



# Riverside Pavilion

## Meeting Rates

Monday-Thursday

4 Hour Time Block		\$ 600.00
6 Hour Time Block		\$ 900.00
8 Hour Time Block		\$ 1000.00
8 Hour Time Block	<i>PO-SD Chamber Member Discount</i>	\$ 700.00

Optional Items		
Additional Hour	\$150.00	PLUS TAX
Halifax Sport Fishing Club Room	\$350.00	

Facility Specifications	
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

### Amenities

- Tables and Chairs
- Ice & Rolling coolers
- Access to Patio Deck
- Table Setup & Cleaning Included
- American Flag - upon request

### AV Equipment

- WiFi Connectivity
- 2 Mics (1 corded, 1 cordless)
- 2 tabletop Projectors & Screens
- Sound System
- Podium



#rpavilion

Hours available Monday - Thursday between 7:00 AM to 5:00 PM

Pricing not applicable for the Holidays or Weekends. For weekend pricing contact the Riverside Pavilion office at [rpavilion3431@gmail.com](mailto:rpavilion3431@gmail.com) or [TheRiversidePavilion.com](http://TheRiversidePavilion.com)

For Rules, Regulations, & Payment Information... see page 2

## Payments & Refunds

- **Damage Deposit:** The refundable damage deposit is \$200.00 and will be charged in addition to the room rental for every function. Damage deposits are sent back to renter up to 30 days following the event in check form.
- **Rent Deposit:** The rent deposit is 40% of room rental and is due upon signing the contract to secure your reservation date. The remaining balance is due one month before the event. Cash, check, and card payments are accepted.
- **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 \$100.00 Administrative Fee
  - 6 – 3 Months prior:** 50% of the rental fee is refundable minus a \$200.00 Administrative Fee
  - 3 – 0 Months prior:** 0% of the rental fee is refundable
- **Date Change:** If for any reason your date on the contract needs to be changed, a **\$200.00 fee** will be charged at the time of the date change. Pending availability, dates can be changed up until 3 months prior to your original date booked. All date changes must be submitted in writing to the Riverside Pavilion office. Renters may only change the date once per contract.

## Rules, Regulations, & FAQs

- **Food:** Catering of meetings is prohibited by the Riverside Pavilion. Boxed lunches & store-bought platters are accepted. For additional F&B information pertaining to catered events please reference the Riverside Pavilion Event Planning Guide.
- **Beverages:** Alcohol is not permitted for meetings. The Riverside Pavilion offers ice & rolling coolers for all other beverages.
- **Set up:** Renter is responsible for completing their set up within the time allotted for their rental. All rental times must be consecutive hours, the day of the event.
- **Decorations:** No holes are to be made in the walls, floors, ceiling, furniture, and deck. Candles may be used on guest tables but must be in a vase higher than flame. No sparklers, sky lanterns, fireworks, or oil wicks. No loose glitter/confetti. Non-biodegradable products are not to be used on the exterior of the building.
- **Cleaning:** Renter is responsible for disposing or removing all belongings by the end of Rental. Riverside Pavilion staff members will take care of remainder of cleaning.

**\*For the complete list of Rules and Regulations, please reference your contract\***