



COVID-19 EVENT GUIDELINES

Thank you for being a valued client of the Riviera Beach Marina Village Event Center. We have added **mandatory guidelines**, with the main priority being safety for you and your guests. These new guidelines will assist in efforts to reduce the rate of contraction of the COVID-19 virus and prevent any further spread.

Due to social distancing recommendations, the following event guideline alterations are in place for your event:

- Only one (1) downstairs ballroom can be rented during a specific time period. Consequently, some event times will need to change, based on the application submittal dates.
- All guests will have to receive a temperature check upon entering the facility.
- All catering and event personnel will have to receive a temperature check upon entering the facility.
- All hosts will have to receive a temperature check upon entering the facility.
- All guests and hosts **MUST** wear a face covering at all times.
- All catering and event personnel **MUST** wear face masks and gloves.
- All caterers **MUST** be licensed and insured.
- No food buffets will be permitted.
- No dance floors will be allowed for any set-up.
- All guest will be required to wear bands to assist in keeping track of event capacities. All wrist band counts will be based on the amount of people stated and agreed upon in the contract. Once all wrist bands have been dispersed, no other guests will be permitted to enter the building.

REVISED EVENT SPACE CAPACITIES

Venue Space	Seating Style	Max Occupancy
Newcomb Hall Ballroom	Banquet	80 people (75 people with stage)
	Theatre	74 people (70 people with stage)
Newcomb Hall East or West	Banquet	48 people (36 people with stage)
	Theatre	37 people (29 people with stage)
Hatcher Ballroom	Banquet	32 people
	Theatre	28 people
	Classroom	25 people
Gulfstream Terrace	One person per high-top table	120 people
	Two people per low-top table	
	Couch, love-seat, and individual seats can hold one person each	

***Subject to change based on Federal, State, Local Covid-19 Guidelines, as of 10/10/2020. As conditions shift, these event guidelines are subject to change.**

Please Read the Following Statement and Sign

I, _____ (Print Name), desire to host events at the Riviera Beach Marina Village Event Center (MEC). The MEC will permit private and public events beginning in the Fall of 2020. These events, hereinafter known as "Activity," will be conducted with safety protocols appropriate under the circumstances at the time. For the safety of all people involved, participants in the Activity will be required to adhere to all safety protocols and are subject to immediate removal from the Activity if they do not comply. Removal from the Activity includes but is not limited to the closure and forfeiture of your event and all fees paid.

In an effort to ensure the safety and wellness of this facility, I understand the importance of all guests being healthy and safe when they participate in the Activity. By signing below, I agree that I will:

Abide by guidelines that have been set in place.

By signing this document below, I acknowledge and affirm all of the statements above. I also voluntarily assume all risks that I and my guests may be exposed to COVID-19 as a result of the participation of the Activity, and that such exposure or infection may result in illness, sickness, and/or death. I acknowledge that all such risks are known to me.

In consideration of being able to participate in the Activity, I, on behalf of myself, as well as anyone entitled to act on my behalf, hereby forever waive, release and hold harmless the Riviera Beach Marina Village Event Center, the Riviera Beach Community Redevelopment Agency, the City of Riviera Beach, and the Riviera Beach CDE, from any and all claims, suits, liability, actions, judgements, attorney's fees, costs, and any expenses of any kind resulting from participation or involvement in the Activity.

I have read the guidelines above and understand and agree to all the terms and conditions within this document; I am aware that if any of these guidelines are violated, I will be charged and held responsible accordingly.

Client Signature

Date