



Waterfront Apartment Homes

Dining and Special Occasions

WEDDING & EVENT POLICIES AND PROCEDURES

Room Usage, Reservations and Charges

In order to best serve you, reservations for event space cannot be held for more than one week without receipt of an initial deposit and the completion of a contract. Upon receipt of the deposit and a completed contract your date will be confirmed.

Cash, credit cards (MasterCard, Visa & American Express) and personal checks are accepted for deposits. Please note that personal checks have to clear before a deposit is deemed accepted. Deposits are transferable to an alternative date if requested within ten (10) days of receipt and if the alternate date is available. After ten (10) days, all deposits are subject to the cancellation policy.

Standard event space fees reserve four hours for your reception.

The Chamberlin cannot assume responsibility for the damage or loss of any merchandise or articles left in the banquet room prior to or following a scheduled event.

You are responsible for any damage or loss of property that occurs as a result of this event.

Our staff members do not operate as wedding coordinators. As a courtesy to you, a catering representative will be on hand during your event to assist with any facility or food and beverage issues.

Confetti, glitter, sparklers, birdseed and rice are not permitted. DJ and live entertainment along with accompanying equipment must be pre-approved by The Chamberlin staff.

Nails, staples or tape may not be used. All buildings and landscaping are to remain free of any attachments including nails, ribbon, flowers or banners.

Wedding receptions are limited to Saturdays afternoons & evenings and Sunday evenings. Evening wedding receptions must conclude at 11 pm. Alcohol service must end 30 minutes prior to the end of your event. Sunday evening receptions are to begin no earlier than 6:00pm.

Smoking is not permitted inside any areas of The Chamberlin. Smoking must be contained to designated areas located outside of the building.

Reserved event spaces that are subject to weather conditions (parade ground, gazebo, veranda) require a back-up event space in case of inclement weather. The decision as to which event space will need to be used will be made 24 hours in advance by both parties.

Ivory linen, china, glassware, silverware and table skirting is included. Specialty linens are available upon request at an additional cost.

All items not belonging to The Chamberlin (including but not limited to: flowers, candle holders, party favors, etc.) must be removed no later than midnight for evening receptions and 5pm for daytime receptions the day of the event.

Menus, Bar & Counts:

Final menu selections must be received at least two (2) weeks prior to your event.

Menus consisting of two entrées (not including vegetarian entrées) are available. In order that we can provide you with the best service possible, quantities must be preordered and you must provide a visual means of identifying each guest's entrée choice.

All food and beverages must be purchased from The Chamberlin with the exception of wedding cakes or cupcakes. There is a \$1.50/pp cake cutting fee for cake service (this applies to cupcakes also.)

The removal of any food or beverage from The Chamberlin is not permitted.

An estimate of the number of guests is required at the time of booking. A final guest count must be received no later than 3 business days prior to your event. If you fail to give a count 3 business days prior to your event, you will be charged for the estimate given at time of booking. If an increase is necessary after the final count is given, additional charges may apply. The Chamberlin will make every effort to accommodate additional guests if the situation arises.

In an effort to provide the highest level of service, we kindly request that if your menu consists of a plated entrée choice that you create place cards indicating your guests' selection. To help expedite the service of your meals, we require a breakdown of entrée choices per table.

The Chamberlin bar policy does not permit straight shots of alcohol. Long Island iced tea or pitchers of beer and/or wine.

The Chamberlin reserves the right to control all functions held within the premises. The management or service staff can discontinue the use of alcoholic beverages at any time. In the event that alcohol service is terminated, the group will be welcomed to continue the event without the presence of these beverages.

All alcoholic beverages must be consumed at event space location.

All alcohol found on the premises and not purchased from The Chamberlin will be immediately confiscated and discarded.

All events booked for The Chesapeake Room that experience a decrease in attendance of 50% or more from the estimated count listed at the time of booking will be subject to a service charge of \$15.00 per person.

Deliveries

The Chamberlin will NOT be responsible for gifts, personal property or any properties or supplies belonging to the wedding party or contractors. Deliveries may begin at 8 am for daytime events and 3 pm for evening events. All deliveries must be picked up and removed the same day as the event. Client set up can begin 2 hours prior to the start of the event. Additional time must be requested and could be an additional cost.

Service Charges and AV Equipment:

Food and beverages are subject to a twenty-percent (20%) service charge

Audio/visual equipment is available through The Chamberlin and can be rented for any event at an additional cost.

Audio Visual Equipment Rental Price List

Podium with Microphone	\$50 each per day
Wireless Microphone	\$50 each per day
Projector	\$75 each per day
Screen	\$40 each per day
Extension Cord	\$7.50 each per day
Power Strip	\$7.50 each per day
Projector & Screen Package	\$100 each per day

Parking/Security Access:

Free parking is available on the premises. We ask that your guests do not park in any of the spaces marked "reserved" as those have been designated for residents. Overflow parking is available for evening weddings across from the front entrance of The Chamberlin.

The Chamberlin highly recommends a complete guest list 5 days in advance to expedite the process of getting onto Fort Monroe. If you are unable to do so or cannot provide us with this information, the process of getting on base may be slow.

All adult guests entering Fort Monroe must have a valid photo ID and the driver a current vehicle registration.

Due to the historic nature of the Chamberlin, a courtesy officer must be present for the entire time of your event and at least thirty minutes before and after. The Chamberlin will provide courtesy officer for \$30.00 per hour. You may not use your own security staff.

Valet Parking

Valet parking is available upon request for an additional fee.

Coat Check

Coat check is available for your event upon request for an additional fee of \$150.00.

Photography/Videography

Your photographer, videographer and DJ may arrive one hour before the start of your planned event. They may prepare an area for photographs but must not interfere with The Chamberlin staff or residents. The bridal party will not be permitted into the reception areas until the official start time of your planned event.

Menu Tastings

Upon booking your event at The Chamberlin, we offer an optional food tasting to help you decide on the menu. Tastings are offered Monday-Friday from 9AM -5PM. An appointment must be scheduled through the Director of Events. Up to 4 people may participate in the tasting.

Bridal Suite

The Chamberlin offers three suites for you to reserve upon booking your event. The suites are not available to the general public. All reservations and payment for suites must be made through the concierge and cannot be added to final event bill from the director of events/director of dining. Check in time is 2:00PM and check out time is 10:00AM. Please call the concierge desk for special housekeeping needs.

Payment Procedures and Cancellation Policy

Thirty (30) days prior to your event, 50% of the estimated balance is due along with an estimated guest count. Final payment must be made before the day of your event, no exceptions.

The Chamberlin must have an approved room diagram 72 hours in advance for set up purposes. Be advised that room layouts may be limited for Sunday afternoon weddings due to Sunday Brunch.

Food and beverage prices are subject to change at any time due to market conditions. All minimums and prices will be guaranteed 30 days prior to your event.

A non-refundable deposit of \$2,500.00 along with a signed contract is required to book your event. All deposits will be credited to your final bill. A credit card must be provided and will remain on file for charges requested or accrued during the function.

Should the function be cancelled thirty (30) or more days prior to the event date, the deposit will be retained. If the cancellation is too late to prevent delivery of rental equipment, you will be charged the full contracted amount.

Should the function be cancelled within thirty (30) days of the event, the full deposit along with 50% of the estimated balance (including food, beverage, room fees, equipment etc.) will be retained.

Wedding Minimums

May, June, July, August, September & October: \$10,000.00
Saturdays Evenings Only

All Other Months: \$8500.00 All Sundays: \$7,500.00

*Minimums include food and beverage, bartender fees, event space fees, and audio visual equipment. Minimums do not include any additional specialty linen, floral arrangements, etc. Also does not include 20% service charge and 11.5% tax.