

THE CHESAPEAKE BAY FOUNDATION'S  
**Brock Environmental Center**

# EVENT & MEETING PLANNING GUIDE



CHESAPEAKE BAY  
FOUNDATION

*Saving a National Treasure*

3663 MARLIN BAY DRIVE | VIRGINIA BEACH, VA 23455 | 757-644-4108 | [CBF.ORG/BROCK](http://CBF.ORG/BROCK)



# Conference Center Information



CBF's newest location in Virginia Beach, Virginia, features a state-of-the-art conference center that is available for rental.\* CBF's Brock Environmental Center is situated on 118 acres of pristine shoreline with breathtaking views of the Lynnhaven River from virtually every room.

The center is constructed from environmentally friendly building materials minimizing the environmental impact. Its unique design promotes energy and water conservation as well as reduces harmful polluted runoff. The building has earned the prestigious LEED platinum designation from the U.S. Green Building Council and the full-petal Living Building Challenge certification, making it one of the world's greenest buildings.

\*CBF's Brock Environmental Center is not available to host weddings, but we welcome you for your engagement party or rehearsal dinner.

Tours are available upon request at [cbf.org/brocktours](http://cbf.org/brocktours).

## Parking

There are 90 parking spaces along Marlin Bay Drive and a five-minute nature path to the building. Valet available for hire (see page 5). ADA spaces are available closer to the building as well as a drop-off area at the ramp.



# Oyster Conference Room



Capacity varies based on the style of your event, but can range up to 175 people.

## OYSTER CONFERENCE ROOM AMENITIES

- 1,800 square feet
- Computer, projector, screen, and sound system
- Attached 650-square-foot deck
- 24 rectangular tables, 90 black ergonomic chairs, 10 cocktail tables, and 6 48-inch round tables available
- Catering kitchen with warming oven and refrigerator (no ice machine or freezer)
- Free Wi-Fi
- Additional items can be rented through your caterer



# Osprey Board Room



This room can seat 18 guests.

## OSPREY BOARD ROOM AMENITIES

- 18-person board room
- Computer, projector, and screen
- Attached small outdoor space
- Free Wi-Fi



# Approved Caterers & Transportation



The following caterer and transportation companies have worked here on several occasions and have proven to provide a quality product to their customers. When selecting a caterer and transportation company for your event, please choose from one listed below. All caterers below offer full-service catering which includes setup, linens, rentals, etc., unless specified otherwise.

## Caterers

### CUISINE & COMPANY

757-428-6700  
admin@cuisineandcompany.com  
[cuisineandcompany.com](http://cuisineandcompany.com)

### YUMMY GOODNESS CATERING

757-962-1000  
yummygoodnesscatering@yahoo.com  
[yummygoodnesscateringco.com](http://yummygoodnesscateringco.com)

### ELITE CULINARY STAFFING LLC

757-537-4728  
jb@eliteculinarystaffing.com  
[eliteculinarystaffing.com](http://eliteculinarystaffing.com)

### GOURMET GANG

(Breakfast & lunch)  
757-857-6100x1  
[gourmetgang.com](http://gourmetgang.com)

### TASTE UNLIMITED

(Breakfast & lunch; not full service)  
800-339-8055  
[taste.online](http://taste.online)



## Transportation

### EAST COAST VALET COMPANY

757-323-4639  
Contact: Ron Foster  
[vavalet.com](http://vavalet.com)

### EXPRESS VALET

757-718-1706  
Contact: Steve Fleeger  
[expressvaletllc.com](http://expressvaletllc.com)

### ORANGE PEEL TRANSPORTATION

(Shuttle from Marlin Bay Drive)  
757-463-7500  
Contact: Megan Van Houtten  
[orangepeeltransportation.com](http://orangepeeltransportation.com)

# Event Insurance & Liquor License



## Event Insurance

### INJURY TO GUESTS OR STAFF

The Special Event Liability Insurance Policy (SELIP) protects you against financial responsibility in the event of personal injury. The policy will include Additional Insured wording on behalf of Chesapeake Bay Foundation in order to offer defense for the Landlord in the event they are included within a suit action.

### FACILITY DAMAGE

The SELIP provides coverage to the Chesapeake Bay Foundation for damage you, a guest, or vendor incur. This policy protects you and your organization from costs relating to extensive damage to the site caused by a vendor or guest.

### PROPERTY DAMAGE

The SELIP covers third-party property damage at CBF's Brock Center, which you, the lessees, may become liable. This policy protects against costs of repairing or replacing décor or equipment at the event site.

### ALCOHOL-RELATED ACCIDENTS

This policy can protect against liability of the host (but not the caterer) of the event at which the alcohol was served (if included as an exposure under the policy). Please include "Host Liquor Liability" in your policy.

### MINIMUM LIMITS OF LIABILITY

\$1,000,000 Per Occurrence.

### ADDITIONAL INSURED ENDORSEMENT:

Policy to include the interest of the Chesapeake Bay Foundation as an additional insured with the exact address:

**Chesapeake Bay Foundation, Inc.,  
6 Herndon Ave, Annapolis, MD 21403**

### LIABILITY INSURANCE CAN BE PURCHASED ONE OF THE FOLLOWING WAYS:

- You can call your homeowners insurance provider and purchase the coverage (needs to include liquor liability).
- Purchase the insurance for the day of your event at either [wedsafe.com](http://wedsafe.com) or [theeventhelper.com/src/progressive](http://theeventhelper.com/src/progressive).

## Alcohol

All events where alcohol is being served must have liquor license and a copy must be provided to CBF no later than two weeks prior to your event. Alcohol cannot be taken off CBF property or on to surrounding Pleasure House Point. Open bar only. You may apply online **TWO WEEKS** or earlier before your event by visiting [abc.virginia.gov](http://abc.virginia.gov).



# FOR MORE INFORMATION

please contact

**ELIZABETH  
GATHAGAN**  
Conference Center  
Coordinator

**757-644-4108**

**[EGathagan@cbf.org](mailto:EGathagan@cbf.org)**



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# 2022 Rental Rates



## Oyster Conference Room and Deck

### ACCOMMODATION CAPACITY

Theater or Presentation Setup .....	90 guests
Classroom Setup .....	up to 60 guests
Square Setup .....	up to 80 guests
Special Events .....	100 seated, 175 cocktail

### WEEKDAY MEETINGS

(Monday–Friday 8:30 a.m.–5:00 p.m.)

Non-Profit Rate .....	\$250
Standard Rate .....	\$550

### WEEKDAY SPECIAL EVENTS

(Monday–Friday 8:30 a.m.–5:00 p.m.)

Non-Profit Rate .....	\$500
Standard Rate .....	\$1,000

### WEEKNIGHT MEETINGS

(Monday–Thursday 5:00–10:00 p.m.)

Non-Profit Rate .....	\$500
Standard Rate .....	\$1,000

### WEEKNIGHT SPECIAL EVENTS

(Monday–Thursday, 5:00–10:00 p.m.)

Non-Profit Rate .....	\$1,000
Standard Rate .....	\$1,500

### WEEKEND SPECIAL EVENTS

(Friday, Saturday, Sunday)

Friday Evening or Sunday Rate .....	\$1,750
Saturday Rate .....	\$2,000

## Osprey Board Room

### ACCOMMODATION CAPACITY

18 guests

### WEEKDAY MEETINGS ONLY

(Monday–Friday 8:30 a.m.–5:00 p.m.)

Non-Profit Rate .....	\$125
Standard Rate .....	\$250

