

# MEETING PLANNER GUIDE







WE TURN  
MEETINGS  
INTO SUCCESS  
STORIES.



What does it take to create the perfect meeting, reunion, conference or special event? A very special location – and a service team that's second to none.

**Chesapeake has all you need – and more.**

Situated in the heart of Coastal Virginia, Chesapeake's convenient mid-Atlantic location is within 750 miles of two-thirds of the U.S. population. Getting your group here is easy with nearby Norfolk International Airport (ORF) offering connections by air and interstate highways providing access by automobile.

Here, the same blend of urban and rural settings that create an unmatched quality of life for residents – make this one of the most desirable meeting destinations in the nation. Chesapeake's winning combination of accommodations, meeting venues, attractions and activities provides plenty of options for your agenda.

You'll find a wide range of affordable lodging options – from brand new and newly-renovated to pet-friendly hotels and branded chains. Here, you can tailor your group's surroundings to every taste and budget. You can host meetings on the Chesapeake Conference Center's high-tech campus, in convenient hotel conference facilities or unique outdoor venues.

Want to add networking opportunities or team-building events? Let your imagination run free. Chesapeake offers delightful shopping, an amazing variety of restaurants, lively festivals and more than 112,000 acres of parks and natural areas. You can also include excursions to neighboring cities, where your group can enjoy Virginia Beach's oceanfront, Norfolk's downtown scene and Williamsburg's colonial history.

With all of these great elements to choose from, how do you know where to start? You do what heroes have always done. You find a reliable guide who knows the lay of the land. The Chesapeake Convention & Visitors Bureau is that reliable guide – standing by, looking forward to helping in any way we can.



# THE MEETING PLANNER HANDBOOK



The first thing you should know about the Chesapeake CVB: We're prepared to help you. That's why we compiled this easy-to-use reference of all the services available to you in Chesapeake.

Whether you're a professional planner, a first-timer or someone in between, we're here to help make you shine. And if you don't see what you need on these pages, just ask. Remember, we do the work and you get the credit.

## **Pre-Booking Services:**

When you start the planning process, contact the Chesapeake Convention & Visitors Bureau and you will be connected with a sales professional who specializes in your market or event type. They will help you plan your meeting.

### • **RFP Assistance**

Provide us with your RFP requirements and we'll gather proposals from the hotels, conference facilities and event venues that interest you. If you're not exactly sure where to begin your search, our Convention Services team

will be happy to make recommendations based on your event and budget needs.

### • **Familiarization Tours and Site Inspections**

Sometimes you just want to see things for yourself. We encourage you to experience our hospitality first hand during site inspections and familiarization visits. Our team will schedule appointments for you and accompany you on site visits to ensure that you have all of the information needed to make your decisions.

### • **Pre-Meeting Brochures and Promotional Collateral**

Successful meetings are all about the numbers – especially attendance. You can rely on us to help promote your event – and our lovely destination – by mailing “save the date” postcards and visitor guides.





## Post-Booking Services:

Once your event is booked, we really go to work for you. Your key contact, a.k.a. trusty sidekick, and our entire team is here to make sure you have complete access to the full range of services available to make your event a success and to make you a hero.

### • Local Service Referrals

If you want to serve award-winning, slow-cooked barbecue with all the fixings or fresh local oysters and Blue Crab at your special event, we know who to call. Let us use our local knowledge and personal contacts to help put you in touch with caterers, photographers, AV suppliers, florists, entertainment, transportation companies and more.

### • On-site Welcome Desk and Visitor Materials

No one can make your attendees feel welcome to Chesapeake like our Convention Services team. Prior to arrival, we'll pique your group's interest with visitor and dining guides, brochures and area maps. As they enter their meeting site in Chesapeake, our team members will be there to greet them at information tables in the registration area to answer questions and offer recommendations from a local's perspective. Need more support? We'll provide you with welcome packets brimming with suggestions and things to do.

### • Publicity

Who knows the region's media better than a local? You can rely on our media relations team to distribute news

releases and media advisories to journalists in advance of your event. If you need copy and background information on Chesapeake and the region for your marketing and public relations needs, we'll help with that too.

### • Talking Points, Photography, Promotional Assistance

Whether you have a marketing team or you're handling those duties yourself, we'll help you market your event with vivid photography, e-newsletter mastheads, talking points and other promotional materials.

### • Support Services

With our deep experience and knowledge of different market segments, you can request our help with a wide range of event planning and customized services. A few examples include:

- Obtaining personalized welcome letters from the mayor and other high-ranking government officials
- Arranging for local dignitaries to give welcome addresses during opening sessions
- Providing welcome signage, name badges and welcome bags
- Suggesting activity-filled itineraries that can be integrated into your event or offered when attendees have free time
- Developing spousal programs, arranging special tours and coordinating other special off-site events

### • "Peake Perks" Coupon Book

Provide your attendees with special deals at Chesapeake's best restaurants, accommodations and attractions.

*Learn more* about complimentary and personalized support services available to you and your group in Chesapeake by going to [VisitChesapeake.com/meetings](http://VisitChesapeake.com/meetings) or calling 888.889.5551.



# TEAM-BUILDING & RECREATIONAL ACTIVITIES





Chesapeake offers unique meeting venues, a variety of off-site networking events and popular team-building workshops. And if you need more options – especially for your post-adjournment agenda – the city’s delightful array of shopping, dining venues and cultural activities blends seamlessly with historic sites, scenic water views and natural wonders.

### **A Diverse Selection of Shopping**

Chesapeake boasts a diverse selection of shops, services and eateries. From big box retailers and familiar department stores to cool, new boutiques, there is something for everyone. Greenbrier Mall is a popular destination as well as the funky shops in Great Bridge.

### **An Impressive Assortment of Restaurants**

When your group’s itinerary calls for dining on their own, they’ll discover a number of delicious choices. Chesapeake’s culinary options range from local favorites to familiar names, as well as nationally renowned restaurants that have been featured on Food Network and in Southern Living magazine.

### **Nearly 20,000 Yards of Golf Courses**

If golf is on your agenda, we’ll help you arrange tee times and tournament services at two courses in the city. Chesapeake Golf Club and Battlefield Golf Club both offer convenience, affordability and a peaceful diversion for visiting groups.

### **Outstanding Outdoor Recreational Opportunities**

Exploring the woodland wonders of the Chesapeake Arboretum. Paddling kayaks across secluded waterways. Discovering amazing history and observing wildlife while hiking in the Great Dismal Swamp National Wildlife Refuge. With 22 miles of waterways and acres of forested wetland and wilderness, Chesapeake is a natural choice for team building activities that extend beyond the boardroom.





# GREEN MEETINGS IN CHESAPEAKE.

Chesapeake is proud to be a participant in the Virginia Green Certification program, a statewide initiative that strives to reduce the environmental impacts of Virginia's tourism industry. Dozens of hotels and attractions in the city participating in the program have implemented environmentally responsible practices that include energy and water conservation, as well as robust recycling of glass, plastic and paper products. For a complete listing, visit our Virginia Green section at [VisitChesapeake.com](http://VisitChesapeake.com).





# WHAT MAKES CHESAPEAKE



# AN IDEAL MEETINGS

# DESTINATION?



Simply said, we've got a catalog of benefits that will warm any planner's heart; Chesapeake is located in the heart of Coastal Virginia, which is within 750 miles of two-thirds of the U.S. population; and flying in or driving in, Chesapeake is easily accessible.

Groups have long enjoyed Chesapeake's pleasant town and country setting. Nearly limitless dining and shopping options offer something for every taste and budget, while Chesapeake's central location is convenient to the region's outstanding cultural attractions and popular events. Miles of shoreline and lush natural beauty create the perfect setting for relaxing outdoor activities.

There are few places in the country with such a robust mix of offerings – and it's all waiting for you.





The Chesapeake Conference Center is a premier, full-service banquet, conference, and meeting center. We are located in Coastal Virginia, the Southeastern area of Virginia's Hampton Roads metropolitan region in the Greenbrier corridor of Chesapeake. With our versatile floor plans, award-winning in-house banquet facilities, and friendly and experienced staff, we can handle any event from a casual gathering to a black-tie affair.

Whether you are a seasoned event planner or this is your first function, we've got you covered! Our sales and service specialists will help you design, coordinate, and execute an event that will make you truly proud and provide lasting memories for all who attend.

700 Conference Center Drive  
Chesapeake, VA 23320  
[chesapeakeconference.com](http://chesapeakeconference.com)

### MEETING AMENITY HIGHLIGHTS

*The Center handles functions as small as 20 to as large as 2,500. Our food and beverage service, led by an award-winning executive chef, enjoys an excellent reputation and achieves an above-average satisfaction rating of 98% from current clients. The combination of free Wi-Fi, 350 free parking spaces on site, and over 650 hotel rooms within walking distance, makes the Chesapeake Conference Center a top choice for meeting and event planners.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	39,000
Total Number of Meeting Rooms	9
Largest Event Space Square Footage	20,000
Largest Theatre Style Capacity	2,500
Largest Classroom Style Capacity	1,100
Largest Banquet Style Capacity	1,300
Largest Reception Style Capacity	2,800
Maximum Indoor Capacity	2,500
Maximum Outdoor Capacity	1,000





Chesapeake’s full-service Delta Hotels by Marriott Chesapeake is equipped with state-of-the-art technology throughout the guestrooms and meeting space. Guests will enjoy meeting and relaxing with business associates, friends, family and teammates in our spacious Great Room featuring a Starbucks and Lobby Bar.



725 Woodlake Drive  
Chesapeake, VA 23320  
deltachesapeake.com

### MEETING AMENITY HIGHLIGHTS

*Ample free parking, state-of-the-art house sound, complimentary Wi-Fi in all meeting rooms, upgraded linens and a variety of centerpiece items, flex-back banquet chairs, customized menus, adjacent to Chesapeake Conference Center.*

MEETING FACILITY SPECIFICATIONS	
Total Meeting Space Square Footage	12,000
Total Number of Meeting Rooms	10
Largest Event Space Square Footage	7,021
Largest Theatre Style Capacity	800
Largest Classroom Style Capacity	400
Largest Banquet Style Capacity	400
Largest Reception Style Capacity	800
Largest Hollow Square Style Capacity	200
Largest Conference Style Capacity	230
Maximum Outdoor Capacity	130







Opened in fall 2008, the SpringHill Suites by Marriott Chesapeake Greenbrier is a perfect location for any occasion, large or small. The Crossways Ballroom offers more than 3,100 square feet of space and divides into two smaller function rooms. The property features an 855-square-foot pre-function space, complimentary wireless Internet and an experienced catering specialist to help plan all the details of your next event!



1446 Crossways Boulevard  
Chesapeake, VA 23320  
[marriott.com/orfnc](http://marriott.com/orfnc)

### MEETING AMENITY HIGHLIGHTS

*Property offers complimentary transportation for guests within a five-mile radius. If you're flying into Norfolk International Airport, don't forget to ask us about free transportation!*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	3,982
Total Number of Meeting Rooms	3
Largest Event Space Square Footage	3,128
Largest Theatre Style Capacity	345
Largest Classroom Style Capacity	210
Largest Banquet Style Capacity	250
Largest Reception Style Capacity	325
Largest Hollow Square Style Capacity	76
Largest Conference Style Capacity	76







Wingate by Wyndham offers spacious, comfortable and tastefully decorated rooms. Complimentary expanded continental breakfast, high-speed internet (Cat 5 and wireless connections), 24-hour business center, USA Today® newspaper, whirlpool, fitness center, and refrigerators and microwave ovens in all rooms.



817 Greenbrier Circle  
 Chesapeake, VA 23320  
[wingatehotels.com](http://wingatehotels.com)

**MEETING AMENITY HIGHLIGHTS**  
*Spacious, comfortable and tastefully decorated rooms. Complimentary expanded continental breakfast, high-speed internet (Cat 5 and wireless connections) and 24-hour business center!*

**MEETING FACILITY SPECIFICATIONS**

Total Meeting Space Square Footage	1,674
Total Number of Meeting Rooms	3
Largest Event Space Square Footage	1,674
Largest Theatre Style Capacity	175
Largest Classroom Style Capacity	120
Largest Banquet Style Capacity	100







The Hilton Garden Inn Chesapeake/Greenbrier hotel has deluxe accommodations, friendly service and a relaxed atmosphere that awaits its guests. The hotel is certain to please the busy executive or leisure traveler with an array of special amenities that include complimentary high-speed internet access. The hotel has an in-room hospitality center with a microwave, refrigerator, coffeemaker, and two, dual-line phones. Each guest room has a large work desk, ergonomic chair, On Command video, complimentary HBO®, and USA Today® each weekday morning.



1565 Crossways Boulevard  
Chesapeake, VA 23320  
[chesapeakegreenbrier.gardeninn.com](http://chesapeakegreenbrier.gardeninn.com)

### MEETING AMENITY HIGHLIGHTS

*If you're planning an event, look no further than the Hilton Garden Inn Chesapeake/Greenbrier. Whether it's a business meeting or a wedding, we have the space, the staff, and the amenities to ensure your event unfolds without a hitch.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	1,428
Total Number of Meeting Rooms	3
Largest Event Space Square Footage	1,064
Largest Theatre Style Capacity	80
Largest Classroom Style Capacity	40
Largest Banquet Style Capacity	60
Largest Reception Style Capacity	90
Largest Hollow Square Style Capacity	42
Largest Conference Style Capacity	38







Add style and service to your next meeting when you host it at the newly renovated Hyatt Place Chesapeake/Greenbrier. Outdoor patio for small breakouts, ample power outlets, no obstructions to block views, windows to provide natural light, as well as blackout shades and built-in audio-visual equipment (60" flat-panel HD TV, free Wi-Fi, wireless LCD projector and projection screen). Receive a discount on your meeting room rental when you order off our meeting menu. Have a favorite caterer? Bring them along! We allow outside food from any licensed caterer/restaurant. Feel like eating out? We have lots of restaurants right outside our doorstep. Small corporate and executive meetings and even training classes can lead to big ideas at Hyatt Place. Let our experienced associates ensure everything goes the way you want, so you can focus on "making great happen."



709 Eden Way North  
Chesapeake, VA 23320  
hyattplacechesapeake.com

### MEETING AMENITY HIGHLIGHTS

100% non-smoking hotel, complimentary Wi-Fi Internet access throughout the hotel, e-room with complimentary public computers and printer, complimentary parking, complimentary shuttle within a five-mile radius, 8 a.m. – 10 p.m. Earn Hyatt Gold Passport Points for groups and meetings, walking distance to: Moe's Southwest Grill, Geisha Japanese Steak House, Surf Rider, TASTE, Jason's Deli, Jersey Mike's, and more!

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	1,147
Total Number of Meeting Rooms	3
Largest Event Space Square Footage	1,147
Largest Theatre Style Capacity	110
Largest Classroom Style Capacity	40
Largest Banquet Style Capacity	60
Largest Reception Style Capacity	50
Largest Hollow Square Style Capacity	24
Largest Conference Style Capacity	24
Maximum Indoor Capacity	110
Maximum Outdoor Capacity	40







The Hampton Inn & Suites Chesapeake Square offers 86 clean, comfortable rooms including 27 suites allowing you to kick back, relax, and feel at home. Each room comes equipped with a refrigerator, microwave, coffee maker, hair dryer, iron and ironing board, and a flat screen tv. Enjoy our complimentary amenities such as high speed wireless internet, Hampton's "On The House" hot breakfast, onsite 24-hour business center, fitness center, and indoor pool with hot tub. Hosting a meeting, family reunion or sporting event? We have 1,104 square feet of meeting space and offer discounts for group rooms. We are conveniently located minutes away from Suffolk, Portsmouth, Newport News, Hampton and Norfolk. We are so sure you will be satisfied with your stay, we promise it with our 100% Hampton Guarantee!

4449 Peek Trail  
Chesapeake, VA 23321  
[chesapeakesquaremallsuites.hamptoninn.com](http://chesapeakesquaremallsuites.hamptoninn.com)

### MEETING AMENITY HIGHLIGHTS

*The option of bringing in your own food, beverages and/or caterer has been utilized and praised by many of our clients. The combination of free parking and close proximity to shopping and dining makes Hampton Inn & Suites — Chesapeake Square a premier location for your next event.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	1,104
Total Number of Meeting Rooms	3
Largest Event Space Square Footage	1,104
Largest Theatre Style Capacity	75
Largest Classroom Style Capacity	50
Largest Banquet Style Capacity	64
Largest Reception Style Capacity	100
Maximum Indoor Capacity	100







In the heart of Chesapeake and conveniently located off I-64, this 104-room, five-story hotel is within minutes of downtown Norfolk, Virginia Beach Town Center and the Virginia Beach Oceanfront. Our spacious, modern guest rooms include a daily “On the House” hot breakfast, complimentary wireless internet and our 100% happiness guarantee. Other amenities include an indoor pool, whirlpool, business center, and state-of-the-art fitness center.



1421 North Battlefield Boulevard  
Chesapeake, VA 23320  
chesapeakebattlefieldblvdsuites.  
hamptoninn.com

### MEETING AMENITY HIGHLIGHTS

*Complimentary amenities such as high speed wireless internet, Hampton’s “On The House” hot breakfast, onsite 24-hour business center and fitness center.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	1,056
Total Number of Meeting Rooms	2
Largest Event Space Square Footage	528
Largest Theatre Style Capacity	70
Largest Classroom Style Capacity	35
Largest Banquet Style Capacity	40
Largest Reception Style Capacity	50







The Comfort Inn & Suites is a leisure hotel that offers all that's needed to take your event to new heights – flexible Chesapeake meeting space, business-friendly accommodations, and professional service. Our pet-friendly hotel offers: free WiFi, free hot breakfast, free parking, indoor heated pool and fitness center.



3355 South Military Highway  
Chesapeake, VA 23323  
[choicehotels.com/comfort-inn](http://choicehotels.com/comfort-inn)

### MEETING AMENITY HIGHLIGHTS

*We feature more than 900 square feet of meeting space that's perfect for clinking glasses, striking deals, exchanging a few laughs and more. Amenities include: free WiFi, tables and chairs, a wall-mounted flat-screen TV, event parking, and a fully-equipped business center.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	952
Total Number of Meeting Rooms	3
Largest Event Space Square Footage	350
Largest Theatre Style Capacity	37
Largest Classroom Style Capacity	24
Largest Banquet Style Capacity	29
Largest Reception Style Capacity	39
Largest Conference Style Capacity	9







Homewood Suites hotel guests will enjoy complimentary: evening meals Monday-Thursday, hot breakfast daily, USA Today®, high-speed internet access, well-lit workplaces, two telephones, and voicemail. The hotel is made up of a variety of spacious one and two bedroom suites, as well as studio suites. We also offer an executive business center featuring fax, printer, and copier, as well as grocery shopping service, outdoor pool, exercise room and free access to One Life Fitness.



1569 Crossways Boulevard  
Chesapeake, VA 23320  
[chesapeakegreenbrier.homewoodsuites.com](http://chesapeakegreenbrier.homewoodsuites.com)

### MEETING AMENITY HIGHLIGHTS

*Whether it's for business or pleasure, finding the right space to get together is easy at the Homewood Suites by Hilton. Here you'll find the comfortable and productive environment you need for a successful conference, reunion, reception, or other event. We offer audio-visual equipment, a projection screen, dry erase board, food and beverage service, complimentary water station and access to our outdoor patio. Bring your group to our place and we'll help you feel at home.*

MEETING FACILITY SPECIFICATIONS	
Total Meeting Space Square Footage	896
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	896
Largest Theatre Style Capacity	40
Largest Classroom Style Capacity	40
Largest Banquet Style Capacity	36
Largest Reception Style Capacity	60
Largest Hollow Square Style Capacity	30
Largest Conference Style Capacity	16







The Residence Inn by Marriott Chesapeake Greenbrier is a pet-friendly, extended-stay hotel with spacious suites and a large meeting room. With 890 square feet of space, the meeting room can accommodate up to 60 guests in theatre setup and 50 guests in classroom setup. Complimentary wireless Internet is available in the meeting room. To enhance your meeting, you may request audio-visual equipment, an LCD panel, LCD projector or overhead projector for an additional charge.



1500 Crossways Boulevard  
Chesapeake, VA 23320  
[marriott.com/orfgb](http://marriott.com/orfgb)

### MEETING AMENITY HIGHLIGHTS

*Property offers complimentary transportation for guests within a five-mile radius. If you're flying into Norfolk International Airport, don't forget to ask us about free transportation!*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	890
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	890
Largest Theatre Style Capacity	60
Largest Classroom Style Capacity	50
Largest Banquet Style Capacity	60
Largest Reception Style Capacity	60
Largest Hollow Square Style Capacity	20
Largest Conference Style Capacity	20







The Holiday Inn Express & Suites Chesapeake offers lodging with practical amenities and a convenient location. The complimentary high-speed internet access keeps you connected. Enjoy free breakfast - try our signature cinnamon rolls at the Express Start breakfast bar served daily. Whether you're staying on business or leisure, our hotel is ready to satisfy your needs.



2436 Gum Road  
Chesapeake, VA 23321  
hiexpress.com

### MEETING AMENITY HIGHLIGHTS

*Offering 600 square feet of meeting space with a sink area for refreshments, projector screen, speaker phone, and dry erase board.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	650
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	600
Largest Theatre Style Capacity	45
Largest Classroom Style Capacity	27
Largest Banquet Style Capacity	24
Largest Conference Style Capacity	12







The Courtyard by Marriott Chesapeake/Greenbrier is located just off I-64 on Crossways Blvd. Perfect for small meetings, the Courtyard by Marriott Chesapeake/Greenbrier has 625 sq. feet of total meeting space. The meeting room can accommodate events and meetings for up to 50 guests in theater set-up and 30 guests in classroom set-up. Wireless and wired Internet access is available in the meeting room at no charge and additional AV equipment can be available at your request. The hotel's outdoor courtyard is also a wonderful option for networking events!

1562 Crossways Boulevard  
Chesapeake, VA 23320  
[marriott.com/orfcy](http://marriott.com/orfcy)

### MEETING AMENITY HIGHLIGHTS

*On-site catering is available. The property offers many unique menu options to suit any budget or style. Ample parking and a central location completes the package. Marriott Rewards Meeting Planner Points are available as well! Don't forget to stop by the Bistro for a Starbucks beverage!*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	625
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	625
Largest Theatre Style Capacity	50
Largest Classroom Style Capacity	30
Largest Hollow Square Style Capacity	20
Largest Conference Style Capacity	20







Opened in fall 2008, the aloft Chesapeake is a new twist on travel in Chesapeake. Get busy in tactic, aloft Chesapeake’s 531-square-foot meeting space, and add some pizzazz to your next business bash. Our meeting space is outfitted with the best audiovisual setup, Wi-Fi and 50” LCD TV, helping you stay connected to the world you’re influencing. Plan a break with memorable bites in the Re:Mix Lounge, or a post-meeting cocktail hour at our wxyz bar. Our staff will hook you up with everything from event planning to catering. If you can imagine it, we can make it happen at aloft.



1454 Crossways Boulevard  
Chesapeake, VA 23320  
[aloftchesapeake.com](http://aloftchesapeake.com)

### MEETING AMENITY HIGHLIGHTS

*Property offers complimentary transportation for guests within a five-mile radius. If you're flying into Norfolk International Airport, don't forget to ask us about free transportation!*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	531
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	531
Largest Theatre Style Capacity	30
Largest Reception Style Capacity	150
Largest Hollow Square Style Capacity	12
Largest Conference Style Capacity	12
Maximum Outdoor Capacity	100







The Comfort Suites Chesapeake is located in the heart of Chesapeake's bustling Greenbrier business district. You can stay productive with us in our comfortable meeting space totaling 510 square feet. Traveling to our area and need a place to meet or gather? We can comfortably seat 40 people in a theatre setup, 30 people in classroom setup and 21 people in hollow square. Maximum indoor capacity of 40 people. Since we are a limited-service property, we do allow you to bring in your own food and beverage and offer limited audio-visual equipment if needed (additional charges may apply). Contact us for more details on how we can help with your next meeting or gathering.

1550 Crossways Boulevard  
Chesapeake, VA 23320  
[choicehotels.com/hotels/VA122](http://choicehotels.com/hotels/VA122)

### MEETING AMENITY HIGHLIGHTS

*The combination of location, price and the ability to bring in your own food and beverage makes us the perfect place to hold small meetings and gatherings. We strive to provide the best in customer service, and we hope that we are able to show you soon. Book your next small meeting or gathering with us!*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	510
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	510
Largest Theatre Style Capacity	40
Largest Classroom Style Capacity	30
Largest Conference/Board Room Style Capacity	36
Largest Hollow Square Style Capacity	21
Maximum Indoor Capacity	40







Travel with confidence by checking into Fairfield Inn & Suites Chesapeake Suffolk, a hotel with outstanding service to make all of your travels easy and comfortable - at an exceptional value. We are always ready to welcome you with amenities like thoughtfully designed guest rooms and suites that allow you to work and relax, free Wi-Fi throughout the hotel to stay connected during your stay, and fitness facilities that include a pool and exercise room.



2122 Jolliff Road  
Chesapeake, VA 23321  
[marriott.com/hotels/travel/orfsu-fairfield-inn-and-suites-chesapeake-suffolk/](http://marriott.com/hotels/travel/orfsu-fairfield-inn-and-suites-chesapeake-suffolk/)

### MEETING AMENITY HIGHLIGHTS

*Featuring 165 square feet of meeting space with in-room high-speed internet and offering specialized services to help manage your event with ease.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	165
Total Number of Meeting Rooms	1
Largest Event Space Square Footage	165
Largest Theatre Style Capacity	12
Largest Classroom Style Capacity	8
Largest Reception Style Capacity	8
Largest Conference Style Capacity	8





# MEETING & SPECIAL EVENT FACILITIES WITH SOMETHING EXTRA.



There are times when you want to host your meeting or special event in a truly unique setting. How about a covered outdoor pavilion with golf course views? A banquet room and patio overlooking the Intracoastal Waterway? Maybe an overnight retreat or day outing at a working horse ranch would be your style. If you're a planner who thinks outside the box, we have some wonderfully creative solutions for you to consider.









## AMBER LANTERN RESTAURANT

Fine dining on the Intracoastal Waterway featuring a terrific ambiance and a wide variety of spectacular Mediterranean-style dishes. A wonderful selection of drinks, wine and more. Banquet room can accommodate groups up to 180 people.

5532 Bainbridge Boulevard  
Chesapeake, VA 23320  
[toprackmarina.com](http://toprackmarina.com)

### AMENITY HIGHLIGHTS

*The banquet room overlooks the Intracoastal Waterway and opens to an outside covered patio. The 3,000-square-foot space can be divided into three smaller rooms. There's ample free parking. We are in close proximity to Greenbrier-area hotels. The Amber Lantern Restaurant provides all catering.*

### MEETING FACILITY SPECIFICATIONS

Total Number of Meeting Rooms	3
Largest Event Space Square Footage	3,000
Largest Banquet Style Capacity	150
Largest Reception Style Capacity	180
Maximum Indoor Capacity	180



## NOAH'S EVENT VENUE

NOAH'S Event Venue of Chesapeake sits waterside in tree-lined Battlefield Business Park, right in the epicenter of the bustling Greenbrier community. Coastal Virginia's newest and most state-of-the-art event and meeting venue. Our NOAH'S of Chesapeake greets your guests with gorgeous marble flooring surrounded by contemporary and serene vibes. Expert Venue Coordinators will assist you with the details of executing your ideal venue or meeting experience.

625 Independence Parkway  
Chesapeake, VA 23320  
[noahseventvenue.com](http://noahseventvenue.com)

### AMENITY HIGHLIGHTS

*A fully-included state-of-the-art audio visual package tops the iceberg of amenities that also feature 10-hour business blocks at incredible rates, hot and cold beverage service included with all business bookings, custom-designed layouts, free Wi-Fi, and private, ample parking. Our intimate venue can host groups from as small as five to as large as 400. Our open-vendor policy allows you to hire or bring in the food services of your choice, and all can take advantage of our large catering prep kitchen for servicing your event. Specialty linens, accent lighting, draping and a dozen+ other enhancements are available to create unlimited atmospheres.*

### MEETING FACILITY SPECIFICATIONS

Total Meeting Space Square Footage	7,700
Total Number of Meeting Rooms	6
Largest Event Space Square Footage	2,500
Largest Theatre Style Capacity	300
Largest Classroom Style Capacity	120
Largest Banquet Style Capacity	250
Largest Reception Style Capacity	300
Maximum Indoor Capacity (unseated)	375





# *Book your event Today!*

Call the Chesapeake Convention & Visitors Bureau at 757.382.6411 or toll-free at 888.889.5551. Visit us online at [VisitChesapeake.com](http://VisitChesapeake.com).





Wireless Internet  
Lounge/Bar  
AAA Rating  
Business Center  
Handicap Accessible  
Shuttle Service  
Pool  
Restaurant  
Fitness Facility  
Theatre Capacity  
Classroom Capacity  
Banquet Capacity  
Largest Room  
Number of Meeting Rooms  
Total Sleeping Rooms  
Total Sq. Ft.

	Total Sq. Ft.	Total Sleeping Rooms	Number of Meeting Rooms	Largest Room	Banquet Capacity	Classroom Capacity	Theatre Capacity	Fitness Facility	Restaurant	Pool	Shuttle Service	Handicap Accessible	Business Center	AAA Rating	Lounge/Bar	Wireless Internet
	39000	-	9	20000	1300	1100	2500	No	No	No	No	No	Yes	-	No	Yes
	7700	0	6	2500	250	120	300	No	No	No	No	Yes	No	-	No	Yes
	12000	228	10	7021	400	400	800	Yes	Yes	Indoor	Yes	Yes	Yes	3 Diamond	Yes	Yes
	3982	132	3	3128	250	210	345	Yes	No	Indoor	Yes	Yes	Yes	3 Diamond	No	Yes
	1674	100	3	1674	100	120	175	Yes	No	No	No	Yes	Yes	3 Diamond	No	Yes
inn.com	1428	92	3	1064	60	40	80	Yes	Yes	Indoor	Yes	Yes	Yes	3 Diamond	Yes	Yes
	1147	119	3	1147	60	40	110	Yes	Yes	Indoor	Yes	Yes	Yes	3 Diamond	Yes	Yes
.hamptoninn.com	1104	86	3	1104	64	50	75	Yes	No	Indoor	No	Yes	Yes	3 Diamond	No	Yes
hamptoninn.com	1056	104	2	528	40	35	70	Yes	No	Indoor	No	Yes	Yes	3 Diamond	No	Yes
n	952	72	3	350	29	24	37	Yes	No	Indoor	No	Yes	Yes	-	No	Yes
woodsuites.com	896	100	1	896	36	40	40	Yes	No	Outdoor	Yes	Yes	Yes	3 Diamond	No	Yes
	890	121	1	890	60	50	60	Yes	No	Indoor	Yes	Yes	Yes	3 Diamond	No	Yes
	650	90	1	650	24	27	45	Yes	No	Indoor	No	Yes	Yes	3 Diamond	No	Yes
	625	90	1	625	-	30	50	Yes	Yes	Indoor	Yes	Yes	No	3 Diamond	No	Yes
	531	136	1	531	-	-	30	Yes	Yes	Indoor	Yes	Yes	Yes	3 Diamond	Yes	Yes
22	476	124	1	476	-	25	30	Yes	No	Outdoor	No	Yes	Yes	3 Diamond	No	Yes
	300	83	1	300	25	18	32	Yes	No	Indoor	No	Yes	Yes	2 Diamond	No	Yes
	165	82	1	165	0	8	12	Yes	No	Indoor	No	Yes	Yes	3 Diamond	No	Yes







# Additional Hotel Properties

Pool

Total Rooms

Suites

Fitness Center

Business Center

Wireless Internet

Continental Breakfast

Hot Breakfast Buffet

Virginia Green

Pet-Friendly

Studios and Suites 4 Less  
(757) 547-9262 1433 North Battlefield Blvd.

91

No

No

No

No

No

No

No

Extended StayAmerica/Crossways  
(757) 424-8600 1540 Crossways Blvd.

132

No

No

Yes

No

No

No

Yes

Extended StayAmerica/Greenbrier Circle  
(757) 523-7377 809 Greenbrier Circle

92

Yes

No

Yes

No

No

No

Yes

Fairfield Inn and Suites by Marriott Chesapeake  
Greenbrier (757) 420-1300 1560 Crossways Blvd.

Outdoor

105

8

Yes

Yes

Yes

Yes

No

Yes

No

Hampton Inn Norfolk/Chesapeake  
(757) 420-1550 701-A Woodlake Drive

Outdoor

118

Yes

Yes

Yes

Yes

No

No

Yes

Red Roof Inn  
(757) 523-0123 724 Woodlake Drive

108

No

No

Yes

No

No

No

Yes

Intown Suites Chesapeake/Battlefield Extended Stay  
(757) 819-1004 1409 Tintern Street

125

Yes

No

Yes

No

No

No

No

Staybridge Suites Chesapeake  
(757) 420-2525 709 Woodlake Drive

Indoor

115

115

Yes

Yes

Yes

No

Yes

Yes

Yes

Intown Suites Chesapeake/Greenbrier Extended Stay  
(757) 523-1448 2150 Old Greenbrier Road

No

No

Yes

No

No

No

No

Intown Suites Chesapeake I-64  
(757) 213-0222 1520 Crossways Blvd.

135

No

No

No

No

No

No

No

Quality Inn  
(757) 547-8880 100 Red Cedar Court

62

1

No

No

No

Yes

No

No

Yes

Studios and Suites 4 Less Old Greenbrier Road  
(757) 523-5004 2000 Old Greenbrier Road

Outdoor

119

119

Yes

No

Yes

No

No

No

No

WoodSpring Suites Chesapeake/Norfolk South  
(757) 410-0006 137 Kempsville Road

121

121

No

No

No

No

No

No

No

WoodSpring Suites Chesapeake/Norfolk Greenbrier  
(757) 963-5009 1708 Sentinel Drive

124

124

No

No

Yes

No

No

No

No

Holiday Inn Express Chesapeake/Norfolk  
(757) 698-4400 721 Conference Drive

Outdoor

119

10

Yes

Yes

Yes

Yes

Yes

No

No

America's Best Value Inn  
(757) 488-7900 4433 Military Highway South

Outdoor

92

No

No

No

Yes

No

No

No

Budget Lodge  
(757) 487-8888 3009 South Military Hwy.

67

No

No

No

No

No

No

No

Colonial Motel  
(757) 485-2800 877 George Washington Hwy.

25

No

No

No

No

No

No

No

Days Inn Chesapeake/Portsmouth  
(757) 487-8861 1439 George Washington Hwy. N.

53

No

Yes

Yes

Yes

No

No

No

Econo Lodge  
(757) 543-2200 2222 South Military Hwy.

55

No

No

Yes

Yes

No

No

No

Bowers Hill Inn  
(757) 488-4963 4725 West Military Hwy.

52

No

Yes

Yes

No

No

No

Yes

Sunset Manor Motel  
(757) 487-2564 3345 Military Hwy. South

60

No

No

No

No

No

No

Yes

Village Motel  
(757) 487-2516 3265 South Military Hwy.

72

No

No

No

No

No

No

No

Candlewood Suites Chesapeake  
(757) 405-3030 4809 Market Place

102

102

Yes

Yes

Yes

No

No

Yes

Yes

Super 8 Motel Chesapeake  
(757) 686-8888 3216 Churchland Blvd.

58

2

No

No

No

Yes

No

No

Yes

Budget Lodge Churchland  
(757) 484-6143 3244 Western Branch Blvd.

48

No

No

No

No

No

No

No

Extended StayAmerica/Churchland  
(757) 483-9200 3214 Churchland Blvd.

91

No

No

Yes

No

No

No

Yes

Studios and Suites 4 Less  
(757) 484-5800 3235 Western Branch Blvd.

90

No

No

No

No

No

No

No

Studios and Suites 4 Less Gum Road  
(757) 405-3100 2424 Gum Road

93

No

No

No

No

No

No

No



# REQUEST *for* PROPOSAL WORKSHEET

ORGANIZATION NAME

WEBSITE

MEETING NAME

MEETING CONTACT

TITLE

ADDRESS

PHONE

FAX

CITY

STATE

ZIP

EMAIL

Are you the decision maker? \_\_\_\_ Yes, \_\_\_\_ No

If no, what is your decision process? \_\_\_\_\_

When will you make your decision? \_\_\_\_\_

What is your deadline to receive proposals? \_\_\_\_\_

Meeting Dates: \_\_\_\_\_ Alternative Dates: \_\_\_\_\_

Check In/Check Out Dates: \_\_\_\_\_

Meeting Pattern: \_\_\_\_\_ Attendance: \_\_\_\_\_

Requested Room Rate Range: \_\_\_\_\_

Types of Rooms Needed: \_\_\_\_ Single, \_\_\_\_ Double, \_\_\_\_ Both

Requested Number of Rooms Per Night:

Mon: \_\_\_\_\_, Tue: \_\_\_\_\_, Wed: \_\_\_\_\_, Thu: \_\_\_\_\_, Fri: \_\_\_\_\_,

Sat: \_\_\_\_\_, Sun: \_\_\_\_\_

Other Competing Cities/States:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MEETING DETAILS:

Function Day: \_\_\_\_\_

Start/End Time & Scheduled Function: \_\_\_\_\_

# of People: \_\_\_\_\_, Room Set-Up: \_\_\_\_\_

## COMMENTS AND/OR ADDITIONAL REQUESTS:

Exhibit Space: \_\_\_\_ Yes, \_\_\_\_ No

Square Feet Needed: \_\_\_\_\_, # of Exhibits: \_\_\_\_\_

Types of Exhibit: Table top: \_\_\_\_\_, 8 x 10 \_\_\_\_\_, 10 x 10 \_\_\_\_\_

Move In Day: \_\_\_\_\_, Move Out Day: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## MEETING HISTORY:

Dates: \_\_\_\_\_

City/State: \_\_\_\_\_

Headquarter Hotel: \_\_\_\_\_

Attendance: \_\_\_\_\_

Hotel Room Rate: \_\_\_\_\_, Peak Room Nights: \_\_\_\_\_

Total Room Nights: \_\_\_\_\_

Blocked: \_\_\_\_\_, Picked Up: \_\_\_\_\_



## GETTING HERE

Chesapeake is situated in Coastal Virginia, an area of beauty and attractions all four seasons long. Rich in woodlands, waterways, beaches, and history, the region includes cities and counties in southeastern Virginia and northeastern North Carolina, stretching from Williamsburg to the upper reaches of the Outer Banks. Convenient for meetings, Chesapeake and the surrounding area offer an unlimited collection of activities, events and sights to see.

## HIGHLIGHTS

- 3.5 hour drive from Northern Virginia
- 15 minutes from Norfolk International Airport
- 20 minutes to the oceanfront and Virginia Beach boardwalk
- 15 minutes to Norfolk and outlets
- 40 minutes to Colonial Williamsburg and outlets
- Within day's drive of 2/3 of the nation's population

With its central location in the mid-Atlantic, Chesapeake is within a day's drive of two-thirds of the U.S. population. And served by an international airport in neighboring Norfolk and two executive airports, Chesapeake is easy to get to and impossible to forget.











*Chesapeake Convention & Visitors Bureau is a division of the City of Chesapeake.*

*Every effort has been made by the Chesapeake Convention & Visitors Bureau to ensure accurate information. The inclusion of the establishments in this guide is not a seal of approval or a guarantee of quality or service. Not all tourism products and services available in Chesapeake are listed. Contact the Chesapeake CVB for additional information at (888) 889-5551.*

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