



MEMORANDUM

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

FROM: KiAndra Knighten
 Event Center Manager, MEC

COPY: Scott Evans, Interim Executive Director, CRA, Annetta Jenkins, Director of
 Neighborhood Services

DATE: May 13, 2020

SUBJECT: Request for the Approval to the Revision of Policies and Operating Parameters for
 the Riviera Beach Marina Event Center.

Request for Board Action

The Agency requests approval to implement the submitted revision to the policies and operating parameters (Exhibit A) for the Riviera Beach Marina Event Center.

Policies and Operating Parameters

Essential and comprehensive policies are a requirement to operating a successful Event Center. Due to the rapid changes in the industry, we have composed a blend of old and new policies to ensure that our customers are provided the ultimate experience. Current policies are provided (Exhibit B) in strike-through format.

<i>Topics</i>	<i>Revisions</i>
Office Hours	Extended hours, allowing earlier and later times to better accommodate clients
Holiday Rentals	Removing a number of closed days from our holiday blackouts to allow for more festive events to take place
Special Event and Event Requests	Implementing a Special Event Application time period to provide first right of refusal for festival clientele
Reservation Deposit and Acceptable Forms of Payment	Adding different forms of payments to better assist our business clientele
Cleaning/Damage Fee	Implementing an indoor cleaning fee to better recover from special events held indoors and on the Terrace
Complimentary/Sponsored Events	Increasing number of City events and implementing the removal of peak rentals

Gulfstream Terrace Cancellations	Adding a clause to include an option for use of an alternate room in the case of rain
Marina Event Center Vendors	Identifying one rental company authorized to provide rentals for Marina Events
Early Set-up Fee	Implementing a fee for early set-ups not authorized by Marina Staff day of event
Smoking Policy	Adding Hookah Machinery lounges for special events in Bicentennial Park and on the Promenade

Recommendations

Staff requests approval to implement the submitted revision to Policies and Operating Parameters (Exhibit A) for the Riviera Beach Marina Event Center.

SE:kk