

# Portlock Rental FAQs

## **1. Describe The Portlock and its available rentable spaces.**

The Portlock is a 1908 historic building with original hardwood floors, a large yard which is beautifully landscaped and well-maintained, and includes a wheelchair-accessible ramp to the entrance. There are two rentable rooms which are approximately 20'x30' and there is a kitchen available for warming and storage of foods and drinks. Cooking on-site is not permitted.

## **2. What type of functions are typically held at The Portlock?**

The Portlock is perfect for baby and bridal showers, birthday and anniversary parties, small to average-sized reunions, church functions, repass gatherings, group or organization meetings and parties, small weddings, etc.

## **3. What are the approximate room capacities?**

A family-style horseshoe setup can seat approximately 40-50 guests; café-style setups can seat approximately 48-60 guests. Other seating arrangements could accommodate more or less depending upon need and function.

## **4. Is there a limit to the number of guests that can be accommodated?**

The Portlock is generally not rented to parties over 100 guests due to parking and other limitations.

## **5. Can the room be held with the payment of a deposit?**

Rentals require payment in full to reserve a date including the entire room rental fee and refundable \$100 security deposit. Rentals may not be "held" pending application and/or payment.

## **6. How far in advance do I have to reserve? Can I reserve a date for next year?**

Rentals must be reserved at least three weeks (21 days) in advance and can be reserved in advance up to one year from date of application.

## **7. Are tables and chairs included in the rental? What about linens, tableware, flatware, serving utensils, catering appliances, or other items?**

We have a set number of rectangular and/or round folding tables and chairs that would be included in the rental fee. Staff will set them up for you prior to your function according to your pre-planned layout and then take them down afterwards. We do not have linens, tableware, flatware, serving utensils, catering appliances, decorations or other items available for rent.

## 8. What is your policy on cancelations, rescheduling and refunds?

### **Cancelations, Rescheduling and Refunds:**

- **A minimum of fifteen (15) days notice is required for any cancelation or rescheduling of rentals.**
- Rescheduled events are subject to facility availability and are not guaranteed or implied.
- There will be no refund of fees for cancelations made less than fifteen (15) calendar days prior to the reservation date.
- If the rental is canceled or rescheduled more than fifteen (15) days in advance of the rental date:
  - ◇ Cancelation: \$20 of the Rental Fee is non-refundable regardless of the reason for cancelation.
  - ◇ Rescheduling: an additional \$20 fee will be charged and will be payable at the time of rescheduling.
- Full refunds will be given only if the City of Chesapeake closes operations citywide on the day and time of the rental. No refunds will be given for rentals that are canceled by the applicant less than fifteen (15) days prior to the rental date for any reason including, but not limited to, weather forecasts prior to the rental date or actual weather conditions on the day of rental of rainy, windy, snowy, icy, cool weather, etc.
- Refunds may take 2-6 weeks for processing depending on method of refund. See General Refund policy.

Please refer to full policy stated on pg. 4 in the Application:

[http://www.cityofchesapeake.net/Assets/forms/departments/parks\\_rec/Rental+Applications/Portlock+Rental+Application+2.pdf](http://www.cityofchesapeake.net/Assets/forms/departments/parks_rec/Rental+Applications/Portlock+Rental+Application+2.pdf)

## 9. Can I serve alcohol at my function? Alcohol consumption may be approved at The Portlock based on the following procedures and requirements:

### **Alcohol Request Guidelines & Procedures**

#### **City of Chesapeake Parks and Facilities**

Alcohol is not permitted at any City of Chesapeake park or recreational facility other than those listed in City of Chesapeake Code 50-20. Alcohol consumption at portions of Chesapeake City Park, Battlefield Park, Elizabeth River Park, Dismal Swamp Canal Trail, Chesapeake Arboretum, and The Portlock at South Norfolk may be approved for some festivals, large special events, and large corporate events. Below are the procedures and requirements for alcohol consumption at these select parks:

**Applicant must be at least twenty-one (21) years of age and must submit a request in writing** including all details and information addressed to the Director of Parks, Recreation and Tourism along with the completed Outdoor Special Event Permit Application which is available at: [www.cityofchesapeake.net/eventcoordination](http://www.cityofchesapeake.net/eventcoordination) (no additional fee for this permit) to Josh Fisher, City Events Coordinator, at: [jdfisher@cityofchesapeake.net](mailto:jdfisher@cityofchesapeake.net).

**If the request is approved by the Director and the Outdoor Special Event Permit is approved by all appropriate parties, the applicant will then be required to:**

1. Acquire general liability insurance with "Host Liquor Liability" coverage for the amount of 1 million dollars combined single limit and list the "City of Chesapeake – 306 Cedar Road, Chesapeake, VA 23322" as additionally insured.
2. Acquire an ABC banquet license from the State ABC Board [www.abc.virginia.gov](http://www.abc.virginia.gov).
3. Pay the \$200 refundable alcohol deposit with park rental payment.
4. Install fencing to create a "beer garden" where alcohol can be consumed. This area must be managed to ensure alcohol does not leave the area and guests are of legal age to consume alcohol. (Fencing may be rented from private event companies.)
5. Provide a security and site plan for approval. (How is the area being controlled?)

If you have any questions regarding the approval process, please contact Josh Fisher, City Events Coordinator at [jdfisher@cityofchesapeake.net](mailto:jdfisher@cityofchesapeake.net) or (757) 382-1312.

**For full rental policies, guidelines and rules, please see Rental Application:**

[http://www.cityofchesapeake.net/Assets/forms/departments/parks\\_rec/Rental+Applications/Portlock+Rental+Application+2.pdf](http://www.cityofchesapeake.net/Assets/forms/departments/parks_rec/Rental+Applications/Portlock+Rental+Application+2.pdf)