




Florida's Dynamic
Waterfront Community

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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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 13, 2018

Subject: Review and Approval of the Revised Riviera Beach Event Center Policy and Operations Procedures

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

Background: The Agency staff reviewed the Event Center Policy and Procedures in accordance with experience gained through the course of hosting events and scrutinizing the established policies and operating procedures. Additionally, during the previous Board discussion, staff was instructed to reevaluate Special Event Costs, package options and rental requirements.

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 and adjacent park and pavilions.

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. It is recommended that the below sections are revised to:

- The Event Center Rental Office hours of operations are:
 - Monday through Friday from 9am- 6pm
- Tours of the Event center will be given
 - By appointment on Monday through Friday from 9:30am until 5:30pm
(Staff will adjust working hours until 6pm each day)
- Black-Out Dates have been updated to:
 - Memorial Day, 4th of July, Labor Day, Thanksgiving Day Christmas Day, and New Year's Day

- Reservations
 - Special Event Permitting process updates to include The City of Riviera Beach Community Development Office
- Review and Approval
 - Quote and Confirmed Booking - clarification of rules
- Rental Fee Pricing and Discounts
 - Bicentennial Park Special Event
 - Special events (over 250 people) incur larger maintenance costs to the facilities as well as requiring additional staff resources. The pricing adjustment is only for special events (changes will give the CRA staff the resources needed to establish a smoother process during pre and post stages of Special events. The cost for these will be \$4000.00
 - The pricing for Events with less than 250 will remain unchanged.
- Cleaning/Damage Deposit
 - Bicentennial Park Special Event/Festival Package (increase to \$2500 from \$1500)
- Sales Tax
 - State of Florida Tax Update
- Room Setup and Walk Through
 - Applicant Revision Form – See Exhibit B
 - Event Center Termination Form - rules clarification see Exhibit B
- Public Events
 - Crowd Control Manager
 - Special Event Permit Application/ Cost
- Parking Policy – adjusted to match existing conditions
- Denial or Cancellation of Use – new form for clarity, see Exhibit B
- Alcohol – clarification of rules
- Use of the Event Center for Community Events – Board to select and approve the number of individual community events approved for no charge each year.

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