



**RIVIERA BEACH
MARINA EVENT CENTER**

RENTAL AGREEMENT

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

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

Contact us: 561 -881-7439

Office: 561-881-7438

Email: knighten@rbcr.com

Website: marinavillagepalmbeach.com

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 (Must be the individual covering all costs)

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

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____

Email: _____

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

Contact: _____
Onsite Coordinator or Representative

Phone: _____ Cell: _____

Email: _____

EVENT INFORMATION

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

<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 Trnmnt	<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: _____

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

REQUESTED DATES:

First Choice

Event begins on: _____
Day (Example: Friday)
Date (Example: Sept. 23, 2019)

Event ends on: _____
Day
Date

Second Choice

Event begins on: _____
Day
Date

Event ends on: _____
Day
Date

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.

******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? _____

Optional set-up times: From _____ AM/PM until _____ AM/PM

What time will your event start? _____ AM/PM

What time will your event end? _____ AM/PM

Breakdown time: From _____ AM/PM until _____ AM/PM

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. Please refer to Policies & Operating Procedures (Pg. 14)

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.

Will you be using the kitchen?

Refundable Cleaning/Damage Deposit will be issued. Please refer to Additional Fees Document and/or Policies & Operating Procedures (Pgs. 5-6).

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 CHECK YOUR SPACE PREFERENCE

FLOORPLAN CAPACITIES

Venue	Dimensions	Sq. Ft.	HT	SCHL	THTR	CONF	HLW SQ.	U-SHAP E	BANQ	RECPT	
Newcomb Hall Ballroom	<input type="checkbox"/>	58' x 81'	4,698	15'	192	360	N/A	N/A	310	450	
Newcomb Hall East	<input type="checkbox"/>	58' x 40'	2,320	15'	96	180	32	48	39	140	175
Newcomb Hall West	<input type="checkbox"/>	58' x 40'	2,320	15'	96	180	32	48	39	140	175
Riviera Ballroom	<input type="checkbox"/>	29' x 59'	1,711	12'	48	90	32	36	32	80	125
Riviera East	<input type="checkbox"/>	29' x 29'	841	12'	24	40	14	20	18	40	50
Riviera West	<input type="checkbox"/>	29' x 29'	841	12'	24	40	14	20	18	40	50
Gulfstream Terrace	<input type="checkbox"/>	91' x 58'	4,325	N/A	N/A	N/A	N/A	N/A	N/A	N/A	300
Wedding Package (Full Facility)	<input type="checkbox"/>			N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Meeting Package: (Newcomb Hall & Riviera Room)	<input type="checkbox"/>			N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Reception Package (Newcomb Hall BR & Gulfstream Terrace)	<input type="checkbox"/>			N/A	N/A	N/A	N/A	N/A	N/A	N/A	

**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.*

FAQs

- Upon approval of the application, 50% of the total estimated charges for your event are due within seven (7) days. An approved application does not guarantee the reservation.
- If you cancel your reservation more than 30 days prior to your event, a full refund will be given.
- If you cancel less than 30 days prior to your event, you will forfeit your deposit.
- All remaining fees and rental charges must be paid 14 days prior to your event.
- 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.
- Room setup diagrams that indicate table/chair quantities and preferred layout are due 14 days prior to your event.
- 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.
- If deposit is not received your reservation will be released.

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 60 days in advance of your event.

NO BYOB EVENTS PERMITTED.

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.

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190 E. 13th St. Riviera Beach, FL. 33404

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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: Event Center Manager/Coordinator
190 E 13th St.
Riviera Beach, FL 33404
Phone (561) 881-7438
Email: knighten@rbcra.com

FOR OFFICE USE ONLY

Application reviewed by: _____

Date: _____

Approved: _____ Denied: _____

Reason Denied:

Notes: