



**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 listed on 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 no longer than eighteen (18) months from the event date.

CONTACT INFORMATION

Please check the box next to the ONE that applies:

Resident of Riviera Beach Non-Resident

Riviera Beach Non-Profit Other 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: _____

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, clean-up and actual event hours and is responsible for the actions of all guests, vendors and agents:

Contact: _____

Onsite Coordinator or Representative

Phone: _____ Cell: _____

Email: _____

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

Contact Us: 561-881-7439  Office: 561-881-7438

Email: gmonroe@rbcr.com  Website: www.marinavillagepalmbeach.com

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	<input type="checkbox"/>			

Event to be listed as: _____

***Riviera Beach Police Detail attendance is required for Sweet 16's, Quinceanera's etc.**

REQUESTED DATES:

First Choice

Event begins on: _____

Day (Ex:Friday) _____ Date (Ex: April, 7, 2017)

Event ends on: _____

Day (Ex: Friday) _____ Date (Ex: April, 7, 2017)

Second Choice

Event begins on: _____

Day (Ex: Friday) _____ Date (Ex: April, 7, 2017)

Event ends on: _____

Day (Ex: Friday) _____ Date (Ex: April, 7, 2017)

Please provide the following details:

Event Time: From _____ a.m. until _____ a.m.

p.m. p.m.

Break-Down Time: From _____ a.m. until _____ a.m.

p.m. p.m.

Please Note: You will be charged for the duration of the time you are accessing the rental facility. It is not mandatory to have a set-up time, however, there is a mandatory requirement of a 1-hour minimum for the breakdown portion.

Optional Set-Up Time: From _____ a.m.

p.m.

Until _____ a.m.

p.m.

Event Space Preference

<i>Venue Selection</i>	
Newcomb Hall Ballroom <input type="checkbox"/>	Bicentennial Park
Newcomb Hall East <input type="checkbox"/>	Pavilion <input type="checkbox"/>
Newcomb Hall West <input type="checkbox"/>	Lawn <input type="checkbox"/>
Riviera East & West <input type="checkbox"/>	Event Packages
Riviera East <input type="checkbox"/>	Meeting Package <input type="checkbox"/>
Riviera West <input type="checkbox"/>	Wedding Package <input type="checkbox"/>
Gulfstream Terrace <input type="checkbox"/>	Festival Package <input type="checkbox"/>

<i>Venue</i>	<i>Dimensions</i>	<i>Sq. Ft</i>	<i>Height</i>	<i>Max Capacity</i>
Newcomb Hall Ballroom	58'x81'	5,698	15'	316
Newcomb Hall East	58'x40'	2,320	15'	158
Newcomb Hall West	58'x40'	2,320	15'	158
Riviera East & West	29'x59'	1711	12'	91
Riviera East	29'x29'	841	12'	45
Riviera West	29'x29'	841	12'	45
Gulfstream Terrace	91'x58'	4,325	N/A	288

Please Note: The seating capacities provided do not include; buffet and or coffee break tables, staging, dancefloors and bars. If added the capacity amount could decrease.

EVENT OVERVIEW

PLEASE CHECK THE BOX THAT APPLIES: Please Note: This page must be completed in its entirety.

What is your anticipated attendance? Total _____

Will you need access to the kitchen? Yes No

Will alcohol be **served** at your event? Yes No

Will alcohol be **sold** at your event? Yes No

Will food be served at your event? Yes No

Will food be sold at your event? Yes No

How many vendors? _____ Carts _____ Trucks _____

Will you be charging admission or selling tickets to your event? Yes No

Will there be any rental equipment at your event? Yes No

Will there be a need for Audio/Visual equipment at your event? Yes No

Will there be live entertainment at your event? Yes No

Will there be decorations that require hanging? Yes No

PLEASE NOTE

- If alcohol is being served/sold, or is listed as a BYOB event, the client must pay a separate cost/hire of a Riviera Beach Off Duty Police Officer(s) for the duration of the event. The cost for police will be applied during the final breakdown and included in your deposit (See Policies and Procedures Page 14). 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.
- If alcohol is being sold 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** prior to the event. 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.
- Events with less than one hundred fifty (150) people may not need a Special Event Permit, subject to MEET Team Review.
- Food vendors require necessary Public Health Inspection and approval, copy of food service License and certificate MUST be presented **fourteen (14) days** before event. Food trucks will require necessary Public Health Inspections and proof must be submitted **fourteen (14) days** prior to 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.

FAQS

1. Is my date reserved after the application is received?

Answer: No. An approved application **does not** guarantee the reservation. Only upon receipt of the deposit will the reservation be guaranteed.

2. When is my deposit due?

Answer: Upon approval of the application, 50% of the total estimated charges for your event are **due seven (7) days** after the approval date. If deposit is not received your reservation will be released.

3. Can I cancel my event after being approved?

Answer:

- **100% refund** will be issued with a written request submitted at least **sixty (60) days** prior to the scheduled event.
- Only a **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.**

4. When is the rest of the monies due?

Answer: All remaining fees and rental charges must be paid **fourteen (14) days prior** to your event.

5. When can I complete a room diagram?

Answer: 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.)**

6. What can I do for extra parking?

Answer: You may need to secure additional parking for traffic management/control.

*See event center staff for more details.

7. Where can I get a Special Event Permit?

Answer: Special Event Permit can be obtained at Riviera Beach City Hall. If your event requires a Special Event Permit, your approval will be contingent upon the approval of your Special Event Permit from the City of Riviera Beach.

*See Event Center Staff for more details.

Contract Agreement

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 13th St.
Riviera Beach, FL 33404
Phone: (561) 881-7438 or (561) 881-7439
Email: gmonroe@rbkra.com

FOR OFFICE USE ONLY

Application reviewed by: _____

Date: _____

Approved: _____ **Denied:** _____

Reason Denied: