



Riverview Club Venue Rentals

Week-Day Rates

Monday – Thursday Only | Club Hours: 9am to 5pm

(Event must end 1-hour before closing)

Week-Day Events are self-setup and cleanup

Serenity Sitting Room

Seats (25)

Includes room, tables, and chairs

4-Hour Rental

Price: \$80 Member / \$100 Non-Member

Live Oak Conference Room

Seats (8)

Includes room, table, and chairs

4-Hour Rental

Price: \$40 Member / \$60 Non-Member

Reflections Ballroom

Seats (50)

Includes room, tables, and chairs

4-Hour Rental

Price: \$150 Member / \$250 Non-Member

Riverview Club Ballroom – Available M/W

Seats (250)

Includes room, tables, and gold chairs

4-Hour Rental

Price: \$700 Member / \$1,200 Non-Member

Covered Pavilion

Seats (30)

Includes pavilion, pool restroom access, and 8 picnic tables.

4-Hour Rental

Price: \$100 Member / \$200 Non-Member

Grounds- by Gazebo (Waterview)

Chairs not included

(30) Person Max

Includes grounds and club restroom access

4-Hour Rental

Price: \$200 Member / \$300 Non-Member

Grounds- Soccer Field

Chairs not included

(30) Person Max

Includes grounds and club restroom access

4-Hour Rental

Price: \$200 Member / \$300 Non-Member

To Secure Date: 50% non-refundable deposit plus signed rental agreement

Remaining Balance: due (60) days before event date PLUS damage deposit.

Damage Deposit due of \$200 (indoor events) or \$(100) for outdoor events

Please be advised of the following:

1. Kitchen is not available for weekday rentals
2. These rates are **not** available for weddings, receptions, or elopements.
3. Additional time can be added with management approval billed at an hourly rate based on room rented.
4. Week-Day Events are self-setup and clean-up.



Riverview Club Venue Rentals

Week-End Rates

Friday-Sunday Only | Club Hours: 9am to 10pm

(Event must end 1-hour before closing)

Set-up Included in Price

Reflections Ballroom

Seats (50)

Includes room, tables, and chairs

4-Hour Rental

Price: \$400 Member / \$600 Non-Member

Add On Available:

Serenity Sitting Room

Seats (25)

Includes room, tables, and chairs

4-Hour Rental

Price: \$250 Member / \$350 Non-Member

Riverview Club Ballroom

Seats (250)

Includes room, tables, and gold chairs

4-Hour Rental

Price: \$1,200 Member / \$1,500 Non-Member

FEES:

1. **Attendant Fee** is \$100 for parties under (50) people; \$200 for parties over (50) people.
2. **Cleaning Fee** is \$150 per event
3. **To Secure Date:** 50% non-refundable deposit plus signed rental agreement.
4. **(60) Days Before Event:** remaining balance including attendant fee, cleaning fee, and refundable damage deposit of \$200 (indoor events) or \$100 (for outdoor events).

Covered Pavilion

Seats (30)

Includes pavilion, pool restroom access, and 8 picnic tables.

4-Hour Rental

Price: \$100 Member / \$200 Non-Member

Please be advised of the following:

1. Kitchen may be added to any indoor event for \$250 but must have a licensed catering company.
2. These rates are **not** available for weddings, receptions, or elopements.
3. Additional time can be added with management approval billed at an hourly rate based on room rented.
4. These rental rates include set-up and break-down of tables and chairs.
5. An Events Hostess/Attendant is required for all events to ensure the building is open and closed according to the event date/time.
6. Event insurance is required to host an event at Riverview Club.
7. All outdoor events must conclude at sundown.

Grounds- by Gazebo (Waterview)

Chairs not included

(30) Person Max

4-Hour Rental

Price: \$200 Member / \$300 Non-Member

Grounds- Soccer Field

Chairs not included

(30) Person Max

Includes grounds and club restroom access

4-Hour Rental

Price: \$200 Member / \$300 Non-Member

St. Augustine Shores

S E R V I C E C O R P O R A T I O N

790 Christina Drive, St. Augustine, FL 32086 | (904) 794-2000 | www.shoresriverviewclub.com

RENTAL APPLICATION AND USE POLICY

Ballroom Kitchen Multipurpose Room Mini Ballroom Pavilion Waterfront Grounds

Renter: _____ **Event Date:** _____
Business or Individual (Please print)

_____ Street Address _____ City, State & Zip Code _____ Phone Number

_____ Type of Event _____ Setup Time _____ Start Time _____ End Time (Include time for clean-up) _____ Email

_____ Authorized Representative (if other than lessee) _____ Authorized Rep.'s Phone Number _____ Authorized Rep.'s Email

Rental Agreement Rules

1. A Nonrefundable Reservation Deposit (50% of Total Rental Balance) is due at time Agreement is signed.
2. The entire Total Rental Balance, including the Damage Deposit is due sixty (60) days prior to the Event date.
3. If the Total Rental Balance due is not paid at least sixty (60) days prior to the Event date, the reservation will be canceled. No refunds will be given.
4. The Damage Deposit will be returned within (2) weeks of Event, less any charges included due to damage or excessive cleanup. Any costs incurred for professional cleaning of facilities, grounds, or parking lot will be deducted from the Damage Deposit. Renter is responsible for any damages caused by vendors.
5. Renter is responsible for cleanup of the kitchen, if kitchen is part of rental agreement.
6. Rental of the Riverview Club is limited to the room reserved and paid for. Any use of additional rooms will be charged accordingly.
7. Supplies (table cloths, napkins, cups, knives, forks, spoons, etc.) are not included in room rental rates.
8. The St Augustine Shores Service Corporation & Riverview Club is not responsible for any items lost or stolen during rental events. All belongings must be removed from the Riverview Club premises at the scheduled end of the Event.

Venue **Rental Cost (USD\$)** **Additional Payments**

Ballroom _____
 Kitchen _____
 Multipurpose Room _____
 Mini Ballroom _____
 Pavilion _____
 Waterfront Grounds _____
6.5 % Sales Tax _____

Sub Total _____
Damage Deposit _____
Total Rental Balance due _____
Reservation Deposit _____
Balance \$ _____

<i>Date</i>	<i>Payment Type</i>	<i>CK or CR#</i>	<i>Amount USD\$</i>	<i>Balance USD\$</i>

This Agreement Accepted by: _____
Renter Date St. Augustine Shores Service Corp. Date

St. Augustine Shores

S E R V I C E C O R P O R A T I O N

790 Christina Drive, St. Augustine, FL 32086 | (904) 794-2000 | www.shoresriverviewclub.com

RIVERVIEW CLUB RENTAL AGREEMENT ("Agreement")

Date of Event: _____

Ballroom Kitchen Multipurpose Room Mini-Ballroom Pavilion Waterfront Grounds

General Information:

Name of Renter: _____

Address: _____

Telephone: _____ Email: _____

Event Description: _____ ("Event") Number of People Attending: _____

Designated Contact Person: _____ Tel. #: _____ Relationship to Renter: _____

FEES:

*A Nonrefundable Reservation Deposit of 50% (fifty percent) ("Nonrefundable Reservation Deposit") must be made to secure your date on the schedule. This Nonrefundable Reservation Deposit will be applied towards your rental balance.

*A refundable Damage Deposit of \$_____.00 ("Damage Deposit") is required. St. Augustine Shores Service Corporation ("SHORES") will refund the Damage Deposit within two weeks of the Event provided no damage is declared and the premises are left clean and all vendor equipment is removed.

DEPOSIT AND HOURS:

The Total Rental Balance and Security Deposit is due **60 days prior to the event**. If the Total Rental Balance due is not paid at least 60 days prior to the Event, the reservation will be canceled and deposit will be forfeited.

All rentals are subject to 6.5% Sales Tax, unless provided with a Tax-Exempt Certificate.

Total rental time is outlined on the rental agreement which includes set up, start time, and end time. Rental includes the use of the room reserved in this Agreement. If any additional rooms are used during the function additional charges will occur.

The Riverview Club is open to members Monday-Friday. There may be other activities occurring simultaneously. The grounds are open to the public seven days per week.

Event times are strictly enforced and do not allow for overtime due to potential overlapping events. Renter(s) understand and agree to adhere to the agreed upon timeline. In the event the timeline is not followed, an administrative fee of \$500 per hour will apply.

_____(initial)

CANCELLATION:

Renter agrees and understands that a 50% non-refundable deposit is required to secure the date with the venue. **In the event renter chooses to cancel or reschedule the event, no refunds will be given.**

_____ (Initial)

SPECIAL EVENT INSURANCE:

Renter is required to provide certificate of liability insurance showing limits of \$1,000,000.00 for bodily injury and property damage. All of the aforementioned insurance policies shall name St. Augustine Shores Service Corporation as additional insured. Renter is required to provide a written copy of this certificate of insurance as required by the terms of this Agreement. **The Agreement may be terminated for failure to timely provide proof of insurance coverage (the Agreement is binding but subject to being cancelled and Security Deposit forfeited if not provided within 60 days prior to the Event Date).** You may purchase the certificate online at www.theeventhelper.com or www.wedsafe.com.

_____ (initial)

VENDORS:

The Riverview Club must approve all vendors that will be working on the property for your Event 60 days prior to your Event and these vendors must be licensed and insured. The kitchen is available only for prep and storage of food. The Renter is responsible for any damage caused by vendors. No storage will be provided for items left and the Riverview Club accepts no responsibility for lost, stolen, or misplaced items.

_____ (initial)

EQUIPMENT:

Equipment needed for the Event must be supplied by the renter or the Renter’s vendors. **No foggers, smoke machines, hazers are permitted in the club.** The Riverview Club does not provide power cords, tape, ladders or hand trucks. Other common items such as silverware, cups, plates, pots, pans, and other kitchenware is not included and must be provided by the vendor and/or renter.

_____ (initial)

CONDUCT:

You (the renter) assumes full responsibility for the conduct of all persons in attendance and for any damage done to the premises. Guests are required to conduct themselves in an orderly manner at all times, in compliance with county and state laws. The client is solely responsible for the actions and safety of their guests. **A staff member will be present to oversee the event and protect the property of the club. Riverview Club and its employees reserve the right to remove any individual that behaves in a disorderly manner or poses a health or safety risk to the property or guests.** The maximum occupancy of the Riverview Club is **360**.

_____ (initial)

ALCOHOL, FOOD, BEVERAGE:

All vendors must be licensed and insured. **Selling alcoholic beverages during an event is prohibited.** The Riverview Club is not responsible for alcoholic beverage consumption. The Renter is responsible for following all Federal, State, and Local laws regarding alcoholic beverage consumption. The undersigned understands that under Florida law, the host of any social event or business function where alcoholic beverages are served may be personally liable for any property damage, personal injuries, or loss of life resulting in whole or in part from the host’s negligence in allowing any intoxicated individual himself and also harm to total strangers involved in automobile accidents, etc., caused by that intoxicated individual. The undersigned further agrees that no alcoholic beverage of any sort will be served to any minor or intoxicated person. The undersigned agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury, or damage to a person or property during the time that the undersigned has the Riverview Club rented.

_____ (initial)

ENTERTAINMENT:

Any entertainment, DJ or band is welcome to perform at the Riverview Club. Please be advised that if the Riverview Club staff determines the noise level to be too loud you will be asked to adjust the volume.

No foggers, hazers, or smoke machines permitted.

_____ (initial)

CLEAN-UP:

Renter is responsible for removing all garbage accumulated during the event, and prior to the end of the event, removing remaining garbage, debris and equipment. Kitchen, floors, tables and chairs **should be clean and left in the same manner as renter received it.** A minimum cleaning fee of \$250.00 will be deducted from the Renter’s Damage Deposit, in addition to any other remedies available to the Riverview Club.

_____ (initial)

RENTAL REGULATIONS

- Ladders, tools and other equipment needed for the Event must be supplied by the Renter or the Renter’s vendors.
- Decorator or florist shall remove all decorations from the club immediately following the event if services are rendered.
- Nothing may be tied, hung or stuck to the walls, ceilings, light fixtures, doors, windows, or any other permanent structure.
- Artificial flower petals are not permitted outside.
- **Open flame, smoke machines, glitter, confetti, sparklers and hanging lights are not permitted.**
- Battery operated candle votive are permitted; open flame candles are not permitted for decorations.
- All rental materials should be delivered the day of the event and picked up when the event is scheduled complete.
- No storage will be provided for items left and the club accepts no responsibility for lost, stolen, or misplaced items.
- Smoking is not permitted inside the Riverview Club or within fifty feet of any doorway.

_____ (initial)

VENDOR REGULATIONS

- Vendors cannot drag equipment across the floor. Hand trucks must have rubber wheels.
- A point person from the party must be designated for the deliveries and the name given to the Riverview staff.
- Rentals must not impede visitor walkways or disable handicap accessible ramps at any time.
- Caterers are responsible for removing all garbage, debris and equipment by the end of the Event. Should the Renters' caterer fail to do so, the Riverview Club may have these items removed and deduct the cost from the Renter's Damage Deposit.
- Renter is responsible for sharing these policies with their vendors.
- All entertainment groups must supply their own power cords, gaffing tape to secure power lines, tables, chairs and any other supplies that they may need to perform.

SECURITY

Riverview Club makes no representation, warranty or guaranty as to the safety or security of any persons, vehicles, vessels or other property at the Riverview Club or its surrounding grounds and parking lot. The parties agree that Riverview Club and St. Augustine Shores Service Corporation is not liable for any stolen or damaged items.

NO ASSIGNMENT

Renter shall not sublet or assign all or any portion of its rights or obligations under this Agreement.

This Agreement is made effective as of _____ (the "Effective Date"), by and between ("Renter") and the St. Augustine Shores Service Corporation (Also known as Riverview Club). This Agreement, together with the Rental Application and Use Policy attached hereto and incorporated by reference herein, constitute the entire agreement between the Renter and St. Augustine Shores Service Corporation. This Agreement shall not be binding until signed by both the Renter and an authorized Agent of St. Augustine Shores Service Corp. Each person signing this Agreement represents and warrants that he or she has the authority to execute and deliver same on behalf of the party for which he or she is acting.

Renter does hereby agree to indemnify, defend and hold harmless St. Augustine Shores Service Corp, its directors, officers, employees and agents, from all claims, losses, liability and expense, including attorneys' fees, arising directly or indirectly out of or in connection with your event at the St. Augustine Shores Service Corporation Riverview Club ("Riverview Club") located at 790 Christina Drive, St. Augustine, Florida which is scheduled _____ 20____ (the "Event"), or arising out of negligent or intentional acts or omissions of the Renter or Renter's agents, participants and invitees.

In the event of a legal action or other proceeding arising under this Agreement or a dispute regarding any alleged breach, default, claim or misrepresentation arising out of this Agreement, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, whether incurred before suit, during suit, or at the appellate level. The prevailing party shall also be entitled to recover any attorneys' fees and costs incurred in litigating the entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of attorneys' fees and costs due to it. The reasonable costs that the prevailing party shall be

entitled to recover pursuant to this paragraph shall include any costs that are taxable pursuant to any applicable statute, rule or guideline (including, but not limited to, the Statewide Uniform Guidelines for Taxation of Costs), as well as costs not taxable thereunder. St. Augustine Shores Service Corp. and Renter waive their respective rights to trial by jury of any cause of action, claim, counterclaim or cross complaint brought by either St. Augustine Shores Service Corp. against Renter, or Renter against St. Augustine Shores Service Corp. on any matter arising out of or in any way connected with this Agreement, Renter's use or occupancy of the Riverview Club and its surrounding grounds and parking lot, or any claim of bodily injury or property damage or any remedy under any law, statute or regulation.

In the event of extenuating circumstances beyond St. Augustine Shores Service Corp. control, such as acts of God, extreme weather, terrorist attacks, and other reasonable causes, St. Augustine Shores Service Corp. shall not be responsible for fulfilling its obligations under the terms of this Agreement or any other Agreement for the rental or use of any facilities at St. Augustine Shores Service Corp. and shall not incur any monetary expenses for the reserved services or facilities.

Make all checks and payments payable to: St. Augustine Shores Service Corporation. A service charge will apply for credit card payments.

By signing this Agreement, you acknowledge you have read and understand this entire Agreement and the St. Augustine Shores Service Corporation Riverview Club Use Policy.



Renter

St. Augustine Shores Service Corp.

Date Signed