) 664-6955	steve.harper@norfolk.gov
Event Manager	Brock Jones	(757) 664-6973	brock.jones@norfolk.gov
Event Coordinator	Tracy Derring	(757) 664-6248	tracy.derring@norfolk.gov
Event Coordinator	Beth Miller	(757) 664-6958	beth.miller@norfolk.gov
Marketing Manager	Deborah Mann	(757) 664-6957	deborah.mann@norfolk.gov
Box Office Manager	Steve Heninger	(757) 664-6965	steve.heninger@norfolk.gov

## DIRECTIONS TO THE HARRISON OPERA HOUSE

From Virginia Beach:

Take Route 264 West towards downtown Norfolk.  
Take Exit 9 - Waterside Drive.

From Chesapeake:

Take Route 64 West to the Route 264 interchange.  
Then take Route 264 West towards downtown Norfolk.

OR

Take Route 464 towards downtown Norfolk.  
Take the Waterside Drive Exit.

From the Peninsula:

Take Route 64 East to the Route 264 interchange. (13.5 miles)  
Take Route 264 West towards downtown Norfolk.  
Then take Exit 9 – Waterside Drive.

### **DIRECTIONS FROM THE WATERSIDE DRIVE EXIT:**

(You will pass straight through 12 traffic lights & travel approximately 1.5 miles to arrive at the Harrison opera House as detailed below.)

The Waterside Drive Exit will put you off the highway going in the direction you wish to travel. You will pass the Waterside Festival Marketplace on your left and then Waterside Drive will make a 90-degree turn to the right and become Boush Street. You will continue on Boush Street and will pass the Freemason Abbey restaurant on your left. You will crossover Brambleton Avenue which will be your first major intersection. Once you cross Brambleton Ave. you will continue straight through one more traffic light and then turn right at the next light, which is Virginia Beach Boulevard. Once you have turned onto VA Beach Blvd., you will see the Harrison Opera House and the entrance to the parking lot, which is on your left.