

SELDEN ARCADE

Facility Rental Information

THE VENUE

Thank you for considering Selden Arcade for your special event. This historic gem is conveniently located in the heart of Downtown Norfolk, within walking distance to restaurants, museums, concert venues, hotels, and the city's premier outdoor venue Town Point Park. With 9,000 square feet of common space and soaring ceilings, the Selden Arcade will serve as an elegant place to host your event.

The Selden's art deco architecture creates an eclectic backdrop for weddings, corporate functions, cocktail receptions, lectures, or any event requiring a touch of class and elegance. Events with artistic elements and displays are also a great fit. Upon request and coordination with the d'Art Center, artist studios may remain open for guests to tour and enjoy.

The Selden Arcade is home to the d'Art Center and the Arcade regularly plays host to a number of visual artists. It is the hub for the cultural arts in Norfolk and serves to link residents, visitors, and tourists to Norfolk's rich creative community.

The Selden's central location, artistic flair, and historic status make it the perfect choice for any occasion.

History of the Selden

The Selden Arcade has been an enduring piece of Norfolk history for nearly 100 years. Construction began on the building in 1930 at the former site of the Academy of Music, which was destroyed by fire that same year. The Selden officially opened its doors to the public on April 28, 1931.

During the 1950s, the Selden earned the nickname "Little Wall Street" because of the many investment and insurance companies housed there. Throughout the years tenants and ownership of the landmark would exchange several times. In June 2005, Selden Arcade officially re-opened as Norfolk's cultural arts center that celebrates and invites all to experience the arts.



EVENT SPACE

The Main Arcade \$1600

Open, airy space that can accommodate cocktail receptions, sit-down dinners, lectures, and more. Upon request artist studios can be opened (additional fees may apply).

Maximum Capacities:

Standing: 450 | Theatre: 345 | Seated: 240



INCLUDED IN THE RENTAL

All rental rates include the following at no additional cost: eight-hour rental period, an event coordinator/duty manager, event setup, a security guard, and cleaning. Additional charges for other personnel will be determined according to event needs. Additional personnel may include, but is not limited to, security, door attendants, police, paramedics, and custodial staff beyond the eight-hour rental period.

Rental Period: Eight-hour rental period, which is inclusive of load-in, set-up, event, and load-out. Additional fees apply to extend the rental period.

Event Coordinator: Each event is assigned an event coordinator who will help and guide you through all the necessary items and paperwork for your event. The event coordinator will work with you prior to and the day of your event.

Duty Manager: This manager will be on-site for the entirety of your event for any venue needs or questions.

Event Setup/Security/Cleaning: Rental also includes event setup for tables, chairs, staging, and other equipment rented from the venue. One security guard and staff to handle clean-up during and following the event is included in the rental.

EQUIPMENT RENTAL (daily rates)

Banquet chair	\$	0.75
Easel	\$	2.00
6' non-skirted table	\$	2.50
65" non-skirted round table	\$	2.50
Hi-top table	\$	2.50
Pipe and drape (per foot)	\$	3.00
Rope and stanchion	\$	3.00
4'x8' riser	\$	8.00
Bar front	\$	40.00
PA system	\$	75.00

ADDITIONAL INFORMATION

RENTAL APPLICATION: Please complete the attached rental application form and return to the Special Events office. Upon receipt of the application and management approval, the date will be placed as a tentative hold. This hold becomes a firm contract when you make a deposit and sign a contract for the date.

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 with deposit and certificate of insurance within 14 days of the mailing date. A fully executed copy will be returned for the Lessee's files.

DEPOSITS & FINANCIAL SETTLEMENT: 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 execution and the remaining balance is due 14 days prior to the date of your event. An estimate reflecting the costs of any needed personnel and equipment will be generated for your review after your walk-through with your event coordinator. A settlement will take place following your event. Any overages will be refunded to the billed party within two (2) weeks of settlement.

CONTESTED DATES: Tentative dates are held for two (2) weeks following issuance of the contract, after which time the Special Events office reserves the right to book another event on the date being held if the contract has not been returned. If another party 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 first party making the original request will be notified and given 48 hours to make a deposit and sign a contract for the date or the second party will be awarded the date.

CANCELLATION: You may cancel at any time, however, the deposit is non-refundable and the remaining balance is due two (2) weeks prior to the event.

CATERING: We have a well-established list of approved caterers from which to choose. We highly recommend these caterers and ask that you select one of them to cater your event. Please see the attached list. Should you choose not to use a caterer from this list, there is a \$750.00 catering buyout fee.

INSURANCE: The Lessee hereby waives any claim against and promise 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.

DECORATIONS/SET-UP: The Selden is open to the general public from 6:30 AM until 6:30 PM Monday through Saturday and Sunday from 11:00 AM until 6:00 PM. Because of this schedule, we do not permit decorators/vendors to setup until the first day of the rental period. If you think you will require time for decorator or vendor setup before the day of your event, you should consider renting the facility for an additional day (1/2 the event rate). The building does not have on-site 24-hour security. You may wish to hire a security person during these times to ensure that your setup is not disturbed.

If your event requires banners, posters, or signs to be hung, your event coordinator will work with you to find the appropriate method of hanging these items. Affixing these items to painted, finished wood or glass surfaces by means of tape, tacks, staples, nails, mastic or anything that would mark the surface is not permitted. Banners tied to columns, railings, ceiling or any part of a building or structure must be pre-approved at least two (2) days prior to the event.

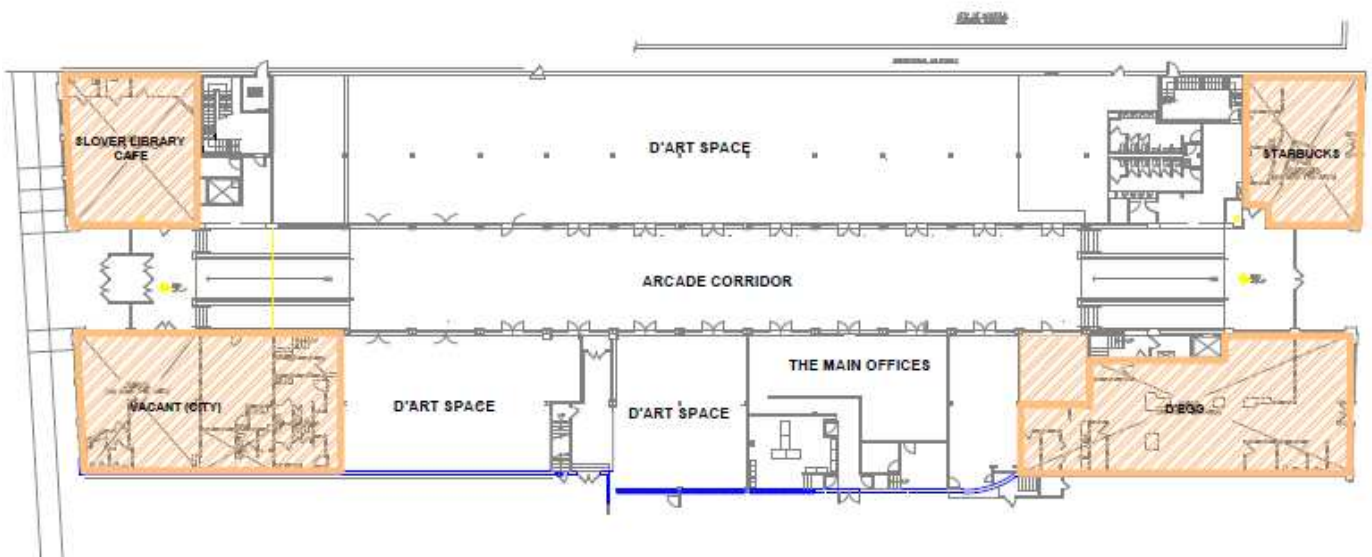
CLEAN UP: Standard clean-up included.

PARKING: Parking is not included in your facility rental. For information on city parking options, contact the Division of Parking at 757.664.6222.

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

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

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



Exclusive Caterers

CHESAPEAKE BAY CATERING COMPANY

1800 Greenbrier Parkway
Chesapeake, VA 23323
(757) 213-5021
joan@chesapeakebaycatering.com
www.chesapeakebaycatering.com 

CREATIVE CATERING OF VIRGINIA

1300 Redgate Avenue
Norfolk, VA 23507
(757) 499-2002
catering@creativecateringva.com 
www.creativecateringva.com

EAST BEACH CATERING

1512 East Bayview Boulevard
Norfolk, VA 23503
(757) 480-3003
ebeachcatering@aol.com
eastbeachcateringandeventplanning.com

FRESH EVENTS

833 Seahawk Circle
Virginia Beach, VA 23452
(757) 531-9432
www.farmfreshsupermarkets.com

OMAR'S CARRIAGE HOUSE

313 West Bute Street
Norfolk, VA 23510
(757) 622-4990
omarscarriagehouse@verizon.net 
www.omarscarriagehouse.com

OVATIONS

210 East Brambleton Avenue
Norfolk, VA 23510
(757) 605-0208

GOURMET GANG

6000 Robin Hood Road
Norfolk, VA 23518
(757) 857-6100
events@gourmetgang.com
www.gourmetgang.com

MONTERO'S CATERING

414 North McArthur Street
Elizabeth City, NC 27909
(252) 331-1067
eatatmoneros@gmail.com
www.monerosrestaurant.com

SWEETWATER CUISINE

4216 Virginia Beach Boulevard
Virginia Beach, VA 23452
(757) 403-7073
askus@sweetwatercuisine.com
www.sweetwatercuisine.com

D'EGG DOWNTOWN

208 East Main Street
Norfolk, VA 23510
(757) 626-3447
www.deggnorfolk.com

CUISINE AND COMPANY

2648 Quality Court
Virginia Beach, VA 23454
(757) 428-6700
admin@cuisineandcompany.com 
www.cuisineandcompany.com

 KOSHER

CITY OF NORFOLK SPECIAL EVENTS

208 E. MAIN STREET ★ NORFOLK, VA 23510 ★ 757.664.6880

Rental Application

CLIENT NAME _____ DATE _____

BILLING ADDRESS _____ CITY/STATE/ZIP _____

TELEPHONE # _____ ALT. TELEPHONE # _____

EMAIL ADDRESS _____ FAX # _____

TYPE OF EVENT _____ DATE OF EVENT _____

EVENT HOURS _____ ESTIMATED ATTENDANCE _____

EVENT DESCRIPTION _____

ARE THERE ANY ARTS COMPONENTS TO THIS EVENT?

If so, briefly describe _____

WILL THIS BE A TICKETED EVENT?

MAY WE SUGGEST AN ALTERNATE DATE?

HOW WILL YOU ADVERTISE? N/A

IS THERE A COORDINATOR FOR THIS EVENT? (If so, please fill out the information below.)

COORDINATOR CONTACT INFORMATION

COORDINATOR NAME/COMPANY NAME _____

TELEPHONE # _____ ALT. TELEPHONE # _____

EMAIL ADDRESS _____ FAX # _____

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. FINANCIAL REFERENCES MAY BE REQUESTED.

THE APPLICANT UNDERSTANDS THAT A CERTIFICATE OF INSURANCE AND DEPOSIT WILL NEED TO BE PROVIDED.

DATE

APPLICANT'S SIGNATURE

RETURN TO:

City of Norfolk Special Events
208 E. Main Street
Norfolk, VA 23510
specialevents@norfolk.gov
757-664-6880 Fax 757-664-6810