



*Celebrate your special day with us....*

# RIVERVIEW CLUB

## Wedding Packages

790 Christina Drive  
St. Augustine, FL 32086  
904-797-6441  
[events@staugshores.net](mailto:events@staugshores.net)

**RIVERVIEW CLUB**  
**790 Christina Drive | St. Augustine, FL 32086**  
**(904) 797-6441 | [events@staugshores.net](mailto:events@staugshores.net)**

**WEDDING CEREMONY & RECEPTION PACKAGE**

Available Fridays- after 3pm; Saturday/Sunday 9am to 10pm

**RENTAL INFO**

(8) Hour Rental Day

(8) Hour Events Hostess Onsite

-Use of (4) Spaces: Ballroom, Kitchen, Brides Suite, and Grounds by the Intercoastal

-Set-up and Break-down of Tables & Chairs

-\*Cleaning Included

**EQUIPMENT & FURNISHINGS**

**1. Outdoor Ceremony:** (80) White Outdoor Folding Chairs

**2. Indoor Ceremony or Reception Includes:**

(250) Gold Chiavari Ballroom Chairs

(20) Round Tables (*seats 6-8 each*)

(20) Rectangular Tables (*seats 8 each*)

(2) Barcarts

**SAVE THE DATE**

1. Review & Sign Rental Agreement

2. Place Non-Refundable Deposit of 50% to Save the Date

**(60) DAYS BEFORE EVENT**

1. Pay Remaining Balances (60) Days Before Event Date

2. This amount should include your 50% Rental Balance + Refundable Damage Deposit of \$500

3. Submit copy of Certificate of Insurance (Event Insurance)

**TOTAL RENTAL COSTS**

*Rates: Homeowner \$4,000 / Non-Resident \$6,000*

*Sales Tax is 6.5%*

*\*Exclusions: Cleaning does not include the kitchen. Use of the kitchen must be cleaned by the catering company prior to departure.*

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**WEDDING CEREMONY PACKAGE**

Available Fridays- after 3pm; Saturday/Sunday 9am to 10pm

**RENTAL INFO**

- (4) Hour Room Rental
- (4) Hour Events Hostess Onsite
- Use of (1) Rental Space: Ballroom, Brides Suite, or Grounds by the Intercoastal
- Set-up and Break-down of Tables & Chairs
- Cleaning Included

**EQUIPMENT & FURNISHINGS**

Outdoor Ceremony Includes: (80) White Outdoor Folding Chairs  
Indoor Ceremony Includes: (250) Gold Chiavari Ballroom Chairs, (1) Gift Table, and  
(1) Guest Book Table

**SAVE THE DATE**

1. Review & Sign Rental Agreement
2. Place Non-Refundable Deposit of 50% to Save the Date

**(60) DAYS BEFORE EVENT**

1. Pay Remaining Balances (60) Days Before Event Date
2. This amount should include your 50% Rental Balance + Refundable Damage Deposit of \$500
3. Submit a copy of Certificate of Insurance (Event Insurance)

**TOTAL RENTAL COSTS**

*Rental Rates: Member \$2,000 / Non-Member \$3,000*

*Sales Tax is 6.5%*

*Exclusions: this package does not include the use of the kitchen. Only one rental space is permitted.*

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### **WEDDING RECEPTION PACKAGE**

Available Fridays- after 3pm; Saturday/Sunday 9am to 10pm

#### **RENTAL INFO**

- (8) Hour Room Rental
- (8) Hour Events Hostess Onsite
- Use of (1) Rental Space: Ballroom or Brides Suite
- Set-up and Break-down of Tables & Chairs
- Kitchen Use for Catering
- Cleaning Included

#### **EQUIPMENT & FURNISHINGS**

- (250) Gold Chiavari Ballroom Chairs
- (20) Round Tables (seats 6-8 each)
- (20) Rectangular Tables (seats 8 each)
- (2) Bar Carts

#### **SAVE THE DATE**

1. Review & Sign Rental Agreement
2. Place Non-Refundable Deposit of 50% to Save the Date

#### **(60) DAYS BEFORE EVENT**

1. Pay Remaining Balances (60) Days Before Event Date
2. This amount should include your 50% Rental Balance + Refundable Damage Deposit of \$500
3. Submit copy of Certificate of Insurance (Event Insurance)

#### **TOTAL RENTAL COSTS**

*Rental Rate: Member \$2,500 / Non-Member \$3,500*

*Sales Tax is 6.5%*

*Exclusions: this package includes only one rental space. Grounds, pavilion, and outdoor space are not an option for this package.*

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**WATERFRONT WEDDING CEREMONY PACKAGE**

Available Fridays- after 3pm; Saturday/Sunday 9am to 10pm

**RENTAL INFO**

- (4) Hour Grounds Rental on the Intercoastal
- (4) Hour Event Hostess Onsite
- Use of (1) Spaces: Grounds by the Intercoastal
- Set-up and Break-down of Chairs

**EQUIPMENT & FURNISHINGS**

(80) White Outdoor Folding Chairs

**SAVE THE DATE**

1. Review & Sign Rental Agreement
2. Place Non-Refundable Deposit of 50% to Save the Date

**(60) DAYS BEFORE EVENT**

1. Pay Remaining Balances (60) Days Before Event Date
2. This amount should include your 50% Rental Balance + Refundable Damage Deposit of \$500
3. Submit copy of Certificate of Insurance (Event Insurance)

**TOTAL RENTAL COSTS**

*Rental Rate: Member \$1,000 / Non-Member \$2,000*

*Sales Tax is 6.5%*

*\*Exclusions: building and other amenities not included for waterfront ceremony. Backup location for inclement weather is Mini-Ballroom. Access to indoor restrooms is included.*

## **RIVERVIEW CLUB**

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### **ELOPEMENT CEREMONY PACKAGE**

Available Fridays after 3pm; Saturday/Sunday 9am-10pm

### **RENTAL INFO**

- (2) Hour Grounds Rental on the Intercoastal or Mini-Ballroom Rental
- (2) Hour Event Hostess Onsite
- Use of (1) Spaces: Grounds or Mini-Ballroom
- Set up and Take Down of Chairs
- Cleaning Included

### **EQUIPMENT & FURNISHINGS**

Outdoor Ceremony Includes: (20) White Outdoor Folding Chairs  
Indoor Ceremony Includes: (20) Chiavari Gold Chairs

### **SAVE THE DATE**

1. Review & Sign Rental Agreement
2. Place Non-Refundable 50% Deposit to Save the Date

### **(60) DAYS BEFORE EVENT**

1. Pay Remaining Balances (60) Days Before Event Date
2. This amount should include your 50% Rental Balance + Refundable Damage Deposit of \$500
3. Submit a copy of Certificate of Insurance (Event Insurance)

### **TOTAL RENTAL COSTS**

*Rental Rates: Member \$600 / Non-Member \$800*

*Sales Tax is 6.5%*

*Add On: additional seating at \$5 per chair*

*\*Exclusions: other amenities and rooms not included. Access to indoor restrooms is included with an outdoor ceremony.*



# 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](http://www.theeventhelper.com) or [www.wedsafe.com](http://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 Renter's 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