Meeting Planners

A Guide to Hosting Events with Chesapeake Conference Center

Venue Highlights

Located in the heart of Hampton Roads, the Chesapeake Conference Center offers 39,000 square feet of modern, flexible event space paired with full-service catering and a dedicated events team ready to support your meeting from concept to completion.

SPACE & CAPACITY

- 39,000 sq. ft. modern facility
- 20,000 sq. ft. William E. Ward Ballroom
  - Flexible space, configurable into up to 6 sections
- Chesapeake Room adds 2,500 sq. ft. of additional space, dividable into 2 breakout rooms
- Expanisive promenades for registration, networking, and receptions
- A grand Rotunda entrance welcomes attendees in style

CULINARY

- Full-service, in-house catering led by Executive Chef Stephen Kerschner
- All styles of service and custom menu design for any event style

YOUR EVENTS TEAM

- Our experienced events team are dedicated professional partners with you from the initial concept through post-event follow-up, every step of the way

PRIME LOCATION

- Centrally located in Hampton Roads with easy access via I-64
- Just 20 minutes from Norfolk International Airport (ORF)
- Central positioning opens doors to greater attendance

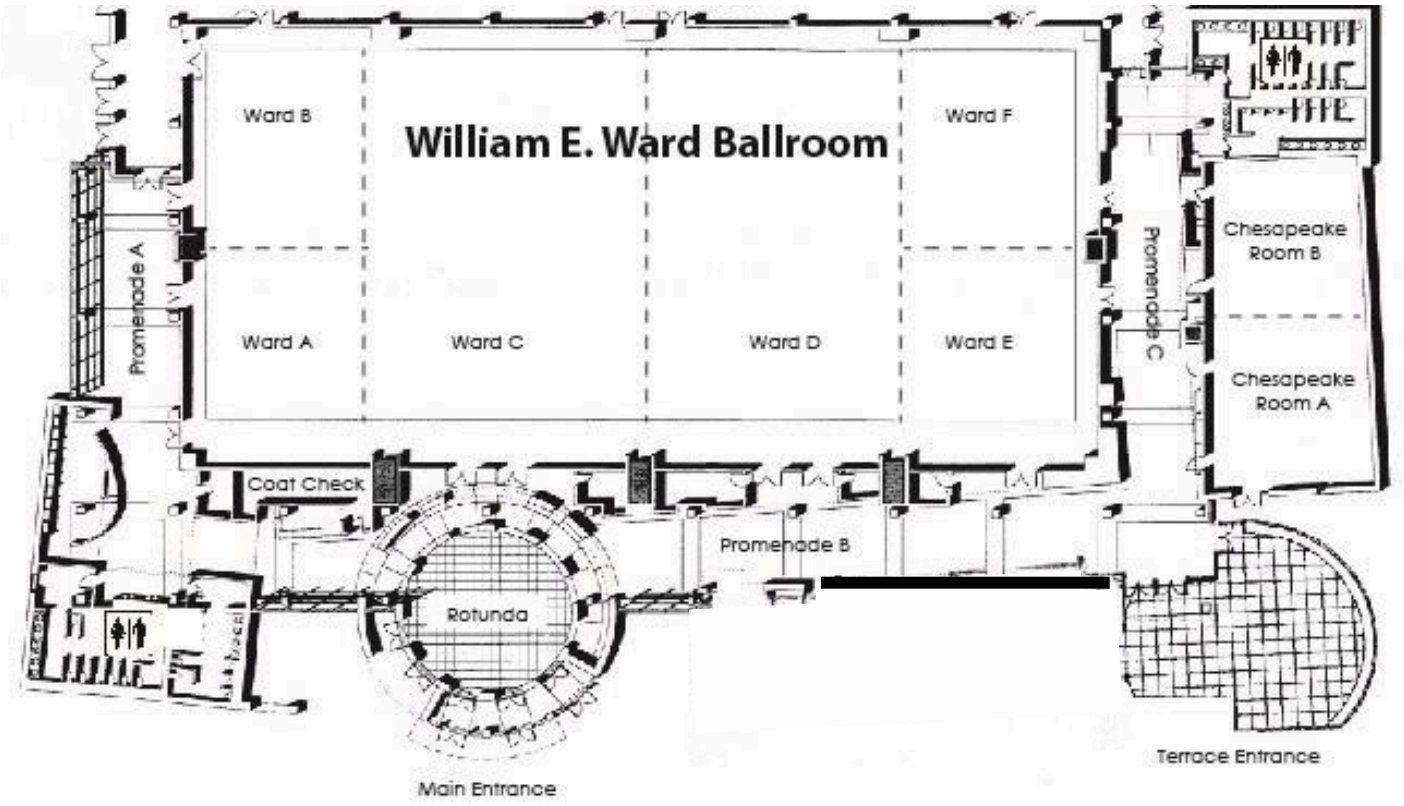
HOTEL PARTNERSHIPS

- Strong partnerships through Visit Chesapeake, the Delta Hotel by Mariott, and Holiday Inn Express
- More than 15 additonal hotel options within a ten-minute drive
- Room block coordination for unmatched attendee convenience

INCENTIVES

- Competitive pricing and incentives for new clients and multi-event bookings
- Room night rebates based on number of room nights available through the City of Chesapeake

Chesapeake Conference Center
Building Layout and Specifications



Room	Dimensions	Square Feet	Ceiling Height	Theater	BQT	Classroom	Reception
William E. Ward Ballroom	100 x 200	20,000	20 ft	2,000	1,300	N/A	2,800
Ward Ballroom A	45 x 50	2,250	20 ft	250	110	112	325
Ward Ballroom B	45 x 50	2,250	20 ft	250	110	112	325
Ward Ballroom C	55 x 100	5,500	20 ft	500	300	272	775
Ward Ballroom D	55 x 100	5,500	20 ft	500	300	272	775
Ward Ballroom E	45 x 50	2,250	20 ft	250	110	112	325
Ward Ballroom F	45 x 50	2,250	20 ft	250	110	112	325
Chesapeake Room	36 x 75	2,700	10 ft	250	120	160	375
Chesapeake Room A	37 x 36'6"	1,350	10 ft	125	50	60	185
Chesapeake Room B	35 x 38'6"	1,350	10 ft	125	50	60	185
Terrace	N/A	2,100	N/A	N/A	N/A	N/A	N/A
Conference Room 1 (seats 10)	16 x 18	288	8 ft	N/A	N/A	N/A	N/A
Conference Room 2 (seats 8)	13'1.5" x 15	195	8 ft	N/A	N/A	N/A	N/A
Promenade A	N/A	3,000	16 ft	N/A	N/A	N/A	350
Promenade B	N/A	8,000	16 ft	N/A	N/A	N/A	450
Promenade C	N/A	3,000	16 ft	N/A	N/A	N/A	350