

events by Marriott



breakfast



breaks



lunch



dinner



beverage



healthy

technology

info

crafted for you

Norfolk Waterside Marriott

235 East Main Street | Norfolk | VA 23510

www.marriott.com/orfws

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Banquet Event Policies

Conditions of Agreement

The group agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the scheduled departure time. The group further agrees to reimburse the Hotel for any overtime wage payments, other expenses or damages incurred by the Hotel because of the group or its attendee's failure to comply with Hotel regulations.

Credit Arrangements

The Hotel accepts all major credit cards for payment of a portion or the entire balance in your Master Account. In the event that the Group wishes to set up direct billing for the Master Account, the credit application must be completed and returned no later than sixty (60) days prior to arrival for approval by Hotel.

In the event credit is not approved, or requested, you can settle your account with a major credit card, or full prepayment of all estimated charges which must be received thirty (30) days prior to arrival. Failure to remit payment when due will result in cancellation of all arrangements outlined in this Agreement and the Group shall be liable for amounts described in the cancellation option provision of this Agreement. The Hotel upon the request for a credit application will provide credit procedures to Group.

Tax Exempt Status

The State of Virginia requires a Tax Exemption Certificate from each organization prior to arrival. If this form is not received prior to arrival, the organization will not be considered exempt. Please note the hotel provides taxable services and does not qualify as "Tangible personal property".

Confirmation of Set Up Requirements

Final menu items, room arrangements and other details pertaining to this function are outlined on the Banquet Event Orders. Unless otherwise stated in the Banquet Event Order, the Hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the Hotel deems is necessary.

Food and Beverage Policy

All food and beverage items served in a banquet or meeting room must be provided by and catered by the Hotel. Food and Beverage items may not be brought in from outside of the Hotel. You may provide a wedding cake from a baker of your choice.

Tax and Service Charge

All food, beverage, room rental and audio/visual equipment are subject to a 21% hotel service charge. All charges, including food, beverage, audio/visual equipment are subject to an 11.5% Virginia sales tax. Hotel service charges are only taxed for the amount over 20%.

Guarantees

It is the responsibility of the engager to notify the hotel of the final minimum guarantee of the number of guests for each meal function no later than 12:00 PM, three (3) business days prior to the date of the function, otherwise your EXPECTED count will be used. After that time, the hotel is able to accept increases only in the guarantee and the original price may vary due to product availability. The Hotel reserves the right to renegotiate if there is an increase in function attendance or if planned food and beverage functions are increased after the guarantee.

Liquor Laws and Regulations

The Norfolk Waterside Marriott is committed to a policy of providing legal, proper, and responsible hospitality. Alcohol may not be served to guests under the age of 21, and those unable to produce acceptable identification. We reserve the right to terminate the service of alcoholic beverages at any time if such service would be inconsistent with our Alcohol Service Policy. We encourage the adoption by banquet groups of a designated driver program, whereby one or more persons accept the responsibility of not consuming alcoholic beverages, and thereby ensuring the safe transportation of others in the party. Our Banquet Manager will be happy to assist anyone in making alternative transportation arrangements and/or overnight accommodations during the course of your function. Banquet groups are assigned to specific rooms at the discretion of the Hotel and are subject to change.

Shipping and Handling of Materials

If it is necessary for the client to ship materials to the Hotel, each item must be properly packed and marked the organization name and onsite contact, date of the function, and name of Hotel contact. The Hotel reserves the right to refuse to accept packages that appear damaged, and in any event, assumes no liability for the condition of the contents of such packages. The Hotel will not accept responsibility for meeting materials delivered prior to **three (3)** days before function, nor will the Hotel store materials for more than **three (3)** days after the function. Shipping and handling charges will apply.

Signs and Displays

Only a minimum of pre-approved signs or displays is permitted in the public areas. Your Event Planning Manager will be glad to assist you with your signage needs.

Outside Vendors

All Vendors (i.e. Entertainment, Decorators etc) contracted directly with the Group must sign the Hotel's Vendor Agreement and provide the appropriate liability insurance verification. If the vendor causes any damages or the meeting space is not left in reasonable condition, the group will be liable for any charges. The Hotel will not be responsible for storing, securing or servicing another vendor's equipment and/or services, before, during or after the function.

Security

The Hotel provides routine security services. However, the group is responsible for ordering and paying for any additional security to protect exhibits and merchandise or to monitor attendance of an event. In the event that additional security is deemed necessary to protect the Hotel as a result of this event, arrangements will be made by the Hotel and charged to the group.

Indemnification and Hold Harmless

Hotel and Group both agree to defend, indemnify and hold harmless each other from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Group from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Hotel's performance pursuant to this Agreement, except for those actions or liabilities, which are due to the misconduct, or negligence of the Group.

Deliveries

Should your group require assistance with VIP deliveries, including gift bags, the following will apply:

- In Room: \$4.00 per room
- Front Desk: \$2.00 per room

Parking Policies

Parking is available in the City of Norfolk owned and operated Main Street Parking Garage located across from the Hotel on Atlantic Street). A covered pedestrian bridge connects the garage to both the Hotel and the Norfolk Waterside Convention Center. Parking rates are subject to change.

Ballroom Conditions

Any damages to the hotel as a result of group activity will be subject to a repair charge. If the meeting space is not left in a reasonable condition, a \$500 clean up fee will be required.