

RIVER PLACE

A NEW CHATTANOOGA
EVENT SPACE

RIVERPLACE PRIVATE RENTAL REQUIREMENTS

“Exhibit A” | September 2017

A. RIVERPLACE

RiverPlace is a privately owned property owned by The River City Company (hereinafter referred to as “the Manager”).

B. MANAGEMENT

Manager owns, manages, and operates RiverPlace. All persons or groups wishing to use the facility shall make all arrangements through the Manager.

C. RENTAL APPLICATION

An organization or individual (hereinafter referred to as “the Licensee”) wishing to use the Pavilion must submit a written request detailing the proposed event and technical requirements, and must specify the date(s) and time(s) desired. The basic fee covers use of RiverPlace. Your rental fee also covers security for your event, event insurance and a day of venue coordinator to help with initial setup.

D. RENTAL FEES AND CONDITIONS

- \$2,000 for a Monday - Thursday Rentals - All day rental from 9am until 11:59pm
- \$3,500 for Friday - Sunday Rentals - All day rental from 9am until 11:59pm
- **Rented hours include setup and cleanup time.**
- **Upon execution of signing the rental contract, and in conjunction with the down payment, the Licensee will deposit the sum of \$600 to the Manager, which is to be held as collateral security. In the event that the client adheres to the rules and regulations of this contract, the property is left in the condition that it was found, no damage is done and the client stays within their rental hours, the Manager will mail a \$600 check to the Licensee the week after their event.**

RiverPlace is closed on all official Manager holidays.

RiverPlace accommodates approximately 200 people seated banquet-style, 275 theater-style, or 350 standing.

E. HOURS OF OPERATION

Including set-up and breakdown, the event must be held between 7:00 am and 2:00 am, Monday through Sunday. Additional hours will be billed at \$150 or \$250/hour, dependent on date and type of event. If event runs past the time frame in the signed contract, the additional hour(s) will be deducted from the \$600 Damage & Cleaning Deposit.

F. DEPOSIT & FEE PAYMENT

- To secure the date:
 - » Signed copy of the rental Contract
 - » One-half of the fee to reserve the event date/time
 - » \$600 damage and cleaning deposit
- Due no less than thirty (30) days prior to the scheduled event:
 - » Remaining balance of the total fee

A \$35.00 service charge will be assessed for any returned checks.

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G. ON SITE SECURITY

A minimum of one security officer is required for events up to 150 people (included with fee paid to Manager) for any weekday after- hours function and for all weekend events. If Licensee has over 150 people in attendance, Manager may require another security officer to be hired for main event (minimum of four [4] hours) at \$35 per hour. If Manager deems it necessary, due to attendance or nature of the event, more staff and/or security officers may be required; all of which shall be hired at Licensee's sole cost and expense. Manager will handle logistics of hiring and payment.

Although the use of security officers for after-hours and weekend events is required in order to deter theft, vandalism, or other malicious acts in RiverPlace, Manager does not assume responsibility for Licensee's security needs, and Manager shall have no liability for any personal injury, theft, loss, or damage which occurs on account of the acts of third parties.

H. INSURANCE

Licensee is required to provide liability insurance coverage for the event to protect against personal injury and/or property damage. Event insurance is included in the rental fee. This coverage can be provided under Licensee's existing liability insurance policy. If Licensee desires to provide this coverage through its own insurance policy, the Licensee must provide Manager, at least ten (10) days prior to Licensee's event, with evidence of this insurance and with an original certificate issued by the insurance company identifying Manager as an additional insured. Minimum requirements are: \$1,000,000 for personal injury and \$3,000,000 for property damage.

I. USE OF AMPLIFIED SOUND AND/OR VISUAL DISPLAYS

Licensee may provide outside A/V services at Licensee's discretion and cost.

RiverPlace shall not be used for the purpose of promoting, endorsing, or advertising political or religious messages or philosophies to audiences located on the exterior of RiverPlace . Any sound system and all speakers related thereto shall remain within the building. Licensee is required to comply with City of Chattanooga sound ordinance, and it is up to Licensee to research appropriate ordinances.

Signs, banners, displays, or other visual materials which promote, endorse, or advertise political or religious messages or philosophies must be placed on the interior of RiverPlace and must be oriented towards the interior of the facility.

J. FOOD AND CATERING

All vendors and caterers are required to list Manager as an additionally insured on their insurance. Caterers will be allowed but must be approved by Manager at least 30 days prior to the Event. Caterers must adhere to ALL rules and Regulations outlined in this document or otherwise by Manager and provide services including Insurance, Clean Up, etc.

K. ALCOHOL

The serving of alcohol is permitted for private events, under the following conditions:

- a. Licensee must comply with all laws regarding sales, service, and consumption of alcohol and/or beer. If attendance at an event is by invitation only and there is no charge either for the sale of alcohol and/or beer or for admission to the event, an alcohol license may not be required. It is the responsibility of the Licensee to determine whether the event is exempt from the requirement for an alcohol and/or beer license.
- b. Any event where beer, wine, and/or liquor are served, either through a cash bar or through the charge of admission to the event, appropriate beer and alcohol sale licenses are required. Licenses can be obtained either by Licensee through a "special event permit," or by a caterer who holds a valid license for dispensing beer, wine,

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and/or liquor. Licensee shall be solely responsible for determining what licensing requirements apply to its event, and for insuring that required licenses are in place before the event is conducted. Licensee is also responsible for providing a copy of the license to Manager being relied upon for sales of alcohol. Manager reserves the right to cancel any event if determined that required licenses and/or permits have not been obtained, or if there is any other violation of the laws regarding sales, service, and consumption of alcohol.

- c. Additional liquor liability insurance coverage must be acquired by Licensee when selling alcohol.
- d. No one under the age 21 shall serve or be served alcoholic beverages.
- e. Additional security to be hired at Licensee's sole cost and expense, may be required when alcohol is present.
- f. Manager reserves the right to deny any group the right to serve alcoholic beverages at RiverPlace for any reason, in Manager's sole discretion.

L. SALES TAX

Licensee is responsible for any and all city, county, state, and federal taxes due by law.

M. DEPOSIT FEES

Licensee is required to clean and return possession of RiverPlace in essentially the same condition as when the event began. A six hundred dollar (\$600.00) damage and cleaning deposit must be paid with Licensee's initial down payment, per Section D above. The deposit will be refunded if Manager determines that RiverPlace was returned in its pre-event condition after the event. All trash generated by the event must be bagged and placed in a location indicated. Clean-up should cover all areas affected by the event, including restroom facilities, and must be complete immediately following the event. If these clean-up conditions are not met, the deposit will not be refunded, and any additional cleaning fees incurred in excess of the six hundred dollar (\$600.00) deposit will be charged to the Licensee.

N. CANCELLATION/REFUNDS

The rental deposit (50% of full fee) is 50% refundable if Licensee cancels in writing a minimum of thirty (30) days prior to the scheduled event. The full amount (100% of full fee) is 50% refundable if Licensee cancels in writing less than thirty (30) days prior to the event. Date changes will be treated as cancellations.

The cleaning deposit will be 100% refundable in the event of cancellation.

In the event of inclement weather, Manager reserves the right to cancel an event if weather conditions threaten the safety of event attendees. Every effort will be made to reschedule the event at a time to suit Licensee, but if no date is agreed upon, the fees charged will be 100% refundable if canceled by Manager. Manager will not be held accountable for any of Licensee's additional expenses caused by a cancellation under such circumstances. If Licensee decides to reschedule the event, Manager will consider such rescheduling as a cancellation.

If Licensee does not comply with the policies outlined herein and such non-compliance results in cancellation of the event by the Manager, no fees shall be refundable.

O. SPECIAL SERVICES

All banners must comply with the City of Chattanooga sign ordinance and must be approved in writing in advance by Manager and Manager. Banners may only be placed within RiverPlace. Banners must be removed immediately after events.

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P. REPAIRS

Licensee will be held responsible for any damage to RiverPlace occurring in connection with its event and will be charged for repairs. Charges will be deducted out of the \$600 Damage & Cleaning Deposit.

Q. COMMERCIAL PHOTOGRAPHY

Photos, film and video images of RiverPlace taken for commercial use must be approved in advance by management.

R. NO PERMANENT STRUCTURES

No permanent or semi-permanent structure may be constructed, erected or otherwise installed on RiverPlace Property.

S. ADDITIONAL USE REGULATIONS

- a. **Licensee must hire at least 1 of the following to be onsite during the duration of their event: professional and licensed event planner/coordinator, professional and licensed caterer/restaurant or a professional event staffing company.**
- b. RiverPlace shall be vacated by all persons no later than the time and dates stated herein and/or in the written contract or there will be an additional charge to the Licensee.
- c. Licensee shall have the use of the RiverPlace only for the purposes specified herein.
- d. Licensee is required to be responsible for conduct of their guests and any third party which Licensee hires to perform catering, entertainment, or any other event function.
- e. Those wishing to charge admission to a private event held in RiverPlace may be required to have additional security present during monetary transactions.
- f. Organizations wishing to conduct on-site sales during promotional events may be required to pay ten percent (10%) commission of all sales to Manager.
- g. If ANY damage occurs anywhere at RiverPlace due to Licensee, Licensee's event or anything associated with Licensee's event, Licensee will be responsible for cost of all necessary repairs.
- h. Licensee agrees to comply with any and all laws, statutes, ordinances, rules, orders, regulations, and requirements of Federal, State and Local Governments, and all of their departments or bureaus, applicable to Licensee's use of the Pavilion.
- i. Events may be stopped or canceled by Manager if the provisions of this policy are not followed by the person(s) responsible for the event.
- j. Décor restrictions: no suspended flames (orbs, chandeliers, etc), no glitter or confetti, no Chinese lanterns to be released, all candles must be contained.