



RIVIERA BEACH

**MARINA
VILLAGE**

**RIVIERA BEACH
MARINA EVENT CENTER
POLICIES AND OPERATING PROCEDURES**

Legend:

RBMEC – Riviera Beach Marina Event Center ◊ RBCRA – Riviera Beach Community Redevelopment Agency
 MFOM – Marina Facilities Operations Manager ◊ ECM – Event Center Manager ◊ RBMV – Riviera Beach Marina Village

Table of Contents

- I. Policy Statement5**
- II. Purpose5**
- III. Background5**
- IV. Office Hours/Address/Contact Information5**
- V. Tours5**
- VI. Rental Hours6**
- VII. Rental Applications7**
- VIII. Reservations6-7**
 - a. Review and Approval**
 - i. Private Events7**
 - ii. Special Events7**
- IX. Reservation Deposit8**
- X. Application Approval and Confirmation9**
- XI. Cleaning/Damage Deposit9-10**
- XII. Sales Tax10**
- XIII. Rental Fee Discounts10-11**
 - a. Rental Fees and Discounts10**
 - b. City of Riviera Beach Resident Rate11**
 - c. Non-Profit Organization Rate11**
 - d. City Council/CRA Board of Commissioners Complimentary Use of the MEC..11**
 - e. City of Riviera Beach and CRA Complimentary Use of the MEC11**
- XIV. Room Setup and Walkthrough.....12**
- XV. Public Event Reservation12-13**
- XVI. Parking Policy13**
- XVII. Denial or Cancellation of Use by RBMEC13**
- XVIII. Cancellation of Use by Applicant14**
- XIX. Changes to Application14**

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

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kknighten@rbcr.com ◊ www.marinavillagepalmbeach.com

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XX. Conditions of Use15

XXI. Decorations and Signage15-16

a. Decorations15-16

b. Signage16

XXII. Food and Beverage16-18

a. Warming Kitchen Usage16

b. Catering/Décor and Rental Items17

c. Alcohol17-18

d. Sales18

XXIII. Delivery Load-In/Load-Out18-19

XXIV. General Solicitation, Selling, and Advertising at RBMEC19

XXV. Event Security19-20

a. Minors19

b. Events with Liquor (Non-Public)19-20

c. Non-Public Events20

XXVI. Public Events20-21

XXVII. Zero Tolerance Rule21-22

XXVIII. Staff/City Right to Enter22

XXIX. Insurance22

XXX. Lighting Policy22

XXXI. Entertainment22-23

XXXII. Noise23

XXXIII. Smoking23

XXXIV. Trash and Waste Removal23

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

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XXXV. Children23-24
XXXVI. Photography24
XXXVII. Road Closures24
XXXVIII. Not Permitted on Property24

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

[Office-561-881-7438](tel:5618817438) ◊ [561-881-7439](tel:5618817439)

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Riviera Beach Marina Village Event Center Policies and Operating Procedures

I. POLICY STATEMENT

The Riviera Beach Community Redevelopment Agency wishes to allow the general public use of the Riviera Beach Marina Event Center, adjacent park, and pavilions in conformance with established procedures and policies to ensure proper usage. Use to any extent must be compatible with the established functions and purpose of the facility.

II. PURPOSE

To establish policies and procedures for the facility use of the Riviera Beach Marina Event Center, adjacent park and pavilions.

III. BACKGROUND

The RBMEC is designed to accommodate a broad range of recreational, cultural, and social activities. Use by commercial firms will be permitted on a limited basis. Interpretation of the RBMEC Rules and Regulations shall be made by the ECM or designee. Policy modifications may be made from time to time by the MFOM or designee.

IV. OFFICE HOURS, ADDRESS, AND CONTACT INFORMATION

The Event Center rental office is open Monday through Friday from 8:00 a.m. to 6:00 p.m.

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V. TOURS

We encourage all applicants to tour the Event Center, tours of the Event Center will be given by **appointment only**, Monday through Friday between 8:00 a.m. and 5:30 p.m.. Tours are **contingent on whether or not there is another event taking place**. To make an appointment for a tour, call the office at one of the phone numbers listed above. There is a fifteen (15) minute grace period for all appointments, thereafter, the client will need to reschedule.

VI. RENTAL HOURS

The ballroom, meeting rooms, terrace, and park are available for rent Monday through Saturday from 7:00 a.m. to 12:00 a.m. and Sunday from 7:00 a.m. to 11:00 p.m. These times are inclusive of the set-up and breakdown hours. The Applicant (Customer) only has access to the rented rooms and/or areas for the times and dates as outlined in their approved contract.

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The ballroom and terraces are available to rent 365 days a year, but are subject to black-out dates.
 Current Black-Out Dates are:

Thanksgiving Day, Christmas Day and New Year’s Day. (Subject to change).

*New Year’s Eve is available for rent from 7 a.m.-2 a.m.

Holiday Rates will apply to:

Martin Luther King Day/Weekend, Easter Day/Weekend, 4th of July Day/Weekend, Labor Day/Weekend, Thanksgiving Eve/Weekend, Christmas Eve/Weekend and New Year’s Eve/Weekend (Subject to change).

VII. RENTAL APPLICATION PROCESS

All potential users ought to complete an RBMEC Rental Agreement (“Contract”). Applications for use of the RBMEC and associated facilities may be submitted by mail, email, or in-person at the RBMEC located at 190 E. 13th Street, Riviera Beach, FL 33404. Applications will be accepted during regular business hours: Monday-Friday from 8:00 a.m. to 6:00 p.m.

An application submittal does not constitute acceptance or approval of use.

The applicant must sign, initial each page and date the last page of the RBMEC Rental Agreement. By signing the Riviera Beach Marina Event Center Rental Agreement, the Applicant agrees, subject to the limits of ss. 768.28, Florida Statutes, to indemnify and hold harmless the Riviera Beach Marina Event Center, LLC, Riviera Beach Community Redevelopment Agency, City of Riviera Beach, and all officers, directors, agents and employees for applicant negligence.

VIII. RESERVATIONS

Applications will be accepted for specific dates and times. The time requested must include all set-up and clean-up time. Applications must be submitted at least thirty (30) days in advance for events *not requiring* a Special Event Permit (SEP).

An event requiring a SEP, meets the criteria of a Public Event. A Public Event is any event, charging admission, selling food, alcoholic or non-alcoholic beverages, with a capacity of 151 persons or more. Marina Event Center Staff reserves the right to deem any event a Special Event based on application criteria.

Special Event requests will be accepted from May 1-July 1st of each year. If an application is submitted after this deadline, it will be reviewed on a first come, first serve basis.

Reservation requests for the rental of the event spaces within the RBMEC, Bicentennial Park, or within the Marina Village site may be made up to eighteen (18) months in advance. Annual events are permitted to reserve event space beyond eighteen (18) months, however a rental application

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with preferred dates and required deposit must be submitted, (i.e. annual Corporate Events, Boat Shows, Fishing Tournaments, etc.).

There is a four (4) hour minimum rental period for all room rentals.

Review and Approval

Applications will be reviewed and approved on a first come, first paid basis. **Submission of an application request does not constitute a valid reservation.**

Private Events

The applicant will receive an Event Quote and must provide approval prior to step 3 of the process. The ECM will provide an Application Approval Letter based on specific rooms, depending on group size, type of activity, and availability.

Activity should *not* be scheduled for more than the maximum occupancy room capacity. Smaller size groups may be assigned to meeting rooms for maximum utilization of facilities. The applicant will receive an “approval email” with a checklist of next steps and all documents upon approval.

Special Events

Applicants requesting to host a Special Event will submit a “Special Event Reservation Request”, this request form should be submitted within the Special Event Deadline. The Special Event Reservation Request serves as a date holder and will tentatively reserve the requested event date/location until a SEP, and City approval has been obtained.

Seventy (70) days prior to the event date the applicant will submit a “Special Event Application,” which is the second step of the SEP approval. Once all approvals have been obtained from the City of Riviera Beach, the ECM or designee will approve the event based on the type of activity, availability of space, and group size.

The applicant will receive an “Approval Email” with a checklist of the final steps as it relates to the City approved event details based on the SEP.

IX. Reservation Deposit

Payments are *only* to be made by the Applicant. All communication is to be directed towards the Applicant, solely.

Business Events

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If the applicant is that of an Organization and/or Business, all payments must be made by Business Check/Card.

Private Events

Your Reservation Deposit of 25% is required on all rentals to reserve and guarantee the space. The Reservation Deposit is due within seven (7) days of Rental Application Approval.

Rental fees may be paid by:

- Cashier's check
- Money order
- Business check (Only accepted if business/organization is the applicant)
- Credit card (Visa or MasterCard).

Cashier's Checks, business checks, and money orders must be made payable to “**Riviera Beach CRA**”.

Cleaning/damage fee must *only* be paid by money order or cashier's check. Exceptions made with approval of the ECM.

Failure to pay the full Reservation Deposit within seven (7) days of Application Approval, will result in the cancellation of the reservation and the RBMEC Rental Agreement.

All fees including Riviera Beach Police Department (if required) must be paid in full fourteen (14) days prior to event date and fourteen (14) days prior for Bicentennial Park Events and Festival Package rentals. Additional services and/or hours requested within fourteen (14) days of the events will be due immediately.

Failure to make the final payment of all fees by the due date, will result in the cancellation of the scheduled event and be subject to cancellation fees and/or the forfeiture of the rental deposit.

Public Events

Final payment for all fees will be due once a special event permit has been obtained and approved from the City of Riviera Beach.

X. APPLICATION APPROVAL AND CONFIRMATION

A signed copy of the RBMEC Rental Agreement will be provided to the Applicant as proof of application approval once the initial deposit is received. Any preparation for an event including event marketing, invitations, etc., is solely the responsibility of the applicant and should not begin

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until an approved and signed Rental Agreement is issued and the Applicant’s initial rental deposit has been paid and accepted.

XI. Cleaning/Damage Deposit

Cleaning damage fees may be withheld including but not limited to the reasons listed in this section.

A *refundable* Cleaning/Damage Deposit is required to reserve facilities for events. The Cleaning/Damage Deposit is assessed to ensure proper clean up, to cover overage hours, and to cover repair/replacement costs from breakage, loss, or damage. The deposit will be returned within thirty (30) days if general cleanup is completed and the facility is left in satisfactory condition pursuant to the Pre/Post Inspection Checklist. Cleaning/Damage Deposits will be issued at the discretion of the ECM when deemed necessary.

The below Cleaning/Damage Deposits will be assessed:

Events w/out Kitchen Use	\$250.00
Events w/Kitchen Use	\$500.00
Indoor Special Events	\$750.00
Outdoor Special Events	\$2,500.00

Cleaning/Damage Deposits refunds will not be issued when rented space is in use beyond authorized times, not cleaned and/or left in an un-satisfactory condition. Un-satisfactory condition includes, but is not limited to: leaving debris, food, and/or decorations; spills; unclean furniture (tables and chairs); and displaced furniture.

The applicant is liable, beyond the deposit, for the full cost of damages to include repairs, replacements, materials, and labor, regardless of the amount. Staff and applicant will conduct a pre-event and post-event site inspection. **Staff’s decision is final.**

All applicants, groups, and individuals are responsible for their event clean-up including, but not limited to:

1. Cleaning of all equipment used.
2. Cleaning of any chairs, tables, and counter areas used.
3. The warming kitchen and rooms must be left clean and in the same condition that they were in before the activity.
4. All litter and trash must be picked up and be moved to the dumpster outside the West door of the kitchen.

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5. Removal of all personal property, displays and other similar items without damage to the facility at the end of the event.
6. Return and relocation of all equipment and furniture used during an event to its original location.
7. All balloons and decorations are to be removed and discarded.
8. Return of dance floors, stage, podiums, heaters, walls and floors in its original condition.

The Cleaning/Damage Deposit is included in the total rental cost. Refunds will be issued in a check, *only* to the applicant listed on the Rental Agreement.

The applicant or designee will accompany staff in doing the Pre/Post Inspection at the start and end of the event.

XII. Sales Tax

A 6.7% Sales Tax will be charged on all rentals. Tax exempt organization must submit its State of Florida Consumer Certificate of Exemption along with the rental application in order to be exempt from sales tax.

XIII. RENTAL FEE DISCOUNTS

City of Riviera Beach Residents and non-profit organizations are eligible for a rental fee discount. The discount is reflected in the fees for Riviera Beach residents and non-profit and will be applied to the hourly rate as indicated. The discount does not apply to Bicentennial Park Special Events or other fees, such as: TULIP insurance, Riviera Beach Off-Duty Police, or Cleaning/Damage deposits. **Please refer to the fee schedule for further details.**

Rental Fees & Discounts

Rental fees are calculated based on the selected event space hourly rate and the number of hours reserved. Applicants must include the number of hours needed for setup (decorations, linen placement, food stations, etc.) in the total hours reserved. In addition to rental fees, TULIP (Tenant Users Liability Insurance Policy) insurance fees, and mandatory security/cleaning deposit are required. The mandatory requirement for set-up/breakdown is 1 hour minimum for each.

Note: TULIP is a special event liability insurance coverage that permits “third parties” the use of the Marina Village facilities for specific events. It is designed for “Third Parties” that do not carry liability insurance. It is event specific and protects both the institution and the third-party user against claims of injuries or damage to property as a result of participating in an event.

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City of Riviera Beach Resident Rate

City of Riviera Beach residents are encouraged to rent the facilities and are eligible for the Resident rate. To qualify for the discounted pricing, the applicant must reside within the City of Riviera Beach and provide a City of Riviera Beach utility bill (water or electricity) and valid photo identification card as proof of residency. Both forms of documentation are required as proof of residency.

The resident requesting the discount must submit the application, utility bill, and identification in person. Furthermore, the Applicant receiving the Resident Rate must be present for the duration of the event.

Non-Profit Organization Rate

Both Local Riviera Beach Non-Profits and Non-Profits located outside of the Riviera Beach area are eligible to receive a discounted set rate respectively, for all space located at the RBMEC Building. A valid non-profit tax certification letter (501c3) is required to receive the discount.

City Council/CRA Board of Commissioners Complimentary Use of the Event Center

The City Council/CRA Board of Commissioners may reserve the Event Center for complimentary Public Events to be attended primarily by the community, four (4) times, per elected official, per fiscal year. Reservations will be made after a Rental Agreement has been submitted per our standard policies. Peak rental dates will be considered based on the needs of the business.

City of Riviera Beach Complimentary Use of the Event Center

The City of Riviera Beach and all departments therein; will be granted twelve (12) complimentary events, per fiscal year. All complimentary events must be used for public benefit. Reservations will be made after a Rental Agreement has been submitted per our standard policies. Peak rental dates will be considered based on the needs of the business.

XIV. Room Setup and Walk Through

The clients' room diagram selection must be submitted thirty (30) days prior to the scheduled event. Events are subject to a standard room diagram, selected by RBMEC Staff, if the final diagram is not received by staff at least fourteen (14) days prior to the scheduled event. The final diagram, Applicant Revision form, and Event Center Termination Form will be reviewed and must be signed by applicant during the appointment. These documents makeup the Pre/Post

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Packet. A \$250.00 room reset fee will be charged for same day requests to rearrange the room set-up to include, but not limited to: moving tables, chairs, the dance floor, etc.

A walk-through of the rented space will be conducted prior to the event. A review of the Pre/Post Packet will be conducted during the walk-through. Applicant should bring an event agenda to the walk-through to discuss event flow, event logistics and RBMEC policies. A copy of the Event Agenda will be made available to the Event Center Supervisor or designee at the start of the event.

XV. Public Event Reservation

City of Riviera Beach Special Event Permits are required to be received by the Event organizer 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, Crowd Control Manager(s) (1 per 250 people), signage, parking management (1 per remote lot) (all special events require off-site parking), fencing, labor, event lighting, temporary toilets, dumpster, trash receptacles, restroom attendants, insurance and any other resources or required arrangements as deemed necessary by Event Center Staff or the City of Riviera Beach. Special Events *must* not charge for parking on RBMEC lots and lots adjacent to.

Applicant will be given a Special Event Permit Application, along with other documents, in the “approved reservation” email. A Pre-Op meeting *must* be scheduled with the City of Riviera Beach Community Development Office within fourteen (14) days of the “Approved Reservation” email receipt. Applicant is responsible for meeting with the City of Riviera Beach Staff and provide the necessary information to process the Special Event Permit.

Events classified as public events will be canceled, if approval of the Special Event Permit is not received at least fourteen (14) 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 and eighty (180) days in advance if the public event is on a holiday or holiday weekend.

XVI. PARKING POLICY

Marina Village currently has two main parking lots: South Parking lot (108 parking spots) and the North Parking Lot (187 parking spaces). Additionally, we have the use of a finished Overflow Parking area (will hold about 125 vehicles) immediately adjacent to the Marina Village. *There is*

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no overnight parking as vehicles will be towed between the hours of 2:00am and 6:00am, seven (7) days a week. Events planned with an excess of 300 vehicles need to apply for a Special Event Permit, develop a parking plan and make arrangements with the City of Riviera Beach for use of their lot on Broadway and 22nd Street or local land owners in the immediate vicinity of the Marina Village. All RBMEC parking is first come, first serve. NO event shall charge for parking on Marina lots, Spanish Courts or the overflow parking lot. The RBMEC does not reserve parking for approved events.

XVII. DENIAL OR CANCELLATION OF USE BY RBMEC

The RBMEC and RBCRA has the right to deny or cancel any rental application. The ECM or designee will give a written *or* verbal notice of denial or cancellation. Rental applications may be denied or cancelled before and during an event for the following reasons, including but not limited to:

1. Unsatisfactory prior use by applicant.
2. Unsatisfactory cancellation notice for prior reservation.
3. Hazardous and/or unsafe conditions exist.
4. Rental application submitted less than fourteen (14) days prior to event.
5. City of Riviera Beach Special Event Permit not submitted to RBMEC at least seventy (70) days prior to the event.
6. City of Riviera Beach Special Event Permit is denied.
7. Insufficient planning and/or readiness by event organizer for public events.
8. Non-payment of fees/deposit before due date.
9. Facility or staff not available.
10. Insurance, deposit, or security requirements not met fourteen (14) days prior to Event.
11. Non-compliance with policies and procedures or illegal activities.

If the RBCRA, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund will be issued.

XVIII. CANCELLATION OF USE BY APPLICANT

Applicants may cancel his/her reservation at any time. Cancellations must be requested in writing and submitted to the ECM or designee at least 30 days prior to the scheduled event.

Refunds for cancellations will be issued according to the following:

- 100% refund will be issued with a written request submitted **at least sixty (60) days prior to the scheduled event.**

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- 50% refund of initial deposit will be issued with a written request submitted **thirty (30) days prior to the scheduled event.**
- Events that are cancelled with less **than fifteen (15) day notice** will forfeit 100% of all fees, deposits, and rental charges.
- In the case of inclement weather, a 50% refund will be issued to Gulfstream Terrace rentals, if no other ballroom is available for use. A ballroom change due to inclement weather will be considered based on availability, all requests must be submitted 24 hours in advance for approval or denial of ECM or designated staff. Inclement weather refers to severe or harsh weather that is cold or wet.

No refunds are given for the below:

- No shows
- Use ends earlier than time reserved
- Less than a fourteen (14) day notice received
- Less than 24hr notice due to rain
- Less than anticipated attendance

Refunds will be issued by check or issued to credit cards within thirty (30) days of receipt of the written cancellation request.

Refunds will *only* be issued to the applicant listed on the Rental Agreement.

XIX. CHANGES TO APPLICATION

Changes, deletions, or additions to the Rental Agreement or room set-ups must be submitted thirty (30) days prior to scheduled event date or requests may not be accommodated. A \$250 room reset fee will be charged for same day requests to rearrange the room set-up to include, but not limited to, moving tables and the dance floor.

XX. CONDITIONS OF USE

Room and Ballroom Capacity

All events must adhere to capacity limits per floorplan. Exceeding event space capacity will not be permitted at any time.

FLOOR PLAN CAPACITIES

Venue	Dimensions	Sq. Ft	Height	Max Cap
Newcomb Hall Ballroom	58'x81'	4,698	15'	316

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Newcomb Hall East	58'x40'	2,320	15'	158
Newcomb Hall West	58'x40'	2,320	15'	158
Hatcher Ballroom	29'x59'	1,711	12'	91
Hatcher East	29'x29'	841	12'	45
Hatcher West	29'x29'	841	12'	45
Gulf Stream Terrace	91'x58'	4,325	N/A	288

XXI. DECORATIONS AND SIGNAGE**Decorations**

Decorations are allowed in Newcomb Hall, Hatcher Ballrooms, and the Gulfstream Terrace. All decorations must be approved by RBMEC Staff in advance. Applicant is responsible for all set up, take down and clean-up of decoration. The RBMEC and Staff are not responsible for any items, decorative or otherwise, left on property.

- Tape, nails, or tacks are not permitted to be affixed to the air walls, permanent walls, or ceilings.
- Use of confetti, rice, straw, bird seed, bubbles, glitter or other types of materials are prohibited inside the building.
- Bird seed or bubbles may be used on the beach, Bicentennial Park Pavilion, or on the outside ground level terraces.
- Only certified gaffing tape is permitted to be used on carpets. The use of any other tape on the Event Center carpets is strictly prohibited. Any flipcharts that are used for events are to be of the self-adhesive variety to allow for wall hanging (must be doubled if writing on them). Use of any tape to affix flipchart paper to the walls is prohibited.
- Candles are allowed but must be encased in glass and be self-extinguishing.
If helium balloons are brought into the facility and are released, the labor cost to retrieve the balloons will be charged to the Customer.
- Sets, scenery, drapery, linens, exhibit material, etc., shall be of flameproof material and conform to the Fire Prevention Code of the State of Florida.
- Only water-based hazers are permitted in the RBMEC.
- Outdoor tents are subject to approval by the City of Riviera Beach. Bounce Houses, Inflatable's, etc. are allowed outdoors with verification and copy of vendor's liability insurance as outlined in the Rental Agreement.
- All furniture brought into the ballroom must have felt tips on the bottoms or finished bottoms of the furniture legs/pedestals

Signage

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

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Signage, including banners and directional signs, for events must be approved by RBMEC prior to installation. Signage must be on Applicant provided stands, easels, or other temporary structures.

- Signage cannot be hung or placed on the building.
- Signage cannot be placed in road ways or on any existing sign posts.
- Signage must be removed immediately after the conclusion of the event.

Applicant is responsible for damaged caused by spikes placed in the ground to secure signs, tents, bounce houses, inflatables, etc. Applicant is responsible for any and all damage caused through the use and installation of decorations, tents, signs, banners, etc.

Applicant's event, decorations, tents, etc. may be inspected by the City of Riviera Beach Fire Marshall or designee. Fire Department decisions are final and could result in the removal of decorations, tents, signs, banners and other items that do not meet the Fire Code. A copy of the Fire Prevention Codes is available upon request.

Applicants are responsible for the use of prohibited materials and/or items and are subject to the loss of their damage/cleaning fee.

XXII. VENUE

Warming Kitchen Usage

The provided kitchen is not a full-service kitchen and must be utilized in a manner that is consistent with the re-firing of food product, warming of food items and the assembling/plate up of buffet/plated options. Full and or complete meal prep is prohibited by the RBMEC for both Caterers and Applicants. The Applicant will be charged a \$250.00 fine for setting off the fire alarm due to this unapproved use.

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Catering/Décor and Rental Items

All rental event production elements must be coordinated through a Marina Village Event Center approved vendor at the applicant's expense. The Marina Village Event Center provides a pre-approved list of authorized caterers and Event Specialist within the event packet and on our websites "Ideal Vendors" page.

Alcohol

All alcohol must be served by a Marina Village Event Center approved vendor. The Applicant assumes all liability for serving and consumption of alcohol. State and local laws apply with regard to alcohol consumption. Applicant is responsible for obtaining any permits or licenses necessary to sell or serve alcohol. Alcohol will not be stored on site except at time of event.

Liquor insurance liability for alcohol brought onto and served at Marina Village and or the Event Center by the applicant is covered by the TULIP insurance fee paid as part of the reservation.

An individual shall not transport or consume upon the Marina Village property, including the parking lot, any intoxicating liquors with alcohol content except inside the Event Center building, at the Pavilion, at Bicentennial Park, and the Promenade. Alcoholic beverages will only be allowed in the Event Center with prior use approved in the Rental Agreement. There will be no alcohol permitted beyond this point.

The sale and consumption of alcoholic beverages (any drink containing any percent of alcohol) shall be permitted under the following circumstances:

1. No alcoholic beverages shall be served to any person younger than twenty-one (21) years of age. Failure of the event sponsor to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable cleaning/damage deposit and entire rental fee.
2. No alcohol is allowed on the beach.
3. Glassware, glass containers, and/or glass bottles are *not* allowed in Bicentennial Park, on the Promenade or on the Beach area.
4. Alcoholic beverages will be removed from the premises immediately following the event.
5. Alcohol purchased outside the RBMEC is not permitted to be brought into the event center.

Injuries caused to any person as the result of the consumption of alcoholic beverages at the RBMEC or on RBCRA/City premises, or as the result of alcohol being available at the RBMEC or on RBCRA/City premises, shall be the sole responsibility of the Applicant, Event Sponsor, and his/her representatives.

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Sales

The RBMEC reserves the right to prohibit the sale of outside food and beverage use, or distribution without written consent of the RBMEC prior to the scheduled event.

No retail sales; food and beverage sales; tobacco sales; etc. will be allowed at any time without express written permission. No outside food or beverage allowed in the building, during an event, without prior written consent from the ECM.

XXIII. DELIVERY LOAD-IN/LOAD-OUT

Delivery load-in/load-out times must be included in your rental reservation time requested. Deliveries of event items will be assigned an appropriate staging area, such as decorations, linens, dinner ware, etc. Delivery is permitted at an additional cost, if the room is available, eight (8) hours prior to and eight (8) hours after a scheduled event (including weekends and holidays). RBMEC *does not* provide storage. Deliveries are to be made at the west side loading dock area. Delivery/Vendor/Special Event Vehicles must not remain parked on the west side dock area after unloading. No deliveries, load-in/-out or vehicle staging is to be executed at the South side entrance of the Marina Event Center at any time.

All load in/load-out is to be done during the hours rented. Each additional hour over the contracted time will be charged accordingly. An early set-up fee of \$250.00 will be assessed for any clients wishing to come in 1 hour before the permitted time. Any extra hours requested will be an additional \$150.00 per hour when deemed necessary by ECM.

Load in/load out in the RBMEC must take place at the West side dock area of Event Center. Certain items may be loaded in/out at the North side entrance of the Event Center into the hallway that leads to the second (2nd) floor service elevator.

Parking on the striped lines outside of the dumpster area is prohibited. All vehicles must be moved immediately after load in/out and must be done in an expeditious manner.

RBMEC makes no guarantees in regards to availability of load-in/load-out times and are subject to other ongoing events and the operating logistics of the RBMEC. The applicant must understand that that it is their responsibility to provide the necessary labor to accomplish their unloading, setup, loading of their event within the time frame reserved on their application.

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The RBMEC is not responsible for lost or misplaced items.

XXIV. GENERAL SOLICITATION, SELLING AND ADVERTISING AT RBMEC

Advertising for specific events may not commence until a contract agreement has been executed and approved, permits approved (Special Event), and deposits paid. Any advertising for an event at the Marina Event Center, Bicentennial Park, and Riviera Beach Marina must have prior approval from the RBMEC Staff. **ANY PROMOTIONS OR ADVERTISEMENTS DONE PRIOR TO APPROVAL IS AT THE CLIENTS OWN RISK.**

Authorization is required prior to:

- The set-up or maintenance for any exhibit, show, pantomime, act, concert, lecture, oration or similar activity at the RBMEC or at the RBMV Village property.
- Solicitation donations or vend, offer for sale, or to dispose of any goods or merchandise or similar activities at the RBMEC or at the RBMV property.
- Distribution and circulation of any flyers, circulars, pamphlets, buttons, and advertisements or similar materials at the RBMEC or at the RBMV property.
- Installing, placing, or holding any banner or signage or similar device at the RBMEC or at the RBMV property.

Notwithstanding the above, any political speech activities or political advertising shall be subject to reasonable time, place and manner; any restrictions are determined by the RBCRA Executive Director or designee and authorized by applicable law.

XXV. EVENT SECURITY

Minors

Minors are defined as those under the age of eighteen (18), except in the case where alcohol is served, when minors are defined as those under the age of twenty-one (21). A parent or designated adult must supervise children under the age of twelve (12) at all times while visiting the Center unless they are under the direct supervision of a class instructor and/or program leader. Security must be provided by the Riviera Beach Police Department. Security must be in place during the hours rented for the event. Examples of youth parties; Proms, Graduations, and other celebration type parties.

Events with Liquor (non-public)

All events that are serving liquor must have Security provided by the Riviera Beach Police Department. Security must be in place during the hours rented for the event. The number of security officers required is based on the chart (next page).

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For Non-Public Events

Applicant will be given an Off-Duty Detail Request form by RBMEC Staff thirty (30) days prior. The hourly rate for Off Duty Police Officers is \$45 /hr., with all payments and arrangements being made at the Riviera Beach Police Department by the applicant (See RBMEC Staff for details.)

XXVI. Public Events

Every event must have one crowd manager for every 250 occupants when the facility is open. Crowd control managers must be certified and have their approved ID while on the premises. Failure to provide adequate staffing will result in the termination of the scheduled event.

In addition, all public events are required to have Police Officers in attendance to provide security throughout the event. Applicant must submit proof of approved Special Event Permit Police Detail to the ECM thirty (30) days prior to scheduled event. The number of officers required for public events is based on the number of attendees/participants and is determined by the Riviera Beach Police Department during review of the Applicant’s Special Event Permit.

The below chart outlines the minimum number of Police Officers required to provide security during public events.

Attendees or Participants	Minimum # of Officers Required	# of Supervisors Required	# of Police Vehicles Required
0-75	1 Police Officer	None	1 Police Vehicle
76-250	2 Police Officers	None	1 Police Vehicle
251-500	3 Police Officers	None	2 Police Vehicles
Over 500	4 Police Officers	1 Supervisor	3 Police Vehicles
<i>Note: Special circumstances may require additional police officers as determined by the City.</i>			

Failure to adhere to these security provisions will result in your event being canceled.

XXVII. **ZERO TOLERANCE RULE:** All Applicants, their guests, contractors, employees, agents, and customers must conduct themselves in a manner that does not annoy, harass, or become a nuisance to the RBMEC Staff, Marina employees, and/or other tenants, vendors, guests, and patrons. To ensure this conduct, an **Event Termination Guidelines Form** must be signed during the final diagram appointment.

Events will be IMMEDIATELY TERMINATED for any of the following violations:

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- Obscene behavior including; music, speaking, or wearing clothing that contain obscene language.
- Sale, distribution, or consumption of food/beverages without prior written consent of the RBMEC staff.
- Serving Liquor to minors.
- Serving liquor without the presence of approved security.
- Use/display/sale/distribution of illegal drugs.
- Fighting or display of weapons.
- Gambling (except approved Bingo) or special Fundraising event.
- Events where sound exceeds the levels in the City of Riviera Beach Noise Ordinance.
- Exceeding room capacity.
- Failure to provide Certified Crowd Control
- Unapproved parking fees enforcement

Events that are shut down will forfeit all fees paid.

The following is authorized to close down events/special events for any unauthorized use of the facility such as violation of Zero Tolerance Rules:

- RBCRA Executive Director
- ECM
- RBCRA Administration or appointed employee(s)
- Riviera Beach Police Department

The ECM will go over the Zero Tolerance Policy rules with the client(s). The Client(s) will initial each section to ensure they understand the policy. In accordance with this policy if events are closed because of unauthorized or illegal activities, patrons will forfeit all deposits and will not be entitled to a refund.

XXVIII. STAFF/CITY RIGHT TO ENTER

Designated RBMEC staff and City officials, including the Police and Fire Department shall have the right to enter all portions of the RBMEC at all times and occupancies.

XXIX. INSURANCE

The RBMEC nor the City of Rivera Beach are liable for accidents, injuries, or loss of individual property in connection with any of its facilities. The RBMEC requires that all Applicants purchase TULIP insurance. The TULIP policy will cover your liability during the event including alcohol liability. Please see rental agreement for costs which can vary depending on event details and scope.

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Corporations and organizations can submit their liability insurance with coverage of at least \$1,000,000 naming the following as additional insured:

- Riviera Beach Community Redevelopment Agency
- City of Riviera Beach
- Riviera Beach Marina Village Event Center, LLC

XXX. LIGHTING POLICY

Due to the proximity of the beach to turtle nests, no additional outdoor lighting may be added to any event at Bicentennial Park during the sea turtle nesting season. Sea turtle nesting season is from March 1st to October 31st.

Additional outdoor lighting during the months of November to March *must* be approved by the Event Center Staff.

XXXI. ENTERTAINMENT

DJ's, live music, dancers, etc. are allowed for events inside, outside, and on the upstairs patio of the building. Event or meeting locations will dictate the size and type of music functions allowed. All outdoor music must be approved by RBMEC. All music must abide by the City of Riviera Beach's Noise Ordinance of 70 dBA. **All Music must end no later than 11:00 p.m., Monday – Thursday; 11:30 p.m., Friday and Saturday, and 10:00 p.m. on Sunday.**

The onsite audio system is to be used for speeches, announcements, and low-level background music via plugged in iPhones/iPods and other associated personal electronic devices. **The inhouse sound system does not have the capacity or is rated to accommodate high energy/high volume DJ type music.**

XXXII. NOISE

All user groups are responsible for controlling noise. Disturbing other activities in the building or the surrounding neighborhood is prohibited. The City of Riviera Beach's Noise Ordinance must be followed at all times.

Event Center staff has the right to require Applicants to reduce the sound/noise level of music and/or P.A. systems. Doors are to remain closed when music is being played. Applicants that do not comply, may have their event shut down and may forfeit future use of facility.

XXXIII. SMOKING

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In compliance with the “Florida Clean Indoor Act” Chapter 386.201FS, the City of Riviera Beach does not permit smoking within City owned and operated buildings. Therefore, the City of Riviera Beach will not permit smoking inside the RBMEC. Smoking and the use of hookah machinery in Bicentennial Park and the Promenade is permissible with prior notice and lounge area approval by ECM.

XXXIV. TRASH AND WASTE REMOVAL

The Applicant is responsible for all trash and waste removal. Trash receptacles and dumpsters are located on the West side of the building, adjacent to the loading dock. All waste receptacles *must* be emptied and returned to their original location. Applicant is responsible for excessive trash and waste in restrooms, these trash receptacles will be emptied by the day porter.

Applicant is subject to the loss of the \$250 cleaning fee if they fail to empty all trash receptacles in the rooms they rented, kitchen and /or the restrooms have been trashed.

Photos *may* be taken to prove failure to remove trash and waste.

XXXV. CHILDREN

Children and children’s events are welcome. Groups composed of minors shall be supervised by one adult (twenty-five (25) years of age or older) per each twenty-five (25) juveniles at all times while using the Event Center. The applicant renting the facility will be responsible for the activity and must make the application for use of the facility.

XXXVI. PHOTOGRAPHY

The RBMEC reserves the right to post photos taken of all events held at the Event Center, Bicentennial Park, Pavilion, and the City of Riviera Beach Marina on social media, websites and marketing materials.

XXXVII. ROAD CLOSURES

Roads leading up or located within Riviera Beach Marina Village *cannot* be closed or blocked at any time without prior RBMEC, City of Riviera Beach, and Riviera Beach Police Department’s approval.

NOT PERMITTED ON PROPERTY

No pets are allowed in the RBMEC, with the exception of service animals.

Weapons, skateboards, open flame, or fires and fireworks are prohibited at all times.

Adopted by the CRA Board of Commissioners on June 27, 2018; Resolution No. 2018-11

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