



WELLS THEATRE: PRIVATE EVENT INFORMATION

SEVENVENUES.COM • 757.664.6464 • 201 E. BRAMBLETON AVE, NORFOLK VA 23510

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.

Rental Rate: \$800.00

(Rental includes: 8 hour rental period, including set up time, Facility Manager, standard security and standard clean up. Additional expenses may be incurred outside the 8 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, and Representatives are all named additional 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.



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 a parking fee per car. You have a several options: 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.

Rehearsals

Rehearsal arrangements may be made based on availability. Please speak with our Booking and Contract Manager 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

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 and Contract Manager
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

PARAGRAPH 9 IN THE CONTRACT STATES:

Licensee hereby 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 Licensee's occupancy of the facilities or operation of the improvements thereon, or any act or omission of Licensee in connection with the use of the facilities under this Agreement; including without limiting the generality of any of the foregoing, any act or omission of Licensee, its agents, servants, employees, patrons or invitees. At all times during its use of the Facility, Licensee, at its sole cost and expense, shall purchase and maintain the following: 1) **Commercial General Liability insurance, using form ISO CG 00 01 or equivalent, covering the activity contemplated by this Agreement, including coverage for public liability, bodily injury and property damage; and, as may be applicable an endorsement or standalone policy for abuse and molestation coverage of not less than One Million Dollars (\$1,000,000.00), with combined single coverage limits of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) in the aggregate;** 2) Workers' Compensation insurance, where required by Commonwealth law, and 3) Such insurance as required by federal, Commonwealth or local laws, codes, or regulations. **Licensee shall furnish Owner written evidence of such insurance by delivering a policy endorsement or a certificate of insurance to Owner, not less than thirty (30) days prior to the event**, which 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, and representatives are named Additional Insured under said liability and property damage insurance.** All insurance policies required to be purchased under this Agreement shall be issued by insurance companies with an A.M. Best rating of "A" or better, and shall be issued by companies that are qualified to do business in the Commonwealth of Virginia. Such policy(ies) 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 cancellation by Licensee, and shall be treated as a cancellation of the event.

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

CHEF BY DESIGN

5316 Fairfield Shopping Center
Virginia Beach, VA 23464
757.496.3900
chefbydesigncatering.com
info@chefbydesigncatering.com

EAST BEACH CATERING

1512 East Bayview Blvd.
Norfolk, VA 23503
757.480.3003
ebeachcatering@aol.com
eastbeachcateringandeventplanning.com

U OMAR'S CARRIAGE HOUSE

313 W Bute St.
Norfolk, VA 23510
757.622.4990
omarscarriagehouse@verizon.net
www.omarscarriagehouse.com

GOURMET GANG

6000 Robin Hood Road
Norfolk, VA 23518
757.857.6100
events@gourmetgang.com
www.gourmetgang.com

MONTERO'S CATERING

414 N McArthur St.
Elizabeth City, NC 27909
252.331.1067
www.monterosrestaurant.com
eatatmoneros@gmail.com

SWEETWATER CUISINE

4216 Virginia Beach Blvd.
Virginia Beach, VA 23452
757.403.7073
askus@sweetwatercuisine.com
www.sweetwatercuisine.com

SPECTRA

210 E. Brambleton Ave
Norfolk, VA 23510
757.605.0208

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Reception Rental Application

Date:

Client Name:

Billing Address:

City/State/Zip:

Telephone #:

Alt. Telephone #:

Email Address:

Fax #:

Type of Event:

Date of Event:

Event Hours:

Est. 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 or
Company Name:

Telephone #:

Alt. Telephone #:

Email Address:

Fax #:

Finance References

Bank Name:

Telephone #:

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

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