

Information & Policies

Welcome to The Country Club of Virginia and thank you for your interest in hosting your event with us. We look forward to contributing to your memories! It is our pleasure to serve you. Our menu selections are designed to provide you with a wide variety of our most popular items; however, we welcome the opportunity to create a custom menu for you.

CCV requests final menu selections no later than ten days prior to your event date. Final guest count guarantees must be made to the Special Events office 72 hours prior to each event.

Member and Sponsor Obligations

All private events must be sponsored by a Club member, who will be directly responsible to the Club for the entire cost of the event, the conduct of the guests, and any damages. The sponsoring member must be present at the party. Non-member hosts may make party arrangements directly with the Special Events staff, provided a "Sponsor Request Letter" is on file. Events at which fewer than 75% of the attendees are CCV members will be assessed room rental fees and a 25% service charge.

The Club will send an invoice to the non-member host, company, or organization and a copy to the sponsoring member. If full payment is not received within 30 days after the invoice date, the sponsoring member will be responsible for payment. The sponsor will be held responsible for all non-recoverable costs in case of cancellation.

Décor and Entertainment

All details pertaining to entertainment & decorations must be made known to the Special Events staff in advance and must be approved by the Club. Hosts must submit copies of all band and decorating company contracts to the Club in advance. See the enclosed "Rules for Florists and Decorators" for more details.

Alcohol Service

The Club complies with all applicable laws and regulations with regard to sales and service of alcoholic beverages. No person under the age of 21 will be served an alcoholic beverage. Our staff is trained to require proper identification when necessary and to refuse service to intoxicated guests.

Bar service must end by 1:00 a.m. Guests are expected to vacate the premises by 1:30 a.m.

Dress Code and General Information

Unless otherwise specified, gentlemen attending special events on the main floor of the Westhampton Clubhouse must wear a coat after 5:30 p.m. Ladies are expected to dress appropriately and in good taste. Blue jeans are prohibited on the main floor of the Westhampton and James River Clubhouses.

Smoking is prohibited in all interior Club facilities, as well as in all outdoor dining areas.

While on Club grounds members may use cell phones and personal electronic devices for non-verbal communication (texting, email, instant messaging, etc.). The use of cell phones and personal electronic devices for verbal communication is acceptable in privately reserved rooms as long as additionally permitted by the host. Event attendees should remain inside the room to handle necessary calls.