

Facility Use Regulations

- The Chrysler Museum of Art is a non-smoking facility.
- Animals, including household pets, are not permitted in the Museum.
- Auctions and trade shows are not permitted to be held at the Museum.

PARKING

- The Museum offers complimentary parking, and permits are available upon request.

SCHEDULING

- Events may begin at 6:30 p.m. Main doors will open for guests at 6 p.m., as the Museum is open to the public until 5 p.m. Special setup exceptions should be requested at least 30 days in advance.
- To ensure smooth and timely setups, we have allotted specific times for vendor arrival. The Special Events Coordinator will detail these for you.
- All vendors and early arrivals must enter and exit through the Staff/Security entrance on the Mowbray Arch side of the Museum. After checking in with security, the loading dock may be used to unload equipment, flowers, etc. Any and all special considerations must be approved by CMA Special Events Staff.
- Cuisine & Company is our exclusive on-site caterer.
- Any contracted employees not named by the Chrysler as Approved Vendors must be pre-approved by the Special Events Department prior to the signing of a contract with them. Please notify the Special Events Coordinator if you are planning on using a vendor not listed on this insert. Professionals with whom we have excellent working relations are specially designated as Preferred Vendors.
- The lessee must schedule a logistics walk-through 30 days prior to the event at the Museum with the caterer, event or wedding coordinator, and the designated museum contact person. The walk-through must take place no later than 15 days prior to the event.
- A list of ALL vendors, including contact information, must be available to Chrysler Museum staff at the final walk-through.

- The balance of the rental must be paid 30 days prior to the event date; a \$500 fee will be assessed for all late payments.
- The Museum rental fee includes tables and chairs, china, and flatware. Please contact the Special Events Department for audio-visual equipment rental.
- If the client is purchasing an ABC Banquet License and supplying any alcohol, alcohol delivery may take place only after 3 p.m. on the event day.

PHOTOGRAPHY

- Photography is allowed only in Huber Court, Tiffany Gallery (non-flash only), Memorial Garden, and Mary's Garden. All equipment must be checked in through Security. A photographer may take pictures of Huber Court from the second floor with approval from the Special Events staff and Museum Security. Flash photography is not permitted in the Tiffany Gallery.

CATERING

- Cuisine & Company is the Museum's exclusive special event caterer. They can be reached at 757.428.6700.
- Red wine may be served only in Huber Court and The Chrysler Café.
- Food and beverages are not allowed in galleries where works of art are displayed, except in predetermined glass galleries.

DECORATIONS

- The Special Events Coordinator reserves the right to approve all decorations brought into the Museum. All decorations and signs must be freestanding.
- Candles are permitted in Huber Court only and must be enclosed in glass (hurricanes or votive holders). Candelabras should contain smokeless, dripless candles.
- Confetti, birdseed, and balloons are not permitted anywhere on Museum grounds.
- Virginia state law prohibits the use of sparklers and similar fireworks on public property.

- *Norfolk Keels*, the draped ceiling artwork by Sam Gilliam, will not be removed from Huber Court for any event.

WEDDINGS

- A professional, day-of event coordinator (with a valid business license) must be used for all wedding ceremonies and wedding receptions. If the coordinator/planner is not one of our Preferred Vendors, a copy of the business license and business insurance must be supplied 30 days prior to the event. Coordinators are required to stay for the duration of the event.
- Coordinators must attend the final walk-through appointment.
- Coordinators should supply an event timeline at the final walk-through appointment.
- A list of ALL vendors, and their contact information, must be available at the final walk-through.
- Wedding rehearsals are included with the rental of Huber Court and are scheduled from 3-4 p.m. on the day prior to the wedding, unless otherwise approved.
- A bridal portrait session in Huber Court and Memorial Garden is included with the rental of the Museum for a wedding and/or reception. All portrait sessions must be scheduled with the Special Events Coordinator for a Monday or Tuesday between the hours of 9 a.m. and 5 p.m., when the Museum is closed to the public.
- Dressing rooms are provided for the bridal party, as well as the groomsmen.
- Due to the nature of this facility, the Museum cannot provide a space to be used as a nursery or babysitting area.
- While certain cultures and religions hold the tradition of lifting the bride and groom upon a chair and passing the chair amongst the guests, the Museum prohibits this particular activity for insurance reasons. Any other special exceptions must be approved by the Special Events Department.



Rental Times and Rates

Thank you
for considering the
Chrysler Museum of Art
as the site of your special
event. The Chrysler, at
245 West Olney Road
in Norfolk, offers a variety
of spaces suitable for
your special ceremony,
party, or presentation.
If you wish to reserve
a Museum space,
please contact our
Special Events
Department at
757.333.6233,
757.664.6217, or
events@chrysler.org.

HUBER COURT

The Huber Court rental includes use of the Tiffany Gallery, Memorial Garden, and Mary's Garden, as desired. The rental fee is based on a five-hour rental, 6:30-11:30 p.m. Peak seasons book earliest and are indicated in purple:

- Saturday, May through December—\$4,900**
- Saturday, January through April—\$4,000**
- Friday or Sunday, May through December—\$4,000**
- Friday or Sunday, January through April—\$3,700**
- Monday, Tuesday, or Thursday (all year)—\$3,500**
- Luncheons, two hours (Monday and Tuesday only)—\$1,000**

Additional time fees are available upon request.

THE TIFFANY GALLERY AND MEMORIAL GARDEN

The Tiffany Gallery and Memorial Garden may be rented separately from Huber Court. The rental fee is based on a five-hour rental, 6:30 p.m.-11:30 p.m.:

- Monday, Tuesday, Thursday, Friday, or Sunday—\$2,000**

THE CHRYSLER CAFÉ

The Café is available for rental as follows:

- Monday and Tuesday, a five-hour block between 9 a.m. and 11:30 p.m.—\$400**
- Wednesday through Sunday, from 5:30-10:30 p.m.—\$400**

THE GEORGE M. AND LINDA H. KAUFMAN THEATRE

The Theatre is available for rental as follows:

- Tuesday through Sunday evenings only—\$650 per performance**

One rehearsal is included with the rental fee. Staffing charges are not included; these and other additional fees are available upon request.

For Theatre-specific inquiries, contact coordinator Donna Bradshaw at dbradshaw@chrysler.org or 757.965.2041.

For any questions or clarifications regarding these restrictions, please contact the Special Events Coordinator.



Approved Vendors

The Chrysler Museum of Art is pleased to suggest the following professionals for their quality service. Those designated with a ✿ symbol are our Preferred Vendors, highly recommended for their proven excellence. We suggest that you contact them first. All Preferred Vendors keep a current copy of their business licenses and business insurance on file with the Museum.

EXCLUSIVE CATERER

✿ Cuisine & Company
757.428.6700
www.cuisineandcompany.com

CAKES & DESSERTS

✿ Patti Cakes, Inc.
252.435.2726
www.patticakesinc.net

✿ Shockley's Sweet Shoppe
757.284.9817
www.shockleysweetshoppe.blogspot.com

Chocollage Bakery
757.533.5335

Gourmet Bake Shoppe, Inc.
757.499.4451
www.gourmetbakeshoppe.com

LaChocolatier Bakery
757.337.3940
www.lachocolatier.com

Sugar Plum Bakery
757.422.3913
www.sugarplumbakery.org

DISC JOCKEYS, LIVE BANDS & MUSICIANS

Astro Disc Jockeys
757.460.2224
www.astrodj.com

Arch Entertainment, LLC
757.559.1712
www.archentertainmentcompany.com

DJ Taylor Haycox
757.286.7316
www.djtaylorhaycox.com

The Galliard Trio
757.363.3012
www.galliardtrio.com

Harbor String Quartet
757.481.3329
www.harborquartet.com

Vincent Zentner—Harpist
757.461.4530

Walter Noona—Pianist
757.422.4813
757.647.4409 (c)

EVENT PLANNING, DÉCOR & DESIGN

✿ Antonia Christianson Events
Missy Christianson
757.650.2152
www.antoniachristiansonevents.com

✿ CMT Event Planning
Malissa Murphy
757.560.1911 (c)
757.340.6319
www.cmteventplanning.com

✿ Jennifer La Londe Events, LLC
757.689.8082
www.jleventsonline.com

✿ Uniquely Yours by Pearl
Pearl Taylor
757.406.7947 (c)
757.721.2794
www.uniquelyyoursbypearl.com

Carolyn C. Stark
757.575.4148
www.signatureweddingsbyccs.com

Emily Weddings
757.751.9336
www.emilyweddings.com

Isha Foss Events
757.479.0195
757.410.3436
www.ishafossevents.com

Jennifer Cahoon Weddings
757.403.8891 (c)
757.548.4997
jennifer_cahoon@cox.net

Reva Stein
757.373.1555 (c)
757.422.1331
revaks@cox.net

Style Events
757.282.6938
www.style-events.com

Weddings by Michelle
757.761.0616
www.weddingsbymichelle.com

FLORISTS

✿ Char's Floral Designs
757.621.9155
www.charsfloraldesigns.com

✿ The New Leaf
757.627.6028
www.newleafghent.com

Bloom – The Art of Flowers
757.623.9399
www.bloomtheartofflowers.com

Daavid's of Norfolk
757.313.9700
www.daavids.com

Isha Foss Designs
757.410.3436
757.479.0195
www.ishafossevents.com

Leslie Hartig Floral Designer
757.489.3154
bloomsikh@aol.com

Norfolk Wholesale Floral
757.625.0901
www.norfolkwholesalefloral.com

LIMOUSINES

Royal Coach Limousines
757.420.9331
www.royalcoachlimo.net

PHOTOGRAPHY

✿ Bill Murray's OnOn Digitography
757.368.7800
www.onon.com

✿ Digital Dreammakers, Inc.
757.486.2366
www.digitaldreammakers.net

✿ Don Monteaux Master Photographer
757.425.7235
www.donmonteaux.com

✿ Images in Light
Glenn Bashaw
757.642.0778
www.imagesinlight.com

✿ Keith Cephus Photography
757.430.2169
www.keithcephus.com

David Schwartz Photography
757.639.5124
www.davidschwartzphotography.com

Echard Wheeler Photography
757.633.3010
www.echard-wheeler.com

Eleise Theuer Photography
757.277.6420
www.eleisetheuerphotography.com

Hayne Photographers
757.201.7973
877.656.6654
www.scotthaynephotography.com

Ramone Photography Studio
757.498.7366
www.ramoneweddings.com

Sam Hughes Photography
757.489.1320
www.samhughesphotography.com

The Boardwalk Photo Booth Company
757.510.1508
www.boardwalkphotoboothcompany.com

RENTAL EQUIPMENT & LINENS

Acclaimed Events & Rentals
757.623.6100
www.acclaimedevents.com

Distinctive Event Rentals
757.420.7000
www.distinctiveeventrentals.com

SPECIALTY LIGHTING

✿ Ampa Events of Tidewater, Inc. (formerly Tidewater Productions)
757.337.5003
www.tidewaterproductions.com

✿ Blue Steel Pro Lighting
757.816.1939
www.bluesteelprolighting.com

Pike Media Resource
757.410.7348
757.967.SHOW
www.pikemediaresource.com

STATIONERY & INVITATIONS

✿ RSVP Stationery
757.498.6100
www.rsvpstationery.net

UNIQUE ADDITIONS

Ice Art, Inc.
757.498.4777
www.iceartva.com

Tropicare
Stanley Rose
757.533.9131
www.tropicare-usa.com

VIDEOGRAPHY

✿ Digital Dreammakers, Inc.
757.486.2366
www.digitaldreammakers.net

LeTempt Video Productions
757.630.1231
www.letempt.com

VALET PARKING

Express Valet, LLC
757.718.1706
www.expressvaletllc.com

Guardian Parking
804.737.3717

WEDDING RESOURCE

✿ E!e-GALA
www.elegala.com

The Knot
www.theknot.com