



POLICIES AND PROCEDURES: EVENT GUIDELINES

(This document is solely based on Policies and Procedures)

Hello! This document will outline some of the rules and regulations of our event venue that must be adhered to during your anticipated event. For a more detailed list of the below items, please see our attached Riviera Beach Marina Event Center Policies and Operating Procedures. We encourage each client to read that document for the event to be as seamless as possible.

Please read the following for your complete understanding and initial next to each item.

1. _____ All applicants, groups, and individuals are responsible for their event clean-up including, but not limited to:
 - Cleaning of all equipment used.
 - All balloons and decorations are to be removed and discarded.
 - All balloons must be weighted, and if released indoor, the applicant will be charged the labor fees to retrieve the balloon(s).
 - Removal of all personal property, displays and other similar items without damage to the facility at the end of the event.
 - The warming kitchen and rooms must be left clean and in the same condition that they were left in before the event or activity.
2. _____ Tape, nails, and/or tacks are not permitted to be affixed to the air walls (dividers), permanent walls, or ceilings. Decorations **must** be freestanding.
3. _____ Use of confetti, rice, straw, bird seed, bubbles, glitter or other types of materials are prohibited at all times.
4. _____ Candles are allowed, but must be encased in glass and be self-extinguishing.
5. _____ Alcohol and other beverages purchased outside of the venue, during the event at bars and restaurants, cannot be brought into the venue (i.e. single drinks in plastic cups).
6. _____ Smoking is not permitted in the Event Center. This includes outdoor locations, such as, the Gulfstream Terrace, Bicentennial Park, and the Promenade.
7. _____ Riviera Beach Police Officers are required for events that will have alcohol present and events for minors (under 21 years of age). Please see the additional fees for cost.
8. _____ NO BYOB (Bring Your Own Bottle) EVENTS PERMITTED.
9. _____ All music must end no later than 11:00pm on Monday – Thursday; 11:30pm on Friday and Saturday; 10:00pm on Sunday.
10. _____ All furniture brought into the ballrooms must have felt tips on the bottoms or finished bottoms of the furniture legs/pedestals.

Printed Name

Date

Signature

Event Date