



**RIVIERA BEACH
MARINA EVENT CENTER**

RENTAL AGREEMENT

Hello! Thank you for taking an interest in hosting your event at the beautiful Riviera Beach Marina Village Event Center. **Please read the following and sign below for your full understanding:**

This application is the initial step in reserving rental space at Marina Village Event Center. Requests will be reviewed in order of which they are received by the Interim Event Center Manager and the applicant will be notified of approval or denial. **Completing and submitting this application does not confirm or reserve any dates.** Please type or print legibly. Failure to complete this form in its entirety will delay confirmation of your reservation.

Examples of failing to complete this form include, but are not limited to:

1. Not initialing the bottom of each page.
2. Not listing the applicant's contact information.
3. Not checking "Yes" or "No" for the items listed on page 4.
4. Not listing the setup, breakdown, or event times.

This application must be received at least 6 weeks in advance of your event, and not longer than 18 months from the event date.

Acknowledgement: _____ **Date:** _____

CONTACT INFORMATION

Please select which applies: **All documents, names, addresses and form of payment information MUST MATCH. No Exceptions. Selections with an * require proper documentation at the time of submission.**

*Resident of Riviera Beach: _____ Non-resident: _____

License and utility bill required with name and address matching

*Riviera Beach Business/ Non-Profit: _____ *Non-Riviera Beach Non-Profit: _____

501(c)(3) documentation required

501(c)(3) documentation required

Applicant: _____
Organization/Corporation (if applicable) (Must be the business covering all costs)

Applicant Name: _____
Resident Name/Responsible Party (Must be the individual covering all costs)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

EVENT COORDINATOR/PLANNER (if different than the organization/corporation applicant name): will be responsible for pre and post walk-through, will be present all times during setup, breakdown and actual event times, and is responsible for the actions of all guests, vendors and agents:

Contact Name: _____
Event Coordinator/Planner or Representative

Business Name (if applicable): _____

Phone: _____ Cell: _____

Email: _____
Will Be Copied (cc'd) on All Email Communication

How did you hear about us?

- Another Client* Internet Friend*
- Flyer Local Ad Other: _____

***Please provide name of client, friend, or family member:** _____

Riviera Beach Marina Event Center
190 E. 13th St. Riviera Beach, FL. 33404
Contact us: 561 -881-7439 or 561-881-7438
Email: rfrazier@rbcr.com **Website:** www.marinavillagepalmbeach.com

| |
|--|
| INITIALS: _____ / _____ |
| Client MEC Staff |

EVENT INFORMATION

Type of Event: _____

Who will the event be for? Minor Adult

If minor selected, list the age: _____

*Event to be listed as: _____

***Must be completed: Riviera Beach Police Detail Attendance is required for underage events.**

REQUESTED DATES:

First Choice

Day: _____
(Example: Friday)

Date: _____
(Example: Sept. 23, 2022)

Second Choice

Day: _____
(Example: Friday)

Date: _____
(Example: Sept. 23, 2022)

RENTAL DETAILS

Entirely, all times (i.e. set-up, breakdown, and event start and end time) will be included and added to the total amount of rental time requested. Example: If your event is from 6pm to 9pm, you will be required to set-up, host and break down between the hours of 6pm and 9pm. No early entries. No exceptions.

Mondays – Saturdays are available for rent from 7:00am – 12:00am, including set-up and breakdown.

Sundays are available for rent from 9:00am – 11:00pm, including set-up and breakdown.

******Client is responsible for any overages and extra costs on hours that are above and beyond the contracted rental period.**

What is your anticipated attendance? _____

Set-up time: **(at least 1 hour is mandatory)** From _____ AM/PM until _____ AM/PM

What time will your event start? _____ AM/PM

What time will your event end? _____ AM/PM

Breakdown time: **(at least 1 hour is mandatory)** From _____ AM/PM until _____ AM/PM

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INITIALS: _____ / _____
Client **MEC Staff**

ADDITIONAL INFORMATION

Will alcohol be served at your event? YES NO

If yes, the client is responsible for securing Riviera Beach Off Duty Police Officer(s) for the duration of the event. **BYOB is not permitted.**
Please refer to Policies & Operating Procedures (Pg. 14)

What time will alcohol start being served? _____ AM/PM

Will alcohol be sold at your event?

If yes, State and local laws apply with regards to alcohol consumption. A Special Event Permit is required. Please refer to Policies & Operating Procedures (Pg. 7). The sale of alcohol must be permitted and sold by licensed vendors and proper documentation must be provided to the City at least 60 days in advance of the event. Events with less than 150 people may not need a Special Event Permit; Subject to Team Review. **BYOB is not permitted.**

Will you be using the kitchen?

Refundable Cleaning/Damage Deposit will be issued. **All food must be provided by licensed and insured caterers.**
Please refer to Additional Fees Document and/or Policies & Operating Procedures (Pgs. 5-6).

Will breakfast be served at your event?

If yes, the client is required to obtain a quote from Rafiki Tiki Restaurant and present it to an Event Center designee for review. If the client prefers to book another caterer, the client must provide two quotes from outside caterers, offering a lower price than the previously quoted.

Will food be served at your event?

Will food be sold at your event?

Will you be charging admission or selling tickets to your event?

ROOM/PACKAGE SELECTION

| PLEASE SELECT RENTAL SPACE PREFERENCE | | | | |
|---|--------------------------|------------|---------|-----------------|
| Venue | | Dimensions | Sq. Ft. | Room Capacities |
| Newcomb Hall Ballroom | <input type="checkbox"/> | 58' x 81' | 4,698 | 316 |
| Newcomb Hall East | <input type="checkbox"/> | 58' x 40' | 2,320 | 158 |
| Newcomb Hall West | <input type="checkbox"/> | 58' x 40' | 2,320 | 158 |
| Hatcher Ballroom | <input type="checkbox"/> | 29' x 59' | 1,711 | 90 |
| Hatcher East | <input type="checkbox"/> | 29' x 29' | 841 | 45 |
| Hatcher West | <input type="checkbox"/> | 29' x 29' | 841 | 45 |
| Gulfstream Terrace | <input type="checkbox"/> | 91' x 58' | 4,325 | 288 |
| Wedding Package (Full Facility) | <input type="checkbox"/> | | | |
| Meeting Package: (Newcomb Hall & Hatcher Ballroom) | <input type="checkbox"/> | | | |
| Reception Package (Newcomb Hall BR & Gulfstream Terrace) | <input type="checkbox"/> | | | |
| Promenade | <input type="checkbox"/> | N/A | N/A | SEE MEC STAFF |
| Bicentennial Park | <input type="checkbox"/> | 72' x 38' | 24,000 | SEE MEC STAFF |
| Picnic 1 or 2 | <input type="checkbox"/> | N/A | N/A | SEE MEC STAFF |

***The seating capacities provided do not include: buffet and or coffee break tables, staging, dancefloors and bars, which if added, could reduce the capacities shown and are ultimately dependent on the logistics of your event.**

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| Client MEC Staff |

AGREEMENT OF EVENT CENTER RULES & REGULATIONS

Please initial each line next to each statement for your complete understanding.

1. _____ Upon approval of the application, 25% of the total estimated charges for your event are due within seven (7) days. **An approved application does not guarantee the reservation.**
2. _____ If you cancel your reservation 60 days prior to your event, a full refund will be given.
3. _____ If you cancel less than 30 days prior to your event, you will forfeit your deposit.
4. _____ All remaining fees and rental charges must be paid fourteen (14) days prior to your event.
5. _____ Any event that is cancelled within the 14-day window leading up to your event will forfeit 100% of all fees, deposits and rental charges that have been paid.
6. _____ Room setup diagrams that indicate table/chair quantities and preferred layout are due 14 days prior to your event. **If diagram is not submitted, a standard diagram will be provided.**
7. _____ Security must be arranged and paid for a minimum of 7 business days prior to the event date for those events that are private with alcohol being served. See below for public events.
8. _____ If deposit is not received, your reservation will be released.
9. _____ For any event, regardless of type, whereby the public is invited (**not a private event**), regardless if it is free or there is an admittance fee will require an approved Special Event Permit from the City of Riviera Beach. Applicant will be responsible for all fees and arrangements with the City of Riviera Beach up to and including, but not limited to; application fees, police fees, fire inspections fees and any other fees as deemed appropriate by the City in support of your public event.
10. _____ If alcohol is sold at your event, proper documentation and licenses must be provided to RBMEC & the City of Riviera Beach at least sixty (60) days in advance of your event.
11. _____ NO BYOB (Bring Your Own Bottle) EVENTS PERMITTED.
12. _____ The name and telephone number of all on-site vendors and agents associated with your event (i.e. rental company, valet service, caterer, band etc.) must be provided to the RBMEC at least **30 days in advance** of your event, along with any required licenses, permits, insurance certificates etc.
13. _____ **All food must be provided by a licensed and insured caterer or company.**
14. _____ **All payments must be made by the applicant listed on the application.**
15. _____ All documentation is attached to this application.
***Riviera Beach Resident:** License and utility (water or light) bill with the same name and address as listed on application required. **If not attached, regular rate will be put in place.**
***Non-Profit Organization:** 501(c)(3) documentation required.

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I have received, read, understand the Riviera Beach Marina Event Center Policies and Procedures document and understand and agree to all the terms and conditions within that document; I am aware that if any of these policies and procedures are violated, I will be charged and held responsible accordingly. I understand and agree that I shall be and will remain solely and fully responsible for compliance with all the terms and conditions of the Riviera Beach Marina Event Center Rental Agreement Application and Policies and Procedures, and that I shall be solely and fully liable for any breaches or violations thereof, regardless of the actual source of the payment of any fee or charge required for the use of the Riviera Beach Marina Event Center, Bicentennial Park and or areas within the Marina Village site as provided herein. If I am signing on behalf of an applicant organization or corporation, I also represent that I am authorized to sign the application on behalf of the organization or corporation and that my signature will bind the organization or corporation.

Client Printed Name

Client Signature

Signature Date

Please return the completed application to:
Riviera Beach Marina Village
Attn: Interim Event Center Manager
190 E 13th St.
Riviera Beach, FL 33404
Phone (561) 881-7438
Email: rfrazier@rbkra.com

FOR OFFICE USE ONLY

Application reviewed by: _____

Date: _____

Approved: _____ Denied: _____

Reason Denied:

Notes:

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