

PRIVATE PARTY INFORMATION

at Rocketts Landing
 4708 E. Old Main St. • Richmond, VA 23231

The Boathouse at Rocketts Landing, in a historic 19th century power plant, is located along the banks of the James River with panoramic views of the river and Richmond City skyline.

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 18% gratuity and 2% service charge and applicable VA state (5.3%) and local (Richmond City 6%) sales tax.

Guaranteed Guest Count Confirmation

A final, guaranteed guest count is required seven days prior to the event date and time.

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.

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. Additional hours available at \$200/hour based on availability.

Extras

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

- Standard white restaurant linens for the guest tables. Special event linens in a variety of colors are available, for an additional fee.
- Gift, cake and registration tables if requested.
- Personalized event menus.

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 804-622-2628 or events@boathouserichmond.com



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| ROOMS |

The River View Room

The street level floor of the historic power plant building.

Features:

- Two covered patios
- Private rest rooms
- Views of James River and city skyline
- Mahogany finish granite top built-in bar

Capacity:

- Limited seating hors d'oeuvres event: 230
- Fully seated, plated meal: 152 maximum
- Fully seated buffet: 136 maximum
- Fully seated with dance floor: 120 maximum
- Fully seated buffet with dance floor: 120 maximum

Food and Beverage Purchase Minimum:

- Sunday - Thursday evening: \$2000
- Sunday - Friday ending by 3pm: \$1000
- Friday evening: \$5000
- Saturday ending by 2pm: \$2000
- Saturday evening: \$7000*

*The River View Room may be reserved for a 3-hour party on a Saturday or Sunday evening ninety (90) days in advance. Reservation of a Saturday or Sunday evening more than 90 days in advance requires payment of a location fee.

Reservation Deposit:

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

The City View Room

A semi-private area of the River View Room, may be booked 30 days prior to event date.

Features:

- Private covered patio
- Views of James River and city skyline
- Mahogany finish granite top built-in bar

Capacity:

- Limited seating hors d'oeuvres event: 60
- Fully seated event: 48

Food and Beverage Purchase Minimum:

- Sunday - Thursday evening: \$1200
- Sunday - Friday ending by 3pm: \$800
- Friday & Saturday evening: \$2500
- Saturday ending by 2pm: \$1000

Reservation Deposit:

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

The Marina View Room

A semi-private area of the River View Room, may be booked 30 days prior to event date.

Features:

- Semi-private covered patio
- Floor to ceiling windows
- Views of James River

Capacity:

- Limited seating hors d'oeuvres event: 50
- Fully seated event: 48

Food and Beverage Purchase Minimum:

- Sunday - Thursday evening: \$1000
- Sunday - Friday ending by 3pm: \$800
- Friday & Saturday evening: \$2000
- Saturday ending by 2pm: \$800

Reservation Deposit:

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

The Harbourmaster Suite

A private top floor room.

Features:

- Handicapped accessible
- Private rest room
- Floor to ceiling windows
- Views of James River and city skyline

Capacity:

- Limited seating hors d'oeuvres event: 40
- Fully seated event: 30

Food and Beverage Purchase Minimum:

- Sunday - Thursday evening: \$800
- Friday & Saturday evening: \$1000
- Daytime ending by 3pm: \$500

Reservation Deposit:

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

The Captain's Dining Area

A semi-private area of The Boathouse restaurant, available for private events Monday through Friday, ending by 3pm. Reservation of the Captain's Dining Area does not include use of The Boathouse restaurant bar and patio area. The Captain's Dining Area can accommodate up to 50 seated guests.

- Capacity: 50 guests in existing restaurant seating.
- Food and Beverage Purchase Minimum: \$1000

Reservation Deposit:

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

The Boathouse Restaurant Main Floor

Available for private events Monday through Thursday, ending by 3pm.

Features:

- Private use of restaurant and bar
- Covered patio
- Floor to ceiling windows
- Views of James River and city skyline

Capacity: 150 guests in existing restaurant and bar seating.

Food and Beverage Purchase Minimum: \$2000

Reservation Deposit:

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

