

PRIVATE PARTY INFORMATION

at Sunday Park
 4602 Millridge Parkway • Midlothian, VA 23112

With unrivaled waterfront and sunset views, The Boathouse at Sunday Park is a resort experience only minutes from downtown Richmond.

| EVENT SPACE SPECIFICS |

Menus

All parties in the private event spaces must use one of our Event menus. We do require an entrée pre-order for all events of more than 50 guests. As an alternative to a seated meal, we also offer a 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 thirty minutes after the event's contracted ending 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 our private events:

Gift, cake and registration tables if requested.

Personalized event menus.

White table linens or specialty linens in a variety of colors are available for an additional fee, starting at \$10 per table.

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 804-744-2545 or events@boathouserichmond.com

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ROOMS

Garden Pavilion

A private building adjacent to the landscaped garden.

Features:

- Private garden patio and waterfront deck
- Private rest rooms
- Floor to ceiling windows
- Round tables with white floorlength linens
- Fired stone gas fireplace
- Fully heated and air conditioned

Capacity:

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

Capacity with additional tenting

(additional rental fees apply):

- Limited seating hors d'oeuvres event: 250
- Fully seated, plated meal: 180
- Fully seated buffet: 150
- Fully seated with dance area: 180

Food and Beverage Purchase Minimum:

- Monday - Friday ending by 3pm: \$1500
- 3-hour event, Monday - Thursday evening: \$2000
- Friday and Sunday evening: \$4000
- Saturday - Sunday ending by 2pm: \$2000
- Saturday night [Jan - Mar]: \$4000
- Saturday night [Apr - Dec]: \$6000*

*The Garden Pavilion may be reserved for a 3-hour party on a May through December, Saturday evening ninety (90) days in advance. Reservation of a Saturday evening more than 90 days in advance requires payment of a location fee.

Events are 3-hours long. Additional hours are available for \$500/hour.

Reservation Deposit:

\$500 deposit and completion of a reservation contract are required to reserve the private room.

Swift Creek Room

A restaurant dining room.

Features:

- Direct access to the outdoor deck.
- Floor to ceiling windows
- Rectangle tables with woodgrain tops
- Gas fireplace

Capacity:

- Limited seating hors d'oeuvres event: 60
- Fully seated, plated meal: 50
- Fully seated with buffet: 40
- Fully seated with presentation: 40

Food and Beverage Purchase Minimum:

- Monday - Thursday evening: \$2000
- Friday - Sunday [Jan - Apr]: \$2400
- Friday-Sunday [May - Dec]: \$2800
- Daytime Events, Monday - Saturday until 3pm: \$1000
- Sunday daytime, ending by 3pm: \$2000

Events are 3-hours long. Additional hours are available for \$300/hour.

Reservation Deposit:

\$500 deposit and completion of a reservation contract are required to reserve the private room.

Crow's Nest

A second-floor, walk-up dining room.

Features:

- Private second-floor deck
- Floor to ceiling windows
- Rectangle tables with woodgrain tops
- Private, built-in bar
- Flat screen TV

Capacity:

- Limited seating hors d'oeuvres event: 40
- Fully seated, plated meal: 30
- Fully seated with presentation: 20

Food and Beverage Purchase Minimum:

- 3-hour event, Sunday - Thursday: \$1000
- Friday - Saturday [Jan - Mar]: \$1000
- Friday-Saturday [Apr - Dec]: \$1500
- Daytime Events, Monday - Sunday until 3pm: \$800

Events are 3-hours long. Additional hours are available for \$200/hour.

Reservation Deposit:

\$200 deposit and completion of a reservation contract are required to reserve the private room.