



RIVIERA BEACH
**MARINA
VILLAGE**

***SPECIAL EVENTS
RESERVATION REQUEST***

AGREEMENT

This reservation request is the initial step in reserving space at Marina Village for the Marina Event Center and Bicentennial Park. Requests will be reviewed in the order in which they are received by the Event Center Manager or appointed representative. The contact person named in the application will be notified of date reservation details. **COMPLETING AND SUBMITTING THIS APPLICATION DOES NOT CONSTITUTE AS AN APPROVAL.** Please type or print legibly. Failure to complete this form in its entirety will delay in confirmation of your reservation request. The Rental Agreement must be submitted to the Marina Event Center Manager or designated staff member at least 70 days in advance of your event for event approval. **A Special Event Permit is REQUIRED.**

Acknowledgement: _____
Client Signature

Date: _____

APPLICANT INFORMATION

Please select which applies: All documents, names, addresses and card/money order/cashier's check information must match. No Exceptions. Selections with an (*) require proper documentation.

*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

Applicant Name: _____

Resident name/Responsible Party

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

How did you hear about us?

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

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

EVENT INFORMATION

Type of Event: _____

Event Name: _____

Event Description/Purpose:

Three horizontal lines for event description.

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

Performers (if applicable):

1. _____ 3. _____
 2. _____ 4. _____

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*

EVENT SPACE PREFERENCES

PLEASE CHECK YOUR SPACE PREFERENCE **(Check all that apply. Picnic Option does not require Special Event Permit, but may require additional needs. Based on TEAM Review and attendance.)**

Venue Space Capacity

Promenade	Please see ECS	<input type="checkbox"/>
Newcomb Hall Ballroom	316	<input type="checkbox"/>
Gulfstream Terrace	288	<input type="checkbox"/>
Outdoor Festival Package	Please see ECS	<input type="checkbox"/>
Festival Package	Please see ECS	<input type="checkbox"/>
Bicentennial Park	2000-2500	<input type="checkbox"/>

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AGREEMENT OF EVENT CENTER RULES & REGULATIONS

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

1. _____ I understand that this form is only a reservation request and not an application for my special event.
2. _____ I understand, that if the Rental Agreement is not submitted at least seventy (70) days prior to my requested date (by the Event Center Manager or designated staff), the date will be released.
3. _____ I understand, for any event, regardless of type, whereby the public is invited (***not a private event***), regardless if it is free or if 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.
4. _____ I understand, that NO BYOB (Bring Your Own Bottle with any form of alcohol) EVENTS ARE PERMITTED.
5. _____ All documentation is attached to this application. ***Events for Bicentennial Park are not required to provide proof of residency due to the same rate being applied despite of residency or non-residency.***
***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.

Public Event Reservation

Reservation requests only reserves the space until a Rental Agreement is submitted for public events (the public is invited to attend), which must be submitted at least seventy (70) days prior to a scheduled event. Special Event Permits are required for all public events, regardless if the event is free or not. The event organizer is required to apply for and receive a City of Riviera Beach Special Event Permit. The event organizer is solely responsible for gaining permit approval and adherence to all permit requirements as well as necessary arrangements and costs, including but not limited to: Police and Fire services, signage, parking management (including off-site parking), fencing, labor, event lighting, temporary toilets, dumpster, trash receptacles, insurance and any other resources or required arrangements as deemed necessary by Event Center Staff or the City of Riviera Beach. Events classified as public events will be canceled, if approval of the Special Event Permit is not received at least thirty (30) days prior to the event. It is recommended that Special Event Permit Applications are submitted to the City of Riviera Beach at least ninety (90) days in advance of scheduled public events and one hundred eighty (180) days in advance if the public event is on a holiday or holiday weekend.

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I have received, read, and understand the Riviera Beach Marina Event Center’s 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: rfrazier@rbkra.com

FOR OFFICE USE ONLY

Request reviewed by: _____

Date: _____

Reserved: _____ Unreserved: _____

Reason Unreserved:

Notes:

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