



# Riverside Pavilion Event Planning Guide



Photos by Classic Photography, Laura Denise, & Kalypso Photography

## About the Riverside Pavilion

Centrally located on the banks of the Halifax River in Port Orange, FL. The Riverside Pavilion is a privately-owned banquet facility that provides indoor and outdoor rental space creating the perfect backdrop for your special occasion. Located in the new Riverwalk Park, in the heart of Port Orange, the Riverside Pavilion is a quick drive to New Smyrna Beach & Daytona Beach Shores.

# Facility Specifications

Riverside Pavilion (R.P.) rental space includes a 200-capacity banquet room along with an oversized patio wrapping around the entire building. The grounds surrounding the Riverside Pavilion include a wooden walkway leading out over the river. Couples may exchange their vows overlooking the Halifax River. The Fishing Club room may be added on for additional space.

Banquet Room	48 ft X 38.5 ft
Back Deck ( <i>uncovered area</i> )	65 ft X 24 ft
Fishing Club Room* ( <i>additional cost</i> )	25 ft X 34 ft

Round Tables with Dance Floor – Max Capacity **130 attendees**

Mix Rounds & Rectangle with Dance Floor – Max Capacity **170 attendees**

Rectangles with Dance Floor – Max Capacity **200 attendees**

# Available Equipment & Amenities

The following is a list of equipment included with your rental at the Riverside Pavilion. The Riverside Pavilion staff will set up all equipment listed below. *Note: This is a proposed list, some items may be subject to change; likewise, some items may be added, deleted, or require a nominal fee.*

200	Blue padded Banquet Chairs	1	Podium*
24	8 ft. Rectangle Tables (seats 8-10)	2	Microphones (1 cordless, 1 corded)*
20	5 ft. Round Tables (seats 6-8)	1	Projector*
8	6 ft. Rectangle Tables	1	Ceremony Arch
8	30" High-top Cocktail Tables	2	Bar Areas*
3	4 ft. Rectangle Tables	5	Rolling Ice Bins/Coolers
1	4 ft. Round table (cake table)	1	500 lb. Ice machine
1	Highchair	5	Easels ( <i>Varying Styles</i> )



# Riverside Pavilion Event Pricing

Time blocks must be consecutive hours.

Hours available 7AM-11PM (*Excluding Sunday*)

Setup times must be included in the time block.

MONDAY - THURSDAY	4 Hour Time Block	\$ 700.00 PLUS TAX
	6 Hour Time Block	\$ 1,000.00 PLUS TAX
	8 Hour Time Block <i>All Weddings &amp; Receptions</i>	\$ 1,700.00 PLUS TAX

FRIDAY	8 Hour Time Block	\$ 2,300.00 PLUS TAX
SATURDAY		\$ 2,700.00 PLUS TAX

SUNDAY Sunday rentals may begin no sooner than 2:00PM	6 Hour Time Block	\$ 1,700.00 PLUS TAX
	8 Hour Time Block <i>All Weddings &amp; Receptions</i>	\$ 2,000.00 PLUS TAX

HOLIDAY PRICING	8 Hour Time Block <i>Day of Holiday</i>	\$ 4,000.00 PLUS TAX
	8 Hour Time Block <i>Day Before or After Holiday</i>	\$ 3,000.00 PLUS TAX
<b>Holidays include ALL Federal Holidays</b> <i>*Additional Holiday Hours are Double the Standard Rate listed below*</i> <i>*Holidays are subject to change*</i>		

## Optional Items

*Pricing Does Not Reflect Tax*

Halifax Sport Fishing Club Room	\$ 400.00
15 x 15 Maple Dance Floor	\$ 250.00
Rehearsal Practice Fee	\$ 250.00
Additional Hours	\$ 150.00
Tiki Torches	\$ 150.00
A/V Equipment <i>Projector, Microphone, Podium</i>	\$ 100.00
Kitchen Gas Charge <i>Licensed &amp; Insured Caterers Only</i>	\$ 100.00

**Non-Profit Groups:** Tax exempt certificates must be provided, or sales tax will be charged.

# Securing Date & Payment Info

**Payments:** The Renter can make no more than four (4) payments per contract including the Rent Deposit and final payment. Payments can be made online with a credit card or e-check. Payments can be made in person with a check or cash.

**Rent Deposit:** The rent deposit is 40% of time block rental and is due upon signing the contract to secure your reservation date. The remaining balance is due one month before the event. If reservation is made within 30 days of event, the total rental fee, sales tax, and damage deposit will be due.

\*Events scheduled over 14 months in advance may be subject to an increased rate not to exceed 10% of the contracted rate. Rates are no longer subject to change within 364 days of the event. \*

**Damage Deposit:** The refundable damage deposit is \$500.00 and will be charged in addition to the room rental for every function. Deposit can be paid with the final payment one month prior to the event. Damage deposits will be mailed to the renter in check and should be received no later than 30 days after the event.

**Date Change:** If for any reason your date on the contract needs to be changed, a \$300.00 fee will be charged at the time of the date change. All date changes must be submitted in writing to the Riverside Pavilion office. Renters may only change the date once per contract. Date changes are subject to availability and are no longer accepted within 60 days of the original event date.

**Cancellations and Refunds:** The Riverside Pavilion must be notified verbally of a cancellation as soon as possible by an authorized party, followed by an official written notice of cancellation. Should an event be cancelled for any reason, the following policy will apply:

**18 – 12 Months prior:** 100% of the rental fee is refundable minus a \$100.00 Administrative Fee

**12 – 6 Months prior:** 75% of the rental fee is refundable minus a \$200.00 Administrative Fee

**6 – 3 Months prior:** 50% of the rental fee is refundable minus a \$500.00 Administrative Fee

**3 – 0 Months prior:** 0% of the rental fee is refundable

*Contact the Riverside Pavilion office for current Packages and / or Specials.*





## Set Up

- ❖ Tables and Chairs are provided (*See Page 2 for full list of available equipment*) and will be set up by the Riverside Pavilion prior to your rental time. **Floor plans must be submitted no later than 10 days prior to the event.** If you do not submit a floor plan, one will be made for you based on your number of attendees as stated in the contract. The Pavilion does not provide any linens, flatware, or glassware.
- ❖ All rentals include a complimentary walkthrough to establish a room layout, timeframe, vendors, etc. We suggest scheduling this walkthrough 2-4 weeks before the event.
- ❖ The renter is responsible for completing their set up/decorating within their contracted time. Equipment & Decor that is not property of the Riverside Pavilion is the renter's responsibility to set up.
- ❖ **All deliveries** must be scheduled during one's rental block. The Riverside Pavilion hosts events daily and does not have storage facilities for your decorations prior to or following your event.
- ❖ **Candles** may be used on the guest tables only. All candles must go in a votive or vase, higher than the flame.
- ❖ **The Riverside Pavilion prohibits the use of:**
  - Candelabras or handheld candles
  - Tape, tacks, nails, staples to hang decor
  - Glitter & other loose confetti-like products.
  - Sparklers, sky lanterns, fireworks, portable heaters, oil wicks, fog machines, & tents on deck.
- ❖ The use of **ladders** to hang décor is restricted, unless by a company contracted & licensed to do so.
- ❖ Nothing may be hung from the drop ceilings in the Hallway or Halifax Sport Fishing club room.

## Ceremony & Rehearsal

- ❖ **Ceremonies** are permitted on the deck at no additional charge. Weather depending, the Riverside Pavilion will set up the blue padded banquet chairs, no earlier than ONE hour before the ceremony. Chairs will be removed immediately following the ceremony. Chairs may be required to move from the ceremony to reception depending on the number of attendees.
- ❖ **Rehearsals** are available at an additional cost of \$250. A Riverside Pavilion representative will be present to unlock the facility for 1 Hour. Rehearsals are subject to availability and can be scheduled no sooner than 30 days prior to your event.

## Food & Beverage

- ❖ The Riverside Pavilion does not offer any flatware, linens, or catering services.
- ❖ We strongly suggest **Caterers** to be licensed and insured. See our preferred vendor list for a wide variety of caterers. If a licensed caterer needs to utilize the stove and ovens, a **\$100.00 Kitchen Gas Fee** will be applied.
- ❖ **Self-Catered Events** means your caterer is **Non-Licensed & Uninsured**. Self-Catered events are permitted; however, renters' will be charged a **\$500.00 Self Catering Fee** and are required to fill out our Self-Catering Clause. Contact the Riverside Pavilion office for more information.
- ❖ **Alcohol** may be brought in & served at no charge to your guests. A **licensed/certified bartender is required** to be present throughout the duration of the event.

***Proof of certification is required to be submitted 30 days prior to event with the final payment.***
- ❖ **Red Wine & Punch** is discouraged & cause the renter to incur a loss of the Damage Deposit if stains occur.
- ❖ The renter and/or caterer is responsible for the full cleaning of the kitchen. Lack thereof will result in a **\$200.00 fee**, which would be retained from renter's damage deposit. We will provide cleaning supplies.

## End of Night & Cleaning

- ❖ Renter is responsible for removing all equipment and materials that are not property of the Riverside Pavilion by the end of the rental period stated in the contract.
- ❖ We suggest leaving one hour on the back end of your rental period to allow for the clean-up process.
- ❖ All tables and Chairs should be clear of debris.
- ❖ Items left behind will be disposed of during the cleaning process. Items of value will be held for one week.
- ❖ Renter is responsible for the full cleaning of the kitchen (see above). Riverside Pavilion Staff will clean the remainder of the building. (Ex. Take out trash, vacuum floors, clean bathroom.)

## Frequently Asked Questions

**How do I check available dates and/or schedule a tour?** Tours are available by appointment only. To schedule a tour or check available dates please call or text 386-761-8122. You may also inquire via email at [rpavilion3431@gmail.com](mailto:rpavilion3431@gmail.com).

**What is the process for reserving a date at the Riverside Pavilion?** All rentals are first come first serve. To secure a date, 40% of the room rental is due upon signing the contract. The remaining payment is due one month prior to the event.

**Can I be penciled in for a rental?** In most cases courtesy holds may be accepted & held for a maximum of 7 days. Courtesy holds for dates that have reopened or placed within 90 days of the event can only be held for a maximum of 48 hours. Holds will expire without notice.

**Is there a Damage Deposit in addition to my rental charge?** Yes, the refundable damage deposit is \$500 in addition to the room rental and is due along with the final payment one month prior to the event. You can expect to receive the damage deposit back in check form, no later than 30 days after the event.

**How late can I stay?** Your event must end, and all guests must vacate the premise by the end of your rental period as stated on your contract. Events may go no later than 11:00 pm.

**What if we are having a great time and want to stay later than our rental period?** The standard hourly rate will be doubled and charged for any time you are in the building past your contracted rental period.

*\*Subject to availability\*\**

**Will I be refunded if we leave early?** No refunds will be given for unused time. Please plan your events as accurately as possible.

**Can I choose my own vendors?** The Riverside Pavilion offers an extensive list of preferred vendors which serves as a great resource. You are not required to use anyone on that list. Contact us for more info.

**How many parking spots are available?** The Riverside Pavilion shares a parking lot with the City of Port Orange's Riverwalk Park. There is ample amount of parking. In a situation where the park also has an event going on, the Riverside Pavilion holds the right to reserve the parking necessary for your event.

**How do we access the building the day of our event?** No keys necessary! The Riverside Pavilion will always have a facility representative present throughout the duration of your event.

**Can I have a DJ or band during my Wedding?** DJ's & bands are welcome inside as well as on the back patio.

## Frequently Asked Questions

**What should I expect from Riverside Pavilion?** The Pavilion's management team will gather details on your event to make sure the venue day of your event. They do not function as a wedding planner. Vendors, Number of Guests, & Rental Times should be submitted 30 days prior to your event. Facility representative(s) are on site the day of your event for the duration of your rental.

**Are flower pedals allowed to be used indoors and/or outdoors?** Fake or Real flower pedals may be used inside and on guests' tables. Fake flowers are not to be used outside unless secured to the archway or railing.

**Can I have items delivered, such as from my caterer, florist, etc.?** All items must be delivered during the rental block outlined on your contract. The building is used seven days a week and does not have the storage space available.

**Can I use sparklers for my wedding exit?** The Riverside Pavilion restricts the use of sparklers on the deck or near the property.

**Am I able to serve alcohol?** Yes. Alcohol may be brought in by the renter but must be put behind the bar with a licensed bartender serving beverages. Alcoholic beverages should not be taken beyond the perimeter of the deck.

**Do you set up chairs for the ceremony?** Yes, the Riverside Pavilion offers only standard blue padded banquet chairs. R.P staff will set the chairs up no earlier than 1 hour before your ceremony, weather depending. Chairs will be removed immediately following the ceremony. Arch available upon request.



*Photos By: Ina Pandora & Emily Paige Photography*