



RIVERSIDE HOUSE

EST. 1980

EVENTS



A HISTORIC JACKSONVILLE EVENT VENUE

www.riversidehousejax.com



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W E L C O M E

Hi there! Thank you so much for considering the beautiful Riverside House for your next event.

You are likely overwhelmed with all the information obtained when planning your event, but don't worry - you're not alone. We want to help ease the stress of finding the perfect venue! The information in this guide is meant to help you through any questions you might have for us.

If you still have questions, don't hesitate to give us a ring or send over an email! We are here for you every step of the way.

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MEET THE RIVERSIDE HOUSE

OUR LOCATION

The Riverside House is a luxurious venue located in the heart of Riverside. With stunning history and incredible light and airy ceremony and reception areas, we strive to give our couples a luxury event experience.

PROPERTY FEATURES

Minutes From Area Attractions, Award-winning dining experiences and convenient to airports and highways for guests traveling near and far.

An event space perfect for a seminar, speaking engagement or leadership retreat with built-in seating, stairs and board room.

A reception hall with attached kitchen, private space and flexible floor plan is an excellent area for an event!

EVENT RENTAL RATES

RECEPTION HALL, AUDITORIUM OR BOARD ROOM RENTAL ONLY

WEEKENDS (Friday-Sunday):

- 8AM to 2PM: \$750
- 4PM to 10PM: \$750
- All day (10AM-10PM): \$1500

WEEKDAY (Monday-Thursday):

- Hourly (Minimum 2 Hours)
 - \$150/hour
- 6 Hours for \$750
- All Day (10AM-10PM): \$150

DETAILS:

- Each booking and calendar date requires a non-refundable \$75.00 cleaning and sanitation fee deducted from the \$150 security deposit.
- Must hire a licensed bartending service with liquor liability insurance if alcohol (any kind of alcohol including liquor, wine, beer, champagne, etc.) will be present at event.
- We do require event insurance. This can be obtained from companies like WedSure.com, Eventsure.com, etc.

YOU HAVE QUESTIONS

What is the rental fee and what does it include?

Our pricing varies based on hourly during the week to half and full-day rentals on the weekend – please submit an inquiry for more information on specific availability!

What is the building capacity?

We can accommodate up to 150 guests with tables and chairs and up to 225 seated in the gallery.

Is there a deposit? When are the additional payments due?

Yes, we take a 50% non-refundable deposit to reserve a date on our calendar. The remaining balance is due 90 days prior to your event date. If you are booking within the 90 day timeframe, the entire rental rate is non-refundable and due at the time of booking.

How do I reserve a date?

To reserve your date, we take a 50% non-refundable deposit (or full payment depending on when your event is) and your security deposit and a signed contract with us. Everything is done electronically so when you're ready, we can send over a contract and invoice via email.

Do I need to schedule a tour or can I just stop by?

All of our tours are by appointment only, please reach out via our contact page to connect with our venue manager!

Will there be another event the same day?

Another event may be scheduled before or after your event or in another rental space on a different floor. On the weekends, full and half days are available for rent, so we may have another event back to back.

What does clean up entail?

At the end of your event, we simply ask that you remove personal belongings that you have brought in and any rental items. You will also need to throw away any garbage, food and drinks or other items you have brought in. The space should be returned in the same condition that it was rented to you. You will be required to return the venue in its original condition. The venue is professionally cleaned after every event.

Do we have to set up the tables and chairs inside the venue that day?

If a floor plan provided to us ahead of time (2 weeks prior is required), we will setup your tables and set out your chairs. Otherwise, you will need to setup the tables and chairs on your event day.

WE HAVE ANSWERS

Are there overnight accommodations nearby?

Yes, we have several great hotel and AirBnB or VRBO recommendations nearby!

Do you require a planner?

No, we don't require one for your event, but we have a list of our favorites in the area that we will connect you with, if you would like to have one!

Do we have to utilize caterers?

You are allowed to bring in your own food to the venue. Any food and beverage must be brought in and completely cleaned out during your rental time. This is due to bookings we may have before or after your event. We do not allow cooking on site, so all food will need to be prepared ahead of time!

Do you allow us to bring in our own alcohol to serve?

Yes, we do allow guests to provide their own alcohol. We just require you to hire a licensed bartending company to pour and serve the alcohol. This includes wine, beer, liquor and seltzers.

What do we need to know about parking and transportation?

We have a parking lot onsite that guests are welcome to park in and there is plenty of street parking available on a first come, first serve basis.

Do you require event insurance?

We do require our clients to purchase event insurance. Event insurance protects you from liability during your event that is a result of bodily injury, personal injury or property damage.

When can our rental company drop off and pick up?

We often host multiple events back to back. Your rentals will need to be dropped off and picked up during your contracted rental time.

Do you allow animals onsite?

Animals, other than service animals, are NOT allowed for the safety of our guests and to preserve the house.

What time will I have access to the venue on my event day?

Our venue access time starts at the time of your rental window. Unfortunately, because multiple events are hosted per weekend, we do not allow for "night before" setup or "next day" breakdown.

Are candles allowed?

Yes, but the flame and candle need to be contained in a glass container/candle holder.

WHAT TO EXPECT

First, we say Hello!

We start with your inquiry - this provides us with overall details of your event.

Then We Schedule A Guided Virtual Tour

This guided virtual tour will help you see the details that are most important to our clients. Having a guided virtual tour helps you determine if the venue is a good fit for your event from the comfort of your home or office.

Then we meet in person!

Many of our clients book our venue right after their guided virtual tour, but if you would rather see the space in person afterwards, we understand and will be here to give you an in-person tour! We can provide you with our availability to schedule an appointment-only tour at the end of our guided tour!

Once you're ready to save the date, we'll send the contract.

A 50% non-refundable deposit is required in order to secure your date, or the full rental rate if you are within 90 days. You will also be required to make the security deposit payment as well. Otherwise, the remaining 50% of your balance is due 30 days prior to your event.

That's It!

Your date will be secured and we will be in contact with required documents needed, like your event insurance, vendor information and timelines.

Welcome to the Riverside House family!



CONTACT

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