



Private Party Information

For Parties of 20-150 Guests

Thank you for considering The Boathouse for your event. Whether you are celebrating a Birthday, Anniversary, Retirement, Business Outing, or a Group Night Out, the following information should help you create a stress-free, memorable event.

Location: The Boathouse at Rocketts Landing is located in Tobacco Row on the James River at 4708 East Old Main Street, Richmond VA 23231.

Group Reservations: Groups of 8 to 20 guests may make a restaurant reservation. The group may be divided into tables of 8-10 guests each. These groups may order from the regular Boathouse menu. Reservations must be guaranteed with a credit card.

The Captain's Dining Room is available for group reservations Monday through Saturday during the day, and Monday through Thursday in the evening. The Captain's Dining Room has seating for up to 50 guests. On the main floor of the Boathouse restaurant, this group dining area has panoramic views of the James River. For the Fall and Winter, enjoy dinner next to the fireplace. A minimum guaranteed guest count of 30 is required for reservation of the Captain's Dining Room. The \$150.00 room rental fee needs to be paid at the time of reservation, and is not a deposit toward the final bill. Group reservations that have paid a room fee receive 3 hours of time. To receive a refund of a paid room fee for the Captain's Dining Room, the event must be cancelled in writing at least 30 days in advance.

The Harbourmaster Suite is a private, fourth floor room with floor-to-ceiling windows and incredible views of the James River and the Richmond city skyline. The Harbourmaster Suite is available for private events of 20 to 30 guests. The \$250.00 room rental fee needs to be paid at the time of reservation, and is not a deposit toward the final bill.

The Riverfront Tent Pavilion can seat up to 144 guests, or accommodate up to 250 for a cocktail reception. The location fee for use of the Riverfront Tent Pavilion is normally \$3000.00. As an opening year special: the location fee for Riverfront Tent Pavilion events in 2009 and 2010 is \$2000.00. Additional catering fees apply.

Event Contact: To make your event planning experience a little easier, we recommend having just one person to act as the contact with the Boathouse Event staff. We recognize that planning an event can be time-consuming. In appreciation for your efforts, we will thank the person acting as your Event Contact with a \$25.00 Boathouse gift card.

Confirmation: A signed reservation contract is required for all group reservations paying a room fee. A final, guaranteed guest count is requested three days prior to the event date and time for the Captain's Dining Room and Harbourmaster Suite reservations.

4708 East Old Main Street, Richmond VA 23231

Phone (804)622-BOAT

Fax (804)744-7451

www.theboathouseatrocketts.com



Menus: All reservations for groups of 20 or more must use one of our Private Party menus. We do require an entrée preorder for events taking place outside of our normal restaurant operating hours, and for all events of more than 50 guests. As an alternative to a seated meal, we also offer a Heavy Hors d'Oeuvres Buffet.

No outside food or beverage, with the exception of a professionally prepared special occasion cake, may be brought onto the property.

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, and not paid for by the host.
- **Host (Consumption) Bar:** Guests may order any alcoholic beverage, which is put on the host's tab.
- **Limited Bar:** A Host Bar with specific options. Often used when the host wants to Offer beer and/or wine only. Any alcoholic beverage that is not one of the host's approved options is put onto that guest's separate tab.

Service and coordination fee: 20% service & coordination fee is added to food and beverage prices for groups of 20 or more guests.

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 not allowed. You have access to the property for setup one hour prior to a reservation that has paid a room fee.

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

- White linens for the guest tables.
- Floorlength special event linens in a variety of colors are available for events in the Riverfront Tent Pavilion, for \$30.00 per table.
- Gift and cake tables if requested.
- Personalized event menus.

For more information or to make a private party reservation, please contact our Sales Director, Anne Roy, at 804-622-BOAT. Or email aroy@boathouserichmond.com.

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