



RIVIERA BEACH

**MARINA  
VILLAGE**

***RIVIERA BEACH  
MARINA EVENT CENTER  
&  
BICENTENNIAL PARK  
RENTAL AGREEMENT***

## APPLICATION

This application is the initial step in reserving space at Marina Village for the Marina Event Center and Bicentennial Park. Requests will be reviewed in order of which they are received by the Marina Facilities Operations Manager or appointed representative and the contact person named in the application 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 any of this form will delay confirmation of your reservation. This application must be received at least six (6) weeks in advance of your event and not longer than eighteen (18) months from the event date.

## CONTACT INFORMATION

Please select which applies:

Resident of Riviera Beach: \_\_\_\_\_ Non-resident: \_\_\_\_\_

Riviera Beach Non-Profit: \_\_\_\_\_ Non-Riviera Beach Non-Profit: \_\_\_\_\_

Applicant: \_\_\_\_\_  
*Organization/Corporation*

Applicant Name: \_\_\_\_\_  
*Resident name/Responsible Party*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Back-up Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

*Riviera Beach Marina Event Center ♦ 190 E 13th St ♦ Riviera Beach, FL 33404*

*Office-561-881-7438 ♦ 561-881-7439*

[gmonroe@rbcra.com](mailto:gmonroe@rbcra.com) ♦ [www.marinavillagepalmbeach.com](http://www.marinavillagepalmbeach.com)

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

Contact: \_\_\_\_\_

*Onsite Coordinator or Representative*

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE CHECK WHICH BEST DESCRIBES YOUR EVENT (*Check all that apply*)

**EVENT INFORMATION**

<input type="checkbox"/> Wedding	<input type="checkbox"/> Anniversary	<input type="checkbox"/> Gala	<input type="checkbox"/> Meeting	<input type="checkbox"/> Bar/Bat Mitzvah
<input type="checkbox"/> Birthday	<input type="checkbox"/> Reception	<input type="checkbox"/> Dinner	<input type="checkbox"/> Fishing Tournament	<input type="checkbox"/> Conference
<input type="checkbox"/> Sweet 16	<input type="checkbox"/> Exhibits	<input type="checkbox"/> Fair	<input type="checkbox"/> Festival	<input type="checkbox"/> Seminar
<input type="checkbox"/> Team Building	<input type="checkbox"/> Trade Show	<input type="checkbox"/> Board Meeting	<input type="checkbox"/> Family Event	<input type="checkbox"/> Boating Event
<input type="checkbox"/> Other	If Other, please elaborate:			

Event to be listed as: \_\_\_\_\_

**REQUESTED DATES:**

**First Choice**

Event begins on: \_\_\_\_\_  
*Day* *Date*

Event ends on: \_\_\_\_\_  
*Day* *Date*

**Second Choice**

Event begins on: \_\_\_\_\_  
*Day* *Date*

Event ends on: \_\_\_\_\_  
*Day* *Date*

What time will your event start? \_\_\_\_\_ AM / PM

What time will your event end? \_\_\_\_\_ AM / PM

What time will you need access to the rental space for setup? \_\_\_\_\_ AM / PM

What time will your breakdown and clean-up end? \_\_\_\_\_ AM / PM

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What is your anticipated attendance?

Total: \_\_\_\_\_

**ADDITIONAL INFORMATION**

YES NO

Will alcohol be served at your event? \_\_\_\_\_

**If yes, then client must hire Riviera Beach Off Duty Police Officers for the event. Separate form will be provided to procure security services**

Will alcohol be sold at your event? \_\_\_\_\_

**If yes, A Special Event Permit MUST be obtained and State and local laws apply with regards to alcohol consumption. The sale of alcohol must be permitted and sold by licensed vendors. Copy of necessary license MUST be presented fourteen (14) days before the event. Events with less than one hundred fifty (150) people may not need a Special Event Permit, subject to MEET Team review.**

Is this a Public Event? \_\_\_\_\_

(If yes, a Special Event Permit MUST be obtained)

**Events with less than one hundred fifty (150) people may not need a Special Event Permit, subject to MEET Team review.**

Will food be served at your event? \_\_\_\_\_

Will food be sold at your event? \_\_\_\_\_

How many Food Vendors? \_\_\_\_\_ Cart \_\_\_\_\_ Truck \_\_\_\_\_

**\* Food Vendors require necessary Public Health Inspection and approval, copy of food service License and certificate MUST be presented fourteen (14) days before event.**

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

(If yes, a Special Event Permit is required, **Events with less than one hundred fifty (150) people may not need a Special Event Permit, subject to MEET Team review.**)

Will there be any rental equipment at your event? \_\_\_\_\_

Will there be a need for Audio Visual equipment at your event? \_\_\_\_\_

Will there be live entertainment at your event? \_\_\_\_\_

Will there be decorations other than free standing or tabletop? \_\_\_\_\_

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**FLOOR PLAN CAPACITIES**

Venue	Dimensions	Sq. Ft	Height	Max Cap
<b>Newcomb Hall Ballroom</b>	<b>58'x81'</b>	<b>5,698</b>	<b>15'</b>	<b>316</b>
Newcomb Hall 1	58'x40'	2,320	15'	158
Newcomb Hall 2	58'x40'	2,320	15'	158
<b>Riviera 1 &amp; 2</b>	<b>29'x59'</b>	<b>841</b>	<b>12'</b>	<b>91</b>
Riviera 1	29'x29'	841	12'	45
Riviera 2	29'x29'	1,711	12'	45
<b>Gulf Stream Terrace</b>	<b>91'x58'</b>	<b>4,325</b>	<b>N/A</b>	<b>288</b>

**EVENT SPACE PREFERENCES**

PLEASE CHECK YOUR SPACE PREFERENCE (*Check all that apply*)

**FLOORPLAN CAPACITIES**

Venue		Dimensions	Sq. Ft.	HT	SCHL	THTR	CONF	HLW SQ.	U-SHAPE	BANQ	RECPT
<b>Newcomb Hall Ballroom</b>	<input type="checkbox"/>	<b>58' x 81'</b>	<b>4,698</b>	<b>15'</b>	<b>192</b>	<b>316</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>280</b>	<b>316</b>
Newcomb Hall I	<input type="checkbox"/>	58' x 40'	2,320	15'	96	158	32	48	39	140	158
Newcomb Hall II	<input type="checkbox"/>	58' x 40'	2,320	15'	96	158	32	48	39	140	158
<b>Riviera 1 &amp; 2</b>	<input type="checkbox"/>	<b>29' x 59'</b>	<b>1,711</b>	<b>12'</b>	<b>48</b>	<b>90</b>	<b>32</b>	<b>36</b>	<b>32</b>	<b>80</b>	<b>90</b>
Riviera 1	<input type="checkbox"/>	29' x 29'	841	12'	24	40	14	20	18	40	45
Riviera 2	<input type="checkbox"/>	29' x 59'	841	12'	24	40	32	20	18	40	45
<b>Gulfstream Terrace</b>	<input type="checkbox"/>	<b>91' x 58'</b>	<b>4,325</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>288</b>
<b>Bicentennial Park</b>											
Pavilion	<input type="checkbox"/>	72' x 38'	2,736								
Lawn	<input type="checkbox"/>	N/A	24,000								

*\*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.*

*\*If you have selected a package deal then please check off the appropriate space as allocated by that package.*

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**RENTAL CHARGES-(To be filled out by RBMEC Staff)**

**The requested setup and teardown time as noted above in the Event Information section will be included and added to the total amount of rental time requested. Example; If your event is from 6pm to 9pm and you want to start setup at 3pm for decorations and need one (1) hour after the event for teardown, then the total amount of rental time you will be charged for would be seven (7) hours. Client is responsible for any overages and extra costs on hours that are above and beyond the contracted rental period.**

Total Hours Requested \_\_\_\_\_ X Hourly Space Rental Rate = \$ \_\_\_\_\_

How many Hours for event (Actual Event Hours) \_\_\_\_\_

How Much Pre-event Setup time needed \_\_\_\_\_

How Much Post-event Clean up required \_\_\_\_\_  
(Minimum one (1) hour required for clean-up)

Total (Hours Requested) \_\_\_\_\_

Event Package (EP) Pricing Requested: Yes \_\_\_\_\_ or No \_\_\_\_\_

EP Timeframe in Days \_\_\_\_\_ X Package Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Less Discount: Yes or No Discount Amount \_\_\_\_\_ % = \$ - \_\_\_\_\_

**Sub-Total** = \$ \_\_\_\_\_

7% Florida Sales Tax Tax Exempt: Yes or No = \$ \_\_\_\_\_

Tax Exempt Certificate Received, Certificate Number \_\_\_\_\_

Events requiring Off Duty Police Officers Per Chart: = \$ \_\_\_\_\_

Number of Officers required \_\_\_\_\_ @ \$45.00 = \_\_\_\_\_

**50% required to confirm reservation, for Special Events the number of required officers may change based on final approval of the Special Event Permit, balance due fourteen (14) days before event with signed Special Event Permit.**

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Rental & Cleaning Deposit = \$ \_\_\_\_\_

**Cleaning/Damage Deposit**

	Events w/out Kitchen use	\$250.00
	Events w/Kitchen use	\$500.00
	Wedding/Meeting Packages	\$500.00
	Festival Packages	\$1,500.00

**Sub-Total** = \$ \_\_\_\_\_

Reservation Deposit Owed to Confirm Reservation = \$ \_\_\_\_\_

**Reservation Deposit**

	Riviera/Newcomb / Gulfstream Final 50% due 14 days before event	<b>50%</b>
	Wedding and Meeting Package 50% 90 days prior to event Final 25% due 14 days before event	<b>25%</b>
	Festival Packages 50% 90 days prior to event Final 25% due 14 days before event	<b>25%</b>

Insurance (TULIP)-*Mandatory Special Event Liability Coverage, varies per event* = \$ \_\_\_\_\_

**FINAL Total to be paid fourteen (14) days prior to scheduled event** = \$ \_\_\_\_\_

*If LESSEE requests an event time extension or does not end and load out their event per the reserved time frame given, then overage charges could apply and will be added to the LESSEE's final bill and or subtracted from the paid Security/Cleaning deposit.*

Overage Hours \_\_\_\_\_ X Hourly Space Rental Rate \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Less Discount: Yes or No                      Discount Amount \_\_\_\_\_ %                      = \$- \_\_\_\_\_

7% Florida Sales Tax                      Tax Exempt: Yes or No                      = \$ \_\_\_\_\_

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- Upon approval of the application, 50% of the total estimated charges for your event are due within **seven (7) business** days. An approved application does not guarantee the reservation. Only upon receipt of the deposit will the reservation be guaranteed.
- If deposit is not received your reservation will be released.
- 100% refund will be issued with a written request submitted **at least sixty (60) days prior to the scheduled event.**
- 50% refund of initial deposit will be issued with a written request submitted **thirty (30) days prior to the scheduled event.**
- Events that are cancelled with less than **fourteen (14) day notice** will forfeit 100% of all fees, deposits, and rental charges.
- All remaining fees and rental charges must be paid **fourteen (14) days** prior to your event.
- Any event that is cancelled within the **fourteen (14) day** window leading up to your event will forfeit 100% of all fees, deposits and rental charges that have been paid.
- Room setup diagrams that indicate table/chair quantities and preferred layout are due **seven (7) days** prior to your event. *(A \$250 room change charge will apply if diagram is changed the day of the event)*

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.

If alcohol is sold at your event, proper documentation and licenses must be provided to RBMEC & the City of Riviera Beach at least **fourteen (14) days** in advance of your event.

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 **fourteen (14) days** in advance of your event, along with any required licenses, permits, insurance certificates etc.

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*I have received, read, and understand the Riviera Beach Marina Event Center Policies and Operating 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: Event Center Manager  
190 E 13<sup>th</sup> St.  
Riviera Beach, FL 33404  
Phone (561) 881-7438 or (561) 881-7439  
Email: gmonroe@rbcra.com

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**FOR OFFICE USE ONLY**

Application reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason Denied:

Notes:

**PLEASE NOTE:** If you are required to have a Special Event Permit, your approval of your RBMEC Rental Application will be contingent upon the approval of your Special Event Permit from the City of Riviera Beach. **\*See policy and procedures details.** In addition, you may need to secure additional parking for traffic management/control. **\*See Event Center staff for more details.**

**RBMEC IS NOT RESPONSIBLE FOR WEATHER CONDITIONS AND/OR EQUIPMENT MALFUNCTION.**

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