

Omegas of Norfolk
937 Norfolk Square
Norfolk, Virginia 23502
(757) 455-9019
omegahouseorf@yahoo.com
Rental Agreement

Lessee/Group Name: _____

Contact Person: _____

Phone(s): _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Date: _____ Type of Event: _____

Setup Time: _____ Start Time: _____ End Time: _____

Room(s) Reserved: _____ Estimated Attendance: _____

Deposit/Date Paid: _____ Balance/Date Due: _____

Make checks payable to "Omegas of Norfolk"

Additional Information:

Terms

By signing this agreement, Lessee agrees to abide by the terms/guidelines stated above and on the attached Information Sheet and House Rules. Payment of a non-refundable deposit of \$100 will guarantee a hold on the date/time requested. Payment in full at \$100/hr + refundable \$25 cleaning fee is due ten (10) days after the deposit. (See example on Information Sheet). Lessee is wholly responsible for applying for/receiving a license to serve alcohol from the ABC. Failure to receive said license is NOT grounds for cancellation or refund of deposit. No refund will be paid for events resulting in immediate termination per House Rules. Omegas of Norfolk reserve the right to refuse any request for rental, at their discretion.

Lessee (Print, sign, date): _____

Approved By: _____

Omegas of Norfolk
937 Norfolk Square
Norfolk, Virginia 23502
(757) 455-9019
Information Sheet

General

Thank you for choosing Omega House for your meeting and social gathering needs. It is conveniently located just off Virginia Beach Blvd in Norfolk, VA on Norfolk Square, south of the Norfolk Police Operations building and Clear Channel Radio. The single story structure is ideally suited for small to medium-sized groups up to 70 (depending upon configuration). The primary space available for rental is a medium-sized hall and adjacent bar area @ \$100/hr. Minimum rental time is three hours. **A non-refundable deposit of \$100 holds your date and is due upon signing the agreement. Payment in full of the balance, at the aforementioned hourly rate, and a refundable \$25 cleanup deposit is due within ten (10) work days of signing. (Example: \$100 deposit + \$100 x 3hr + \$25 cleanup fee=\$425 total).** Eight-foot and six-foot banquet tables, small cocktail tables, and straight-back and folding chairs are available for setup in a variety of configurations by the house staff. Lessees are responsible for finished setup/decoration, providing their own tablecloths, dishware, utensils, etc. Omega House has a small parking area behind the building, and on-street parking directly in front. Ask about other parking when booking your event.

Other Key Information

--Omega House rental hours: 8am to midnight, Monday thru Thursday; and 8am to 1am, Friday and Saturday.

--**Lessees must be at least 25 years old.** Omega House is not available for dances/parties for minors. Minors attending adult events must be supervised by responsible adults at all times.

--Tickets may NOT be sold at the door for any event sponsored by the Lessee.

--The Lessee must obtain an appropriate license from the ABC if alcoholic beverages are served, including BYOB. Present it to the Omega House rep for posting prior to the start of the event. Failure to be granted a license is NOT grounds for refund of deposit or cancellation. Consumption of alcohol in the building without a license will result in IMMEDIATE TERMINATION of the event. The license issued by the ABC does NOT allow consumption in parking area. The Lessee is NOT permitted to SELL alcohol at any event in Omega House.

--Catered food is the responsibility of the client. Cooking on the premises is not permitted. Cooked items may be WARMED in the OVEN ONLY. The stove top is not to be used for any reason. Limited refrigeration is available for storing cold items.

--Ice is available for drink cups/glasses ONLY. Bulk ice for coolers/buckets holding beer, wine, sodas, etc. must be brought in by the Lessee.

--Lessees will clear tabletops/bar/decorations and place trash in the receptacles provided.

--Use of nails/tacks is not permitted on walls. Masking tape is the only type permitted when placing decorations on walls. (Any plastic hooks or nails already in place on the walls in the large hall area may be used for hanging items).

Questions? Please contact the House Master or Omega House representative.

House Rules

The LESSEE agrees to adhere to all guidelines and policies, both written and implied, set forth in the Rental Agreement, Information Sheet and House Rules. Additionally:

1. LESSEE IS REQUIRED TO ACQUIRE GENERAL LIABILITY INSURANCE COVERAGE OF \$1,000,000 FOR THEIR EVENT, AT THEIR EXPENSE. SAID COVERAGE WILL LIST OMEGAS OF NORFOLK AS AN ADDITIONAL INSURED AND SHALL HOLD OMEGAS OF NORFOLK HARMLESS. LESSEE SHALL PROVIDE A COPY OF A CERTIFICATE OF INSURANCE AS A PROOF OF COVERAGE PRIOR TO THIS AGREEMENT BEING APPROVED. LESSEE ASSUMES LIABILITY FOR ALL PROPERTY DAMAGE AND PERSONAL INJURY ASSOCIATED WITH THE EVENT, INCLUDING SETUP AND POST-EVENT CLEANUP. STANDING ON CHAIRS OR TABLES--FOR ANY REASON--IS PROHIBITED.

2. LESSEE is responsible for the PERSONAL CONDUCT of ALL guests attending their event. Conduct which is unlawful or, otherwise disruptive to good order will result in IMMEDIATE TERMINATION of the event WITHOUT REFUND, at the discretion of Omega House Staff. While not a requirement for rental, the use of security personnel is left to the discretion of the Lessee, and is at their expense. GROUPS OF 100, OR MORE, AND EVENTS THAT HAVE ADVANCE TICKET SALES—REGARDLESS OF GROUP SIZE—REQUIRE LESSEE USE LOCAL OFF-DUTY LAW ENFORCEMENT PERSONNEL IN UNIFORM.

3. Smoking is PROHIBITED within Omega House. Smokers may smoke in the outside area BEHIND the building only, and must use the receptacle provided to dispose of smoking materials.

4. Groups may not LOITER for extended periods OUTSIDE on the grounds of Omega House. DOORS MUST REMAIN CLOSED AT ALL TIMES except for the purpose of entry and egress.

5. Attendees will be subject to ID checks at functions where alcohol is being served. Underage drinking, or failure to produce appropriate ID when checked, WILL result in IMMEDIATE TERMINATION of the event WITHOUT REFUND.

6. SUSPICION OF USE OF CONTROLLED SUBSTANCES WHILE ON THE PREMISES, OR IN ADJACENT PARKING AREAS, WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT WITHOUT REFUND.

**7. Basic post event cleanup is per the Information Sheet. Additionally, the cleanup fee will be returned via check after inspection by Omega House Staff to insure that there are NO DAMAGES to the facilities and:
--Do NOT place food solids or grease in sinks.**

- Tables are folded and placed per staff.**
 - Chairs are stacked or folded and placed per staff.**
 - Floors are swept and spills mopped per staff.**
 - Trash bags are placed in the dumpster provided.**
- 8. Charges beyond the cleanup fee may be imposed for EXCESSIVE DAMAGES.**

Lessee (Print, sign, date): _____

Approved by: _____

Revised May 12, 2016