

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

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.

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



DAVE CHANCE



LAUREN QUINN



TENT NOT INCLUDED



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

TASTE CATERING & EVENTS

(Formerly Cuisine & Co)

catering@tasteva.com

tastecateringva.com

757-425-3011 – Drop-Off

757-828-1031 – Full Service

YUMMY GOODNESS CATERING

team@yummygoodnesscatering.com

yummygoodnesscatering.com

757-962-1000

GOURMET GANG

www.gourmetgang.com

Drop-Off: Mary Escalante

customerservice@gourmetgang.com

757-857-6100 ext. 1

Full Service: Nobie Boles, Event Coordinator

nobie@gourmetgang.com

757-857-6100 ext. 234

ELITE CULINARY STAFFING LLC

757-537-4728

jb@eliteculinarystaffing.com

eliteculinarystaffing.com



Transportation

EAST COAST VALET COMPANY

757-323-4639

Contact: Ron Foster

vavalet.com

EXPRESS VALET

757-718-1706

Contact: Steve Fleeger

expressvaletllc.com

ORANGE PEEL TRANSPORTATION

(Shuttle from Marlin Bay Drive)

757-463-7500

Contact: Megan Van Houtten

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 or 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.

FOR MORE INFORMATION

please contact

**ELIZABETH
GATHAGAN**
Conference Center
Coordinator

757-644-4108

EGathagan@cbf.org



**CHESAPEAKE BAY
FOUNDATION**

Saving a National Treasure

2025 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	\$300
Standard Rate	\$600

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	\$150
Standard Rate	\$275

