

## 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. Separate checks are available for reservations of up to 10 guests. Reservations must be guaranteed with a credit card.

#### 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 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.

#### 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:

- 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 804-616-4222 or [events@boathouseva.com](mailto:events@boathouseva.com)



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### | ROOMS |

#### Event Patio with Tent

All fresco, riverfront dining available April - October. Reservation of the event patio includes an 1800-square foot tent with lighting. Tables, chairs, and standard white restaurant linens are also included.

#### Capacity:

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

#### Food and Beverage Purchase Minimum:

- Monday - Friday ending by 3pm: \$1000
- Saturday and Sunday ending by 3pm: \$1500
- Monday - Thursday evening: \$2000
- Friday, Saturday and Sunday evening: \$3000

#### Location Fees:

- Monday - Friday ending by 3pm: \$350
- Monday - Thursday evening: \$500
- Friday, Saturday and Sunday ending by 3pm: \$500
- Friday, Saturday and Sunday evening (4 hour event): \$3000

#### Reservation Deposit:

Payment of the location fee, along with completion of a reservation contract, are required to reserve the private space.

#### Navigator's Den

A restaurant dining room.

#### Features:

- Private dining
- Drop down screen
- Built-in projector with AV connections

#### Capacity:

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

#### Food and Beverage Purchase Minimum:

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

#### Reservation Deposit:

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

#### Restaurant Buyout

A restaurant buyout gives guests exclusive access to the entire restaurant, bar and patio space. The restaurant can seat up to 100 for a plated dinner and 150 for a limited seating hors d'oeuvres event.

#### Friday and Saturday Evening

*Nov-Apr, Jul-Aug:*

Four-hour event  
\$500 location fee  
\$6000 food and beverage minimum purchase requirement

#### Friday and Saturday Evening

*May, Jun, Sept, Oct, Dec*

Four-hour event  
\$500 location fee  
\$8,000 food and beverage minimum purchase requirement

#### Sunday through Thursday Evening

Four-hour event  
\$500 location fee  
\$5,000 food and beverage minimum purchase requirement

#### Daytime

Three-hour event  
\$250 location fee  
**Mon - Thu** \$3,000 food and beverage minimum purchase requirement  
**Fri & Sat** \$3,000 food and beverage minimum purchase requirement  
*Daytime events must end by 3pm.*

#### Deposit:

Payment of the location fee and completion of a reservation contract are required to reserve the restaurant.

