




Florida's Dynamic  
Waterfront Community

# RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

2001 BROADWAY, SUITE 300  
RIVIERA BEACH, FL 33404  
PHONE: 561-844-3408  
FAX: 561-881-8043  
Website: www.rbcra.com

## Memorandum

To: Honorable Chair and Members, CRA Board of Commissioners City of Riviera Beach, Florida

From:  Scott Evans, Interim Executive Director, Riviera Beach Community Redevelopment Agency

Date: June 28, 2017

Subject: Review and Approval of the Revised Riviera Beach Event Center Policies and Operating Procedures

**Request for Board Action:** Request for approval of the revised policies and operating procedures for the Riviera Beach Marina Event Center.

**Background:** The Agency staff reviewed the Event Center Policies and Procedures in accordance with experience gained through the course of hosting events and reviewing the existing policies and operating procedures. Additionally, during the previous Board discussion, staff was directed to look at the hours that we are open, the times that tours are available, and strengthening our “zero tolerance” language for visitors who do not follow the rules of behavior and our policies.

The following proposed revisions to the existing policies and procedures have been developed to ensure the rental process is efficient, supports clients, and protects the Riviera Beach Marina Event Center.

**Summary of Proposed Amendment:** Attached to this memorandum is the revised policies and procedures (Attachment A). Below is a summary of revisions made to the Riviera Beach Marina Event Center Policies and Operating Procedures:

The current hours of operation for the Event Center Rental Office are Wednesday through Friday from 10am- 6pm. Due to increase demand for the use of the Event Center including tours, it is recommended that the hours of operations change to the following:

- The Event Center Rental Office hours of operations are Monday through Friday from 10am - 6pm
- Tours of the Event Center will be given by appointment on Monday through Friday from 10am until 5:30pm

- Zero Tolerance Policy does not clarify who has the authority to close down events/special events. Authority to close down events/special events for any unauthorized use of facility such as violation of zero tolerance rules (see policy and procedures), illegal alcohol use, smoking in the building, obscene music, violation of noise ordinance, and any other illegal activities that may occur during events. The following are authorized to shut down events:
  - CRA Executive Director
  - Event Center Manager
  - CRA Administration or any Employee appointed by the Executive Director
  - Riviera Beach Police Department
- The Event Center Manager will go over the Zero Tolerance Policy rules with the client. The client will initial each section to ensure they understand the policy. In accordance with the policy, if events are closed because of unauthorized or illegal activities, patrons will forfeit all deposits and will not be entitled to a refund.

**Recommendation:** Staff recommends approval of the revised policies and procedures for the Riviera Beach Marina Event Center.

SE/ns