Celebrate love at the Center
in the heart of Hampton Roads
Are you looking for a unique venue for your upcoming wedding or reception event? The Suffolk Center for Cultural Arts can help make your special event unforgettable. With a variety of rental options including two oversized dressing rooms, our beautifully restored ballroom, elegant galleries and our gorgeously manicured front lawn and fountain area, imagine the creative possibilities.

From 2 to 200 guests we are here to assist you. We can provide space for the following:

- Wedding
- Pre-Reception Cocktail Hour
- Reception
- Dressing Rooms for Hair and Make Up Services
- Rehearsal Dinner
- Bridal Shower
- Engagement Photo Location
- Bridal Portrait Photo Location
THE SUFFOLK CENTER DIFFERENCE

- Nonprofit organization
- Exceptional customer service
- Historic charm – Built in 1922
- This majestic property includes tall ceilings, gorgeous hardwood floors and ornate woodwork throughout.
- Our famous fountain and lawn with over 100 white crepe myrtle trees and bronze statues
- Beautiful white pergola entrance
- Variety of rental spaces (inside and outside)
- Located in the heart of Hampton Roads, the Suffolk Center is an easy 30 minute drive from Norfolk, Portsmouth, Chesapeake, Smithfield, Franklin and Northeast North Carolina
- Free onsite parking for 175 vehicles
- Client can bring in their own alcohol with the appropriate ABC Permit.
- Client can select their own vendors (Caterer must be licensed and insured)
- Tables and chairs are included in the rental rate
- Interior tables and chairs are set up and removed by Suffolk Center Staff
- Complimentary Wedding Rehearsal if the contract includes both the wedding and reception
- Complimentary Security
- Two additional staff members to assist with load in and load out
- Final cleaning is taken care of by the Suffolk Center Staff
- Soft holds are offered

When it’s time to write a contract, a 50% nonrefundable deposit is required if the event is more than 90 days away from the event date. The full balance is due 90 days before the event.
CATERING, OTHER VENDORS, SOFT HOLDS & RENTAL CONTRACTS

The Suffolk Center for Cultural Arts allows rental clients to select their own licensed and insured caterer.

Rental Clients are also allowed to hire their own outside vendors. The Suffolk Center will require a list of all your vendors and their contact information to coordinate a load in schedule based on your rental agreement time line.

Alcohol
Alcohol can be provided and delivered by the rental client. An ABC Permit must be received by the Suffolk Center no later than 14 days before the event date.

Special Event Liability Insurance
Special Event Liability Insurance is required for any wedding or reception event held at the Suffolk Center. Generally, the liability policy should be for $250,000.00 and it should list the Suffolk Center as additional insured. A Certificate of Insurance is required 14 days prior to your event date.

SOFT HOLDS - DO YOU WANT US TO HOLD YOUR DATE?
A 30 Day Soft Hold is available for rental clients who have toured and are seriously interested in the Suffolk Center. Our rates are some of the best in Hampton Roads but, before you depart with your nonrefundable deposit, please make sure you have a few catering proposals and that you are comfortable with the total cost of a wedding and reception. A rental client can only have one 30 day soft hold. If another guest should inquire about the same date, the Suffolk Center will contact you and offer you 5 days to write a contract and you must offer a 50% nonrefundable deposit. You also have the option to release the soft hold if you are not ready. The nonrefundable deposit must be paid with cash, a personal check or money order. Credit cards cannot be used for a nonrefundable deposit.

CONTRACT TIME, ARE YOU READY?
The Suffolk Center will need confirmation of the date and hours of the event. The name of the licensed and insured caterer will also be required. The Suffolk Center will keep rental clients informed of important dates for example: loading in, a walk thru meeting, due dates for additional information and so much more.
RENTAL OPTIONS

FRONT LAWN & FOUNTAIN AREA
(Wedding only) No ABC allowed on the exterior of the property.
Four hour rental: $250
Client is responsible for coordinating exterior chairs.

TAYLOR BALLROOM
First Floor and Lower Level of the Ballroom
4,080 Square Feet
Max Guest Count: 200 Reception only
Max Guest Count: *165 Wedding & Reception Package
Includes two sided balcony and Mural Room.
Beautiful space for weddings, pre-receptions and receptions. Details include a gorgeous stairway, hardwood floors for dancing, brass railing and beautiful lighting that can be dimmed at various levels.
Ballroom Galley & Second Floor Galley are included.
Galleys include two large ice machines, stainless counter space, refrigerator and private elevator for catering staff/other vendors.
Eight hour rental: $2,500
*Ten hour rental: $3,000

BB&T GALLERY – Second Floor
1,058 Square Feet, Max Guest Count: 100
For more intimate, smaller events, this is a beautiful space for a wedding, pre-reception cocktail hour or a great rehearsal dinner option. Exhibits change throughout the year and they truly make a gorgeous backdrop for any event.
For a sit down dinner event: Max 60
Four hour rental: $550
(No dancing is allowed in the art galleries.)

NORFOLK FOUNDATION GALLERY – Second Floor
1,058 Square Feet, Max Guest Count: 100
Beautiful space for a pre-reception cocktail hour event or also great for a rehearsal dinner option.
Max guest count for a sit down dinner: 60
Four hour rental: $550
(No dancing is allowed in the art galleries.)

YATES HALL – First Floor
1,620 Square Feet, Max Guest Count: 120
Great space for a pre-reception cocktail Hour. It’s directly across from the Taylor Ballroom. (If the Ballroom is rented, this rental area is included – no charge.)
A la carte - $250
Used with the Mural Room, it is a great option for events with 120-180 guests. Guests can have an overview of the lower level of the ballroom. The staircase can be stanchioned off until it’s time for the bridal party to be formally introduced.

DRESSING ROOM 1 or 2
Max guest count 12 per dressing room.
Both dressing rooms are complimentary for guests who select the Taylor Ballroom.
A la carte: $75 per dressing room
Time: Equal to your longest rental.
Each dressing room includes plenty of counter space, chairs and a clothing rack.
This space is perfect for a hair or make-up artist. A private restroom is in each dressing room.
WEDDING & RECEPTION SPECIAL

BEST VALUE – WEDDING & RECEPTION - $3,000

Taylor Ballroom – Wedding, Pre-Reception & Reception

Max guest count: 160 (36 Balcony, 124 Lower Level Ballroom)
Includes 10 hours on the event day

Bonus space: (2) Dressing Rooms, Yates Hall & the Mural Room for the Pre-Reception Cocktail Hour plus the Kitchen Galley on the Ballroom Lower Level and 2nd Floor Kitchen Galley.

Complimentary Rehearsal – One hour is given between the Hours of 4pm – 5pm on the Friday before the wedding

ADDITIONAL DECORATING/LOAD IN SPECIAL

The Friday before can be rented between 9am-4pm for a total of 7 hours for an additional $400. This special must be confirmed at the time of the original contract.

Also, based on availability, time can be added to an existing contract for $100 per hour. Added time must be consecutive with the original contract hours and during normal Suffolk Center operating hours. This must be confirmed 21 days before the event date to coordinate staffing.

The rates listed in this brochure are regular rates.

Please request a holiday rate proposal if your event is scheduled on a holiday weekend or between December 15 - January 3.

COMPLIMENTARY SERVICES

• Suffolk Center tables and chairs. (Linens are not provided.)
• Set up & break down of Suffolk Center furniture.
• The Suffolk Center will take care of the final cleaning. (The Caterer is responsible for food and beverage trash and leaving the galleys in the condition they were found.)
• Security is also provided.

WEDDING RECEPTION ONLY - $2,500

Taylor Ballroom

Max guest count: 190 (Balcony & Lower Ballroom) Includes 8 hours on the event day

Bonus space: Yates Hall, Kitchen Galley on Ballroom Level and 2nd Floor.

ADDITIONAL DECORATING/LOAD IN SPECIAL

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Also, based on availability, time can be added to an existing contract for $100 per hour. Added time must be consecutive with the original contract hours and during normal Suffolk Center operating hours. This must be confirmed 21 days before the event date to coordinate staffing.