



RIVIERA BEACH MARINA NEWCOMB HALL

RENTAL APPLICATION



REQUESTED EVENT DATE _____ TYPE OF EVENT _____

NAME: _____ PHONE NO. (H) _____ (W) _____

ADDRESS _____ CITY _____ ZIP _____

NUMBER OF PEOPLE: _____ RENTAL HOURS _____ M to _____ M.

ALCOHOL PRESENT. (YES/ NO). **TABLES AND CHAIRS FOR 200** SET UP TIME (after 10:00 a.m.) _____ M.

ANY EVENT IN WHICH ALCOHOL IS PRESENT, ATTENDEES MUST BE 21 YEARS OR OLDER. A ONE (1) DAY LIQUOR LICENSE IS REQUIRED WHEN ALCOHOL IS BEING SOLD OR INCLUDED IN THE PRICE OF ADMISSION. EVENTS WHERE ALCOHOL IS INCLUDED, REQUIRES THE PRESENCE OF THE RIVIERA BEACH POLICE DEPT. LIQUOR LICENSE AND/ OR POLICE INFO MUST BE IN OUR OFFICE 2 WEEKS PRIOR TO THE EVENT OR IT WILL BE CANCELLED.

Signature _____ Date _____

RENTAL RATES:
HOLIDAYS \$175.00 PER HOUR
FRIDAY SATURDAYS & SUNDAYS \$150.00 PER HOUR
MONDAY – THURSDAY \$ 75.00 PER HOUR
ABSOLUTELY NO TEEN EVENTS (UNDER 21)
WILL HELD AT NEWCOMB HALL

Signature: _____ Date: _____

1. A SECURITY DEPOSIT MUST BE PAID AT THE TIME OF THE APPLICATION. IN THE EVENT OF CANCELLATION, 50% OF ALL FEES WILL BE RETAINED. HOWEVER, UPON COMPLETION OF YOUR ACTIVITY, ANY DAMAGES THAT ARE INCURRED, OR ADDITIONAL MONIES OWED FOR EXTRA TIME WILL BE DEDUCTED FROM SECURITY DEPOSIT.
2. YOU ARE REQUIRED TO “DO YOUR OWN SET-UP & DECORATING” YOU MUST REMOVE ALL DECORATIONS, GARBAGE, AND CLEAN KITCHEN BEFORE YOUR RENTAL IS COMPLETED, OR BE CHARGED \$25.00 PER HOUR CLEAN-UP FEE.
3. **FINAL FEES MUST BE PAID THREE WEEKS PRIOR TO EVENT, PAYMENT MUST BE IN CASH OR CASHIERS CHECK OR MONEY ORDER. (NO EXCEPTIONS). INITIALS _____ DATE _____**
4. CHARGES START WHEN YOU REQUEST FACILITIES OPEN.
(SET-UP & DECORATING 3 HOURS MAXIMUM TIME- NO CHARGE)
5. RIVIERA BEACH POLICE REQUIRED _____. **PLEASE CONTACT ASSISTANT CHIEF HARRIS @ (OFFICE: 845-4163, CELL: 723-0665 OR FAX 845-4022)**
6. **YOU ARE REQUIRED TO BRING A COPY OF THE RECIEPT FROM YOUR SECURITY DETAIL PAYMENT TO THE MARINA OFFICE BEFORE THE DATE OF YOUR EVENT OR YOUR, EVENT WILL BE SUBJECT TO CANCELLATION. INITIAL _____ RECIEPT # _____**

DEPOSIT: \$200.00 TAX EXEMPT (INCLUDE COPY) # _____ RECEIPT# _____

RENTAL FEE: _____ RECEIPTS# _____

PLUS TAX 6.5% TAX: \$ _____

TOTAL PAID: \$ _____

STAFF SIGNATURE

BALANCE DUE: \$ _____ DATE DUE: _____

APPLICANT’S SIGNATURE _____

IMPORTANT: NEWCOMB HALL RESTROOMS ARE PUBLIC, OPENED TO THE PUBLIC AT ALL TIMES. THEY WILL NOT BE LOCKED FOR EVENTS. SIGNATURE _____ DATE _____

“TO PROVIDE EFFICIENT SERVICES TO THE PUBLIC FOR THE BENEFIT OF ALL”

MARINA PERSONNEL ONLY

HALL _____ KITCHEN _____ BATHROOMS _____ ARE IN ACCEPTABLE CONDITION

MARINA STAFF SIGNATURE

TIME /DATE

WALK THROUGH SCHEDULED: _____

TIME/DATE

“THE BEST WATER FRONT CITY IN WHICH TO LIVE, WORK & PLAY”