



**RIVIERA BEACH  
MARINA EVENT CENTER**

**RENTAL AGREEMENT**

Hello! Thank you for taking an interest in hosting your event at the beautiful Riviera Beach Marina Village Event Center. **Please read the following and sign below for your full understanding:**

This application is the initial step in reserving rental space at Marina Village Event Center. Requests will be reviewed in order of which they are received by the Interim Event Center Manager and the applicant will be notified of approval or denial. **Completing and submitting this application does not confirm or reserve any dates.** Please type or print legibly. Failure to complete this form in its entirety will delay confirmation of your reservation.

Examples of failing to complete this form include, but are not limited to:

1. Not initialing the bottom of each page.
2. Not listing the applicant's contact information.
3. Not checking "Yes" or "No" for the items listed on page 4.
4. Not listing the setup, breakdown, or event times.

This application must be received at least 6 weeks in advance of your event, and not longer than 18 months from the event date.

**Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CONTACT INFORMATION**

Please select which applies: **All documents, names, addresses and form of payment information MUST MATCH. No Exceptions. Selections with an \* require proper documentation at the time of submission.**

\*Resident of Riviera Beach: \_\_\_\_\_ Non-resident: \_\_\_\_\_

**License and utility bill required with name and address matching**

\*Riviera Beach Business/ Non-Profit: \_\_\_\_\_ \*Non-Riviera Beach Non-Profit: \_\_\_\_\_

**501(c)(3) documentation required**

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Applicant: \_\_\_\_\_  
**Organization/Corporation (if applicable) (Must be the business covering all costs)**

Applicant Name: \_\_\_\_\_  
**Resident Name/Responsible Party (Must be the individual covering all costs)**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**EVENT COORDINATOR/PLANNER (if different than the organization/corporation applicant name): will be responsible for pre and post walk-through, will be present all times during setup, breakdown and actual event times, and is responsible for the actions of all guests, vendors and agents:**

Contact Name: \_\_\_\_\_  
**Event Coordinator/Planner or Representative**

Business Name (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_  
**Will Be Copied (cc'd) on All Email Communication**

**How did you hear about us?**

- Another Client\*     Internet     Friend\*
- Flyer     Local Ad     Other: \_\_\_\_\_

**\*Please provide name of client, friend, or family member:** \_\_\_\_\_

**Riviera Beach Marina Event Center**  
190 E. 13<sup>th</sup> St. Riviera Beach, FL. 33404  
**Contact us:** 561 -881-7439 or 561-881-7438  
**Email:** [rfrazier@rbcr.com](mailto:rfrazier@rbcr.com) **Website:** [www.marinavillagepalmbeach.com](http://www.marinavillagepalmbeach.com)

<b>INITIALS:</b> _____ / _____
<span style="margin-right: 50px;">Client</span> <span>MEC Staff</span>

**EVENT INFORMATION**

Type of Event: \_\_\_\_\_

Who will the event be for?  Minor  Adult

*If minor selected, list the age:* \_\_\_\_\_

\*Event to be listed as: \_\_\_\_\_

**\*Must be completed: Riviera Beach Police Detail Attendance is required for underage events.**

**REQUESTED DATES:**

First Choice

Day: \_\_\_\_\_  
*(Example: Friday)*

Date: \_\_\_\_\_  
*(Example: Sept. 23, 2022)*

Second Choice

Day: \_\_\_\_\_  
*(Example: Friday)*

Date: \_\_\_\_\_  
*(Example: Sept. 23, 2022)*

**RENTAL DETAILS**

**Entirely, all times (i.e. set-up, breakdown, and event start and end time) will be included and added to the total amount of rental time requested. Example: If your event is from 6pm to 9pm, you will be required to set-up, host and break down between the hours of 6pm and 9pm. No early entries. No exceptions.**

*Mondays – Saturdays are available for rent from 7:00am – 12:00am, including set-up and breakdown.*

*Sundays are available for rent from 9:00am – 11:00pm, including set-up and breakdown.*

**\*\*\*\*Client is responsible for any overages and extra costs on hours that are above and beyond the contracted rental period.**

**What is your anticipated attendance?** \_\_\_\_\_

Set-up time: **(at least 1 hour is mandatory)** From \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

What time will your event start? \_\_\_\_\_ AM/PM

What time will your event end? \_\_\_\_\_ AM/PM

Breakdown time: **(at least 1 hour is mandatory)** From \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

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**INITIALS:** \_\_\_\_\_ / \_\_\_\_\_  
Client MEC Staff

**ADDITIONAL INFORMATION**

Will alcohol be served at your event? YES  NO

If yes, the client is responsible for securing Riviera Beach Off Duty Police Officer(s) for the duration of the event. **BYOB is not permitted.**  
Please refer to Policies & Operating Procedures (Pg. 14)

**What time will alcohol start being served?** \_\_\_\_\_ AM/PM

Will alcohol be sold at your event?

If yes, State and local laws apply with regards to alcohol consumption. A Special Event Permit is required. Please refer to Policies & Operating Procedures (Pg. 7). The sale of alcohol must be permitted and sold by licensed vendors and proper documentation must be provided to the City at least 60 days in advance of the event. Events with less than 150 people may not need a Special Event Permit; Subject to Team Review. **BYOB is not permitted.**

Will you be using the kitchen?

**Refundable** Cleaning/Damage Deposit will be issued. **All food must be provided by licensed and insured caterers.**  
Please refer to Additional Fees Document and/or Policies & Operating Procedures (Pgs. 5-6).

Will breakfast be served at your event?

If yes, the client is required to obtain a quote from Rafiki Tiki Restaurant and present it to an Event Center designee for review. If the client prefers to book another caterer, the client must provide two quotes from outside caterers, offering a lower price than the previously quoted.

Will food be served at your event?

Will food be sold at your event?

Will you be charging admission or selling tickets to your event?

**ROOM/PACKAGE SELECTION**

PLEASE SELECT RENTAL SPACE PREFERENCE				
Venue		Dimensions	Sq. Ft.	Room Capacities
Newcomb Hall Ballroom	<input type="checkbox"/>	58' x 81'	4,698	316
Newcomb Hall East	<input type="checkbox"/>	58' x 40'	2,320	158
Newcomb Hall West	<input type="checkbox"/>	58' x 40'	2,320	158
Hatcher Ballroom	<input type="checkbox"/>	29' x 59'	1,711	90
Hatcher East	<input type="checkbox"/>	29' x 29'	841	45
Hatcher West	<input type="checkbox"/>	29' x 29'	841	45
Gulfstream Terrace	<input type="checkbox"/>	91' x 58'	4,325	288
Wedding Package (Full Facility)	<input type="checkbox"/>			
Meeting Package: (Newcomb Hall & Hatcher Ballroom)	<input type="checkbox"/>			
Reception Package (Newcomb Hall BR & Gulfstream Terrace)	<input type="checkbox"/>			
Promenade	<input type="checkbox"/>	N/A	N/A	SEE MEC STAFF
Bicentennial Park	<input type="checkbox"/>	72' x 38'	24,000	SEE MEC STAFF
Picnic 1 or 2	<input type="checkbox"/>	N/A	N/A	SEE MEC STAFF

***\*The seating capacities provided do not include: buffet and or coffee break tables, staging, dancefloors and bars, which if added, could reduce the capacities shown and are ultimately dependent on the logistics of your event.\****

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**INITIALS:** \_\_\_\_\_ / \_\_\_\_\_  
Client MEC Staff

**AGREEMENT OF EVENT CENTER RULES & REGULATIONS**

*Please initial each line next to each statement for your complete understanding.*

1. \_\_\_\_\_ Upon approval of the application, 25% of the total estimated charges for your event are due within seven (7) days. **An approved application does not guarantee the reservation.**
2. \_\_\_\_\_ If you cancel your reservation 60 days prior to your event, a full refund will be given.
3. \_\_\_\_\_ If you cancel less than 30 days prior to your event, you will forfeit your deposit.
4. \_\_\_\_\_ All remaining fees and rental charges must be paid fourteen (14) days prior to your event.
5. \_\_\_\_\_ Any event that is cancelled within the 14-day window leading up to your event will forfeit 100% of all fees, deposits and rental charges that have been paid.
6. \_\_\_\_\_ Room setup diagrams that indicate table/chair quantities and preferred layout are due 14 days prior to your event. **If diagram is not submitted, a standard diagram will be provided.**
7. \_\_\_\_\_ Security must be arranged and paid for a minimum of 7 business days prior to the event date for those events that are private with alcohol being served. See below for public events.
8. \_\_\_\_\_ If deposit is not received, your reservation will be released.
9. \_\_\_\_\_ For any event, regardless of type, whereby the public is invited (**not a private event**), regardless if it is free or there is an admittance fee will require an approved Special Event Permit from the City of Riviera Beach. Applicant will be responsible for all fees and arrangements with the City of Riviera Beach up to and including, but not limited to; application fees, police fees, fire inspections fees and any other fees as deemed appropriate by the City in support of your public event.
10. \_\_\_\_\_ If alcohol is sold at your event, proper documentation and licenses must be provided to RBMEC & the City of Riviera Beach at least sixty (60) days in advance of your event.
11. \_\_\_\_\_ NO BYOB (Bring Your Own Bottle) EVENTS PERMITTED.
12. \_\_\_\_\_ The name and telephone number of all on-site vendors and agents associated with your event (i.e. rental company, valet service, caterer, band etc.) must be provided to the RBMEC at least **30 days in advance** of your event, along with any required licenses, permits, insurance certificates etc.
13. \_\_\_\_\_ **All food must be provided by a licensed and insured caterer or company.**
14. \_\_\_\_\_ **All payments must be made by the applicant listed on the application.**
15. \_\_\_\_\_ All documentation is attached to this application.  
**\*Riviera Beach Resident:** License and utility (water or light) bill with the same name and address as listed on application required. **If not attached, regular rate will be put in place.**  
**\*Non-Profit Organization:** 501(c)(3) documentation required.

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Client / MEC Staff

*I have received, read, understand the Riviera Beach Marina Event Center Policies and Procedures document and understand and agree to all the terms and conditions within that document; I am aware that if any of these policies and procedures are violated, I will be charged and held responsible accordingly. I understand and agree that I shall be and will remain solely and fully responsible for compliance with all the terms and conditions of the Riviera Beach Marina Event Center Rental Agreement Application and Policies and Procedures, and that I shall be solely and fully liable for any breaches or violations thereof, regardless of the actual source of the payment of any fee or charge required for the use of the Riviera Beach Marina Event Center, Bicentennial Park and or areas within the Marina Village site as provided herein. If I am signing on behalf of an applicant organization or corporation, I also represent that I am authorized to sign the application on behalf of the organization or corporation and that my signature will bind the organization or corporation.*

\_\_\_\_\_  
*Client Printed Name*

\_\_\_\_\_  
*Client Signature*

\_\_\_\_\_  
*Signature Date*

Please return the completed application to:  
Riviera Beach Marina Village  
Attn: Interim Event Center Manager  
190 E 13<sup>th</sup> St.  
Riviera Beach, FL 33404  
Phone (561) 881-7438  
Email: [rfrazier@rbkra.com](mailto:rfrazier@rbkra.com)

**FOR OFFICE USE ONLY**

Application reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason Denied:

Notes:

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