



# d'ART Center Space Rental Agreement Form

### Contact & Billing Information

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

### Event Information

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Set-Up Diagram attached

### Space Requested:

All = \$700  Classroom = \$60/2-hours

**Type of Event:**  Reception  Seminar/Meeting  Seated Dinner  Other: \_\_\_\_\_

We plan to have music/entertainment \_\_\_\_\_  Theme/décor: \_\_\_\_\_

- **FOOD & BEVERAGE:** All catering and food service must be provided by and at the expense of the sponsor.
  - We would like the d'ART Center to coordinate catering/rentals for an additional fee of \$ \_\_\_\_\_
  - Please contact us for recommended caterers and/or rental companies.
  - Yes, we plan to serve alcohol at this event. Please contact us to make special arrangements.
  - We acknowledge that no alcoholic beverages are permitted except by special arrangement with d'ART Center.
- **CLEAN UP:** Premises must be left in clean and orderly condition.\*
  - Janitorial service fees of \$ \_\_\_\_\_ apply  
*\*Premises must be vacated within (1) hour of the event end time [ \_\_\_\_\_ a.m. / p.m.]*
- **SECURITY:** Sponsor must provide any special security services required.
  - Security fees estimated at \$ \_\_\_\_\_ apply
- **PAYMENT & FEES:** For rental of classroom space, payment is due when contract is signed. For rental of entire d'ART Center space, a **50% deposit** is due when the contract is signed. **Balance is due thirty (30) days prior to scheduled event.**
- **LIABILITY:** Sponsor agrees to indemnify and hold harmless the d'ART Center and the City of Norfolk from and against any and all risks, costs, expenses, and claims of every kind arising from or in connection with the sponsor's event.
- **DAMAGES:** Sponsor agrees to pay, on request of the d'ART Center, or to reimburse the d'ART Center for the cost of repairing all damage (ordinary wear and tear excepted) to the premises, including all works of art, occurring during or arising in connection with event.
- **CANCELLATIONS:** **Must be submitted in writing and a cancellation will result in forfeiture of the Renter's deposit, unless the date is rebooked, at which time the deposit will be returned less a \$100 booking fee.**

*As sponsor, or a representative there of, I am authorized to reserve space for the event described above. I have read and acknowledge of all the charges and conditions set forth on this form and as sponsor agree to abide by all conditions of the Center. As sponsor I agree to reimburse the Center for all loss and/or damage caused by the sponsor, its agent, and invitees.*

Agreed to: \_\_\_\_\_

Confirmed: \_\_\_\_\_

Signature of Authorized Sponsor

For the d'ART Center

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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**Please return signed form w/payment or deposit to:**  
Executive Director, d'ART Center @ Selden Arcade  
208 E. Main Street, Norfolk, VA 23510  
Phone: 757.625-4211 or Fax: 757.965.4091  
[www.d-artcenter.org](http://www.d-artcenter.org)

**Office Use Only:**  
Deposit Received: \_\_\_\_\_

Special Notes: \_\_\_\_\_

Final Payment: \_\_\_\_\_