

## PRIVATE PARTY INFORMATION

at City Point, Hopewell  
701 W. Randolph St • Hopewell, VA 23860

Bringing riverfront dining back to Hopewell, VA!

### EVENT SPACE SPECIFICS

#### Restaurant Group Reservations - Not Utilizing Private Event Spaces

Groups of up to 10 guests may make a restaurant reservation. These groups may order from the regular Boathouse menu using our online ordering system.

#### Menus

All parties in the private event spaces must use one of our event menus. Plated dinners are available for events of up to 32 guests. Events over 32 guests are required to use a Buffet or Heavy hors d'Oeuvres menu.

No outside food or beverage, with the exception of a professionally prepared special occasion cake, may be brought onto the property. All food and beverage prices are subject to 22% service charge and applicable VA state and local sales tax.

#### Event Length

Parties in the private rooms receive 3 hours of time. Access is available one hour prior to the event start time for setup and delivery. All personal items and equipment should be removed within 30 minutes after the event's contracted end time.

#### Food and Beverage Minimum

Quoted food and beverage minimums are before tax and gratuity.

#### Cancellation Policy

All deposits are non-refundable. Depending on cancellation date, liquidation damages may apply on estimated revenue or food and beverage minimum.

#### Bar Options

We offer several different ways to customize your event bar:

- Cash Bar: Any alcoholic beverage ordered by a guest is on the individual guest's separate tab.
- Host (Consumption) Bar: Guests may order any alcoholic beverage, which is put on the host's tab.
- Open Bar: The bar is paid for by the host based on a per person charge. The guests have unlimited bar service during that time period.

#### Event Coordination and Planning

After an event is booked, the event contact will work with our event coordinator team to plan the details of the event, including the menu selections, timeline, room layout, and any needs for AV and rentals.

Menu selections are due two weeks prior to the event. Final guest count is due one week prior to the event.

#### Contract and Payment

To reserve a space, we require a signed reservation contract and payment of a deposit.

Final payment must be made with one transaction. Acceptable forms of payment include cash and credit cards. Event payments may not be made with HOUSEpitaity Family gift cards, including The Boathouse, Casa del Barco, and Island Shrimp Co. gift cards. Personal checks will be accepted up until 14 days prior to the event date.

#### Decorations

All decorating must comply with local health and safety codes, and should be pre-approved by The Boathouse Event staff. We do not allow the use of confetti or glitter, and ask that nothing be taped, tacked, or nailed to any surface. Candles are allowed, as long as the flame is enclosed. You have access to the property for setup one hour prior to the event start time.

Any installation requiring the use of a step stool, ladder, suspending overhead, or plugging into our electricity must be done by a licensed and liability-insured event professional.

#### Extras

The Boathouse provides the following for all of our private events:

- Personalized event menus.
- Gift, cake and registration tables if requested.

#### Event Contact

To make your event planning experience a little easier, we recommend having just one person to act as the contact for The Boathouse Event staff. This person should be listed on the contract as the contact for the event. This is the one person who will have the authority to make changes to the menu and provide the guaranteed guest count.

*For more information or to make a private party reservation, please contact our Event Department at 804-616-4222 or [events@boathouseva.com](mailto:events@boathouseva.com)*

The Boathouse at City Point private event spaces

### **Event Patio Tent**

Al fresco, riverfront dining available April - October. Reservation of the event patio includes an 1800-square foot tent with lighting and fans, white folding chairs, and round seating tables with floorlength white linens.

Heat is available for an additional charge.

Capacity:

- ◆ Limited seating hors d'oeuvres event: 150
- ◆ Fully seated buffet: 120
- ◆ Fully seated with buffet and dance area or presentation: 100

Food and Beverage Minimum Purchase Requirement:

- ◆ Any daytime ending by 3pm: \$1000
- ◆ Monday - Thursday evening: \$1500
- ◆ Friday and Sunday evening: \$2000
- ◆ Saturday evening: \$2400

Events are 3-hours long. Additional hours are available for \$300 per hour, based on availability. One hour access immediately prior to guest arrival time for setup and vendor delivery.

Payment of a \$500 deposit, along with completion of a reservation contract, are required to reserve the private space.

### **Event Patio Tent All-Day Access**

Extra time for setup, ideal for wedding receptions, corporate events, and events with live bands. Up to four-hour guest event, ending by 11:00pm.

Access to property for setup and delivery beginning at 12:00 noon.

Saturday: \$1000 location fee, \$4000 food & beverage minimum purchase requirement.

Friday and Sunday: \$750 location fee, \$3000 food & beverage minimum purchase requirement.

Monday– Thursday: \$500 location fee, \$2500 food & beverage minimum purchase requirement.

Payment of the location fee, along with completion of a reservation contract, are required to reserve the All-Day Access package.

### **Navigator's Den**

A private dining room inside the restaurant building. The Navigator's Den has rectangle tables with wood-grain tops, and windows with views of the Appomattox River. A drop down screen, and built-in projector with AV connections are available.

Table linens are available for an additional charge.

Capacity:

- ◆ Limited seating hors d'oeuvres event: 40
- ◆ Fully plated meal: 32
- ◆ Fully seated with presentation: 24

Food and Beverage Minimum Purchase Requirement:

- ◆ Any daytime ending by 3pm: \$800
- ◆ Sunday - Thursday evening: \$1000
- ◆ Friday and Saturday evening: \$1500

Events are 3-hours long. Additional hours are available for \$200 per hour, based on availability. One hour access immediately prior to guest arrival time for setup and vendor delivery.

Payment of a \$200 deposit, along with completion of a reservation contract, are required to reserve the private space.

### **Full Restaurant and Patio Buyout**

A restaurant buyout gives guests exclusive access to the entire restaurant, bar, patio and Event Patio Tent. The restaurant can seat up to 100 for a buffet dinner, or 200 with use of the Event Patio Tent (Apr—Oct). The maximum capacity is 150 for a limited seating hors d'oeuvres event or 250 with use of the Event Patio Tent (Apr—Oct).

Daytime events are 3 hours long, ending by 3:00 pm. Evening events are 4-hours long, beginning at 6:00 or later. Additional hours are available for \$500 per hour, based on availability. One hour access immediately prior to guest arrival time for setup and vendor delivery.

Buyouts include table linens in the event host's choice of color for food station, DJ, dessert, 1 gift, 1 registration, and up to 3 cocktail tables (1 linen per table).

Payment of a \$2000 deposit, along with completion of a reservation contract, are required to reserve the private space.

Location fees and food and beverage minimum purchase requirements, based on the date and time of day apply. Contact [events@boathouserichmond.com](mailto:events@boathouserichmond.com) for more information about a buyout.