



Portlock Galleries
at SoNo

3815 Bainbridge Blvd
Chesapeake, VA 23324

757-502-4901

757-502-4883 (fax)

nbenson@cityofchesapeake.net

RENTAL REQUEST FORM

Date: _____

Name of Contact: _____

Business or Organization: _____

Address: _____

City, State, Zip: _____

Telephone: _____ day _____ evening

Email Address: _____

Type of Rental: _____

Number of People: _____ Date of Rental Request: _____

Time of Rental including Set up and Clean Up: _____

FEE QUOTED: _____

Equipment Available:

_____ 30 Chairs

_____ (2) 6 foot tables

**If other equipment is needed please note below.

Notes: _____

Agreed to by:

Lessee Name

Portlock Galleries at SoNo Representative