



RIVIERA BEACH

**MARINA
VILLAGE**

***BICENTENNIAL PARK, SPECIAL EVENTS, PROMENADE
AND PICNIC
APPLICATION***

AGREEMENT

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 the order of which they are received by the Event Center Manager or appointed representative. 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 this form in its entirety will delay confirmation of your reservation. This application must be received *at least* 70 days in advance of your event and not longer than 18 months from the event date. **Special Event Permit is REQUIRED.**

APPLICATION

Please select which applies: 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: _____

Cell Phone during Event: _____

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, cleanup and actual event and is responsible for the actions of all guests, vendors and agents:

Manager on Duty Contact:

Name: _____ Number: _____

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

Office-561-881-7438 ♦ 561-881-7439

kknighten@rbcr.com ♦ www.marinavillagepalmbeach.com

EVENT INFORMATION

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

<input type="checkbox"/> Wedding	<input type="checkbox"/> Car Show	<input type="checkbox"/> Fair	<input type="checkbox"/> Outreach Event
<input type="checkbox"/> Reception	<input type="checkbox"/> Board Meeting	<input type="checkbox"/> Fishing Tourn.	<input type="checkbox"/> Conference
<input type="checkbox"/> Exhibit	<input type="checkbox"/> Fair	<input type="checkbox"/> Festival	<input type="checkbox"/> Seminar
<input type="checkbox"/> Trade Show	<input type="checkbox"/> Outdoor Gala/Dinner	<input type="checkbox"/> Family Event	<input type="checkbox"/> Boating Event

Event to be listed as: _____

What is your anticipated attendance? _____

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

Production Schedule:

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

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ADDITIONAL INFORMATION

Will alcohol be served at your event? 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)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Will you be using the concession stand? <i>Refundable Cleaning/Damage Deposit will be issued.</i> Please refer to Additional Fees Document and/or Policies & Operating Procedures (Pgs. 5-6).	<input type="checkbox"/>	<input type="checkbox"/>
Will food be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>
Will food be sold at your event?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be charging admission or selling tickets to your event?	<input type="checkbox"/>	<input type="checkbox"/>
What time will your event start fencing?	_____	AM / PM
Vendors set-up/final call?	_____	AM / PM
What time will stage set-up	_____	AM / PM

EVENT SPACE PREFERENCES

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

Bicentennial Park

Special Event	<input type="checkbox"/>	72' x 38'	24,000
Picnic 1 or 2	<input type="checkbox"/>	N/A	N/A
Promenade	<input type="checkbox"/>	N/A	



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EVENT REQUIREMENTS

Please read in full the additional information. The bulleted items below are REQUIRED Documents and or receipts of items being reserved, with listed pick up and drop off times, are to be submitted fourteen (14) days before event. No EXECPTIONS!

- 10-20-yard Dumpster
- Certified Crowd Control Managers

ADDITIONAL INFORMATION

TRASH

- You must provide your own dumpster as the Riviera Beach Marina Event Center (RBMEC) is not responsible for your trash. You, the applicant, are *required* to provide your own dumpster in the northeast corner of Bicentennial Park. No trash is allowed to be left on the grounds. Your cleaning/security deposit will be forfeited in the event our dumpster is used and/or trash is left on the grounds. Drop off and pick up time must be provided to Event Center Manager or staff designee no later than 14 days prior to event.

CROWD CONTROL MANAGEMENT:

- RBMEC must adhere to the State Fire code when leasing to events with crowds in excess of 250 people. Per State Florida Code **NFPA 101, Section 12.7.6** to have 1 Crowd Control Manager. The Event Coordinator is responsible for securing Crowd Control and must provide document(s) fourteen (14) days prior to event.

PERMITTING

- For any event, regardless of type, whereby the public is invited to **(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. The applicant will be responsible for all fees and arrangements with the City of Riviera Beach including, but not limited to; application fees, police fees, fire inspection(s) fees and any other fees as deemed appropriate by the City in support of your public event

ALCOHOL

- **NO BYOB EVENTS.** 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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INSURANCE AND LICENSES

- The event does not offer nor provide individual vendor insurance coverage.
- Vendors are solely responsible for maintaining their compliance with relevant state, local, and federal health regulations, codes, licenses, and insurance.
- Vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1,000,000/\$2,000,000
- Prior to your acceptance you will be notified and asked to supply a Certificate of Insurance naming Riviera Beach Marina Event Center 190 E.13th St. Riviera Beach FL 33404, each as Additional Insured.

FIRE EXTINGUISHERS

- **Fire Extinguishers:** It is recommended that all vendors have a fire extinguisher at their booth. It is however, mandatory that all food & amusement vendors have adequate fire extinguishing equipment at their booth space with a current certification tag attached and ready for inspection by the Fire Marshal, this includes a Class K extinguisher if fryers are used.
- Confirmation or rejection of acceptance will be sent via e-mail or US Mail if requested and your S.A.S.E. is provided.
- **GENERATORS:** Only pre-approved quiet Inverter Type Generators will be permitted. If your generator is deemed by Event Staff to be disruptive or hazardous to your neighbors or the event, you must agree to immediately discontinue its use.

VENDOR PARKING

- Vendors must park in designated vendor parking areas only. Vendors are not permitted to park in the public parking spaces during market hours. Vendors violating these parking rules may be towed at their own expense or banned from vending at the market.

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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/Coordinator
190 E 13th St.
Riviera Beach, FL 33404
Phone (561) 881-7438 or (561) 881-7439
Email: kknighten@rbkra.com

FOR OFFICE USE ONLY

Application reviewed by:_____

Date:_____

Approved:_____ Denied:_____

Reason Denied:

Notes:

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