

EVENT CHECKLIST

Thank you for choosing the Riviera Beach Marina Village Event Center as a destination for your event!

Listed below is an event checklist for you, the applicant, to complete following your event's approval:

- Reservation Deposit
 - o Due within seven (7) days after approval date
 - o Application will be terminated if deposit isn't made within this timeframe
 - o Applicant will be notified of cancellation and will have to submit a new application, if they wish to go forward

*Money Order, Cashier's Check, and/or Credit/Debit cards are accepted *only*.
*Cash is **not** accepted.

- Final Payment
 - o Due at least fourteen (14) days before the event

- Room Diagram/Layout
 - o Due at least fourteen (14) days before the event or are subject to a standard room setup by RBMEC Staff
 - o A \$250.00 room reset fee will be charged for same day requests to rearrange your room set-up to include, but not limited to, moving tables and the dance floor.

- Police Duty Detail Payment (*if applicable*)
 - o Due at least fourteen (14) days before the event

*See Event Center Staff for details

- License and Insurance from catering companies (*if applicable*)
 - o Caterers must provide license and insurance naming the Riviera Beach Event Center, LLC, the Riviera Beach Community Development Agency, and the City of Riviera Beach as an additional insured.

- Liquor Permit or License (*if applicable*)
 - o Necessary for client or third parties to obtain when selling alcohol at events

*Alcohol is *not* to be stored on site until the time of the event

- Delivery Load-In/Load-Out Times
 - o Times must be specified for any equipment and catering drop-offs
 - o Drop-offs can only take place between your rental reservation time requested on your contract.
 - o Example: If you, the applicant, specified your setup time to be 3:00pm, your caterer or rental supplier will have access starting at 3:00pm, not earlier.
 - o If you wish for earlier entry, fees will apply and you will have to submit the application revision form.

*See Event Center Staff for details