



220 North Church Street
Smithfield, Virginia 23430
 Phone 757-356-9939
 Fax 757-365-4819
 www.smithfieldcenter.com

Vendor List

Caterers

- We offer a separate list of Featured Caterers & Dessert Vendors; please refer to this list to help in your planning process. Patrons of the Smithfield Center are still welcome to use a caterer of their choice or cater their event themselves if they wish.
- Caterer can not arrive until the client’s rental time has begun.
- The Smithfield Center does not provide linens. This includes tablecloths, napkins and table skirting.
- Rental of the kitchen area includes usage of all of the equipment, including dishes, glassware, silverware, etc. However, the center does not guarantee the number of items.
- Caterer is responsible for cleaning the kitchen by completing the following items.
 - Dishes and silverware must be cleaned and placed back on the shelves.
 - All appliances and countertops must be wiped down.
 - Floors must be swept and mopped.
 - All trash in building must be emptied and placed in outside receptacles.
- Cleanup should be completed within the client’s rental time. An hour is usually allotted for cleanup. Cleanup is the responsibility of the caterer.

The following is a list of vendors. The Smithfield Center does not guarantee the services offered by these vendors.

Equipment Rentals

| | |
|--------------------------------------|----------------|
| Distinctive Event Rentals | (757) 420-7000 |
| My Daughter’s Wedding Rentals | (757) 357-6893 |
| S&B Tent Rentals | (757) 357-2566 |
| Taylor Rental | (757) 461-2727 |
| Wedding Central | (757) 873-1244 |

- Deliveries and pickup schedules must be coordinated with the center.
- Center is not responsible for placing or assembling the items that come from the rental company. The rental company or the person who contracted the company is responsible.



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Photography

| | |
|--|----------------|
| Fairfield Photography Studio | (757) 343-7035 |
| Faith and Vision Photography | (757) 537-8058 |
| Gene King | (757) 294-0107 |
| Taunya Tae Photography | (757) 357-9508 |
| Pascucci's Studios & Fine Photography | (757) 569-8956 |

Entertainment

| | |
|-------------------------------------|----------------|
| Astro DJs | (800) 67ASTRO |
| Baker Entertainment-DJ | (757) 833-3085 |
| Hotcakes-Band | (757) 463-7294 |
| Smithfield Entertainment -DJ | (757) 356-1166 |
| Neal Forrester –Jazz Guitar | (757) 488-7300 |

- Power sources are available for your entertainment company.
 -110 volt circuits and one 220 volt circuit
 -24 channel snake for bands

Flowers/Decorating

| | |
|-------------------------------|-----------------|
| Petals of Smithfield | (757) 365-4516 |
| Little's Flower Shoppe | (757) 357-2451 |
| Ray's Florist | (757) 934 -6270 |
| Smithfield Flower Shop | (757) 357-5184 |
| Silk Creations | (757) 238-8230 |

- Decorations are permitted with the advanced approval of the center manager.
- No decorations may be affixed to the walls, floors, or ceilings.
- Clients are required to remove and dispose of all decorations immediately following an event.

Transportation

| | |
|---|----------------|
| Atlantic Limousine | (757) 518-0080 |
| Dreams In Motion-Limousine Service | (757) 898-2922 |
| Smithfield Horse & Carriage | (757) 635-9963 |



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ABC Permit

| | |
|------------------|----------------|
| ABC Board | (757) 825-7830 |
|------------------|----------------|

- All events which serve, sell, distribute or allow b.y.o.b alcohol at the Smithfield Center require an ABC license. This license must be posted at the event. The Commonwealth of Virginia Alcoholic Beverage Control policies should be strictly enforced at all times. There are no exceptions to these policies.
- Events that are open to the public and serve alcohol are required to have security.

Guest Accommodations

| | |
|-------------------------------|----------------|
| Church Street Inn | (757) 357-3176 |
| Hampton Inn and Suites | (800) 426-7866 |
| Mansion on Main | (757) 357-0006 |
| Smithfield Inn | (757) 357-1752 |
| Smithfield Station | (757) 357-7700 |

Marriage Commissioners

| | | |
|-----------------------|----------|----------|
| Susan Turner | 618-5882 | |
| Sandra Gwaltney | 294-3083 | |
| J. Ronald Saunders | 255-0333 | 371-3377 |
| E T Garth Jr. | 244-1396 | |
| Ruby Trent | 487-0993 | 487-4901 |
| Janice Hardison | 242-6309 | |
| I Do Wedding Services | 899-3078 | 334-2046 |
| William Sheldon | 247-1721 | |

Seating

| | |
|------------------------------------|--------------------------------|
| Main Hall | 150-seated for dinner |
| All (Main Hall with Suites) | 340-seated for dinner |
| Deck | 150-seated for ceremony |



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The number of guests and furniture configuration are determining factors in how much space you will need to rent.

Smithfield Center Available Equipment

| | | | |
|---|---|---------------------------|------------------------------|
| Round tables (60 in diameter)- seats 8 people | Rectangular Tables (6 ft long)- seats 2 people on each side | Blue Chairs | Portable Bar |
| | | | |
| Dinner plates | Bread & Butter plates | Soup/Salad Plates | Teacups and saucers |
| Dessert plates | Glass salad plates | Six ounce wine glasses | Eight ounce water glasses |
| Butter Knives | Large spoons | Small spoons | Large Forks |
| Small Forks | | | |