



Riverside Pavilion

Event Planning Guide



Photos by Classic Photography, Jennifer Juniper Photography, Laura Denise, & Kalypso Photography

About the Riverside Pavilion

Centrally located on the banks of the Halifax River in Port Orange, FL. The Riverside Pavilion is a privately-owned banquet facility that provides indoor and outdoor rental space creating the perfect backdrop for your special occasion. Located in the new Riverwalk Park, in the heart of Port Orange, the Riverside Pavilion is a quick drive to New Smyrna Beach & Daytona Beach Shores.

Facility Specifications

Riverside Pavilion (R.P.) rental space includes a 200-capacity banquet room along with an oversized patio wrapping around the entire building. The grounds surrounding the Riverside Pavilion include a wooden walkway leading out over the river. Couples may exchange their vows overlooking the Halifax River. The Fishing Club room may be added on for additional space.

Banquet Room	48 ft X 38.5 ft
Back Deck (uncovered area)	65 ft X 24 ft
Fishing Club Room* (additional cost)	25 ft X 34 ft

Round Tables with Dance Floor – Max Capacity **130 attendees**

Mix Rounds & Rectangle with Dance Floor – Max Capacity **170 attendees**

Rectangles with Dance Floor – Max Capacity **200 attendees**

Available Equipment & Amenities

Included with every rental

The following is a list of equipment included with your rental at the Riverside Pavilion. The Riverside Pavilion staff will set up all equipment listed below. *Note: This is a proposed list, some items may be subject to change; likewise, some items may be added, deleted, or require a nominal fee.*

200	Blue padded Banquet Chairs	1	Podium
24	8 ft. Rectangle Tables (seats 8-10)	2	Microphones (1 cordless, 1 corded)
20	5 ft. Round Tables (seats 6-8)	1	Projector
8	6 ft. Rectangle Tables	1	Ceremony Arch
8	30" High-top Cocktail Tables*	2	Bar Areas*
3	4 ft. Rectangle Tables	5	Rolling Ice Bins
1	4 ft. Round table (cake table)	1	500 lb. Ice machine
1	Highchair		



Riverside Pavilion Rate Schedule

Time blocks must be consecutive hours

Setup times are included in time block

Saturday Block Rental

8 hours between 7AM-11PM	\$ 1,900.00 PLUS TAX
Additional Hour	\$ 100.00 PLUS TAX

Friday OR Sunday Block Rental

8 hours between 7AM-11PM	\$ 1,400.00 PLUS TAX
Additional Hour	\$ 100.00 PLUS TAX

Weekday Block Rental

Monday – Thursday Only

6 hours between 7AM-11PM	\$ 800.00 PLUS TAX
8 hours between 7AM-11PM	\$ 1,000.00 PLUS TAX
Additional Hour	\$ 100.00 PLUS TAX

Holiday Block Rental

8 hours between 7AM-11PM	\$ 2,500.00 PLUS TAX
Additional Hour	\$ 200.00 PLUS TAX

Holiday Rates New Year's Eve, New Year's Day, Memorial Day, Easter, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. **Holidays are subject to change**

Sunday Prior to Holiday Block Rental

8 hours between 7AM-11PM	\$ 2,000.00 PLUS TAX
Additional Hour	\$ 200.00 PLUS TAX

Sundays Prior Veteran's Day, Memorial Day, Labor Day, & President's Day (If any other holiday listed above falls on a Monday the rate of \$2,000 would apply)

Non-Profit Groups: Tax exempt certificate must be provided, or sales tax will be charged

Optional Items

Pricing Reflects Tax

15 x 15 Maple Dance Floor	\$ 213.00
Halifax Sport Fishing Club Room	\$ 300.00
Tiki Torches	\$ 106.50

Securing Date & Payment Info

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. Unless reservation is made within 30 days of event, in which case, the total rental fee, sales tax, and damage deposit would be due. Payments can be made by cash, card, or check.

*Events scheduled over 14 months in advance may be subject to an increased rate not to exceed 10% of the contracted rate. Rates are no longer subject to change within 364 days of the event. *

Damage Deposit: The refundable damage deposit is 20% of the room rental and will be charged in addition to the room rental for every function. Deposit can be paid with the final payment one month prior to the event. Damage deposits will be mailed to renter in check and should be received no later than 30 days after the event.

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 until 6 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.

Courtesy Holds may be accepted & held for a maximum of 7 days. Holds will expire on the 7th day without notice. Courtesy holds can be made via email, phone, or in person. Courtesy holds for dates that have reopened or placed within 30 days of the event can only be held for a maximum of 48 hours.

Cancellations and Refunds: All cancellations must be submitted in writing by the date listed in paragraph one (1) of your contract for a full refund. Said date will be determined by the Riverside Pavilion office based off the guidelines below...

Reservations made over **1 year** in advance will have **60 days** after signing contract

Reservations made over **6 months** in advance – **30 days** after signing contract

Reservations made over **3 months** in advance – **7 days** after signing contract

Reservations made within **2 months** – **2 days** after signing contract

Contact the Riverside Pavilion office for current Wedding Packages and/or Specials

386-761-8122

www.theriversidepavilion.com



#rpavilion

Set Up

- ❖ Riverside Pavilion staff will set up all tables, chairs, and any previously listed equipment prior to the start of your rental time. **Floor plans** must be submitted to the R.P office no later than 10 days prior to the event. If a floor plan is not submitted 10 days prior to the event date, R.P staff will begin setting up upon the Rental party's arrival which will cut into rental time frames.
- ❖ Renter is responsible for completing their set up within their contracted time. Rental times must be consecutive hours, the day of the event.
- ❖ Equipment & Decor that is not property of the Riverside Pavilion is the renter's responsibility to set up.
- ❖ **Ceremonies** are permitted at no additional charge. Weather depending, R.P staff will set up the blue padded banquet chairs, no earlier than ONE hour before the ceremony. Chairs will be removed immediately following the ceremony. Chairs may be required to move from ceremony to reception depending on number of attendees.

Decorations

- ❖ **All deliveries** must be scheduled during one's rental block. The Riverside Pavilion hosts events daily and does not have storage facilities for your decorations prior to or following your event.
- ❖ Tape, tacks, nails, staples, etc. are not permitted to attach your decorations inside or outside.
- ❖ **Glitter** and other loose confetti like decorations are prohibited.
- ❖ Non-biodegradable products are not to be used on the exterior of the building.
- ❖ **Candles can be used on the guest tables only.** All candles must go in a votive or vase, higher than the flame. No candelabras or handheld candles allowed. Riverside Pavilion prohibits sparklers, sky lanterns, fireworks, portable heaters, fog machines, tents on deck, and oil wicks.
- ❖ The use of **ladders** to hang décor is restricted, unless by a company contracted & licensed to do so. Nothing may be hung from the drop ceilings in the Hallway or Halifax Sport Fishing club room.

Food & Beverage

- ❖ The Riverside Pavilion does not offer any flatware, linen, or catering services.
- ❖ **Caterers** should be licensed and insured. If a licensed caterer needs to utilize the stove and ovens, a **\$100.00 Kitchen Gas Fee** will be applied. Self-Catered Events & Non-Licensed caterers are permitted; however, renters' will be charged a **\$500.00 Self Catering Fee** and are required to fill out our Self-Catering Clause. Contact the Riverside Pavilion office for more information.
- ❖ **Alcohol** may be brought in & served at no charge to your guests. A licensed/certified bartender is required for the entirety of the party. Visit www.tipsalcohol.com/on-premise-course.html for a certification. Proof of certification is required & should be submitted 30 days prior to event.
- ❖ **Red Wine & Punch** is discouraged & cause the renter to incur a loss of the Damage Deposit if stains occur.
- ❖ The renter and/or caterer is responsible for the full cleaning of the kitchen. Lack there of will result in a **\$200.00 fee**, which would be retained from renter's damage deposit. R.P. provides cleaning supplies.

Cleaning

- ❖ All equipment and materials that are not property of the Riverside Pavilion must be removed by the end of the rental period. Tables and chairs should be clear of debris.
- ❖ Items left behind will be disposed of during the cleaning process, unless of value. The R.P office will hold items of value for one week (7 days).
- ❖ Renter is responsible for the full cleaning of the kitchen (see above). Riverside Pavilion Staff will clean the remainder of the building. (Ex. Take out trash, vacuum floors, clean bathroom.)

Frequently Asked Questions

How do I contact the Riverside Pavilion OR Check available dates? The Riverside Pavilion office is open Monday - Friday from 9:30am-4:30pm. Our phone number is 386-761-8122. You may also inquire via email at rpavilion3431@gmail.com

How do I tour/visit the Riverside Pavilion? Tours are available by appointment only. Please contact the Riverside Pavilion Office to schedule a tour.

What is the process for reserving a date at the Riverside Pavilion? All rentals are first come first serve. To secure a date, 40% of the room rental is due upon signing the contract. The remaining payment is due one month prior.

Can I be penciled in for a rental? In most cases, courtesy holds may be accepted and held for a maximum of seven (7) days. Holds will expire on the seventh day of the hold. Customers with courtesy holds will not be contacted by the Riverside Pavilion office prior to the expiration.

Is there a Damage Deposit in addition to my rental charge? Yes, the refundable damage deposit is 20% of the room rental and is due along with the final payment one month prior to the event. You can expect to receive the damage deposit back in check form, no later than 30 days after the event.

How late can I stay? Your event must end, and all guests must vacate the premise by the end of your rental period as stated on your contract. Events may go no later than 11:00 pm.

What if we are having a great time and want to stay later than our rental period? The standard hourly rate will be doubled and charged for any time you are in the building past your contracted rental period.

Will I be refunded if we leave early? No refunds will be given for unused time. Please plan your events as accurately as possible.

Can I choose my own vendors? The Riverside Pavilion offers an extensive list of preferred vendors which serves as a great resource. You are not required to use anyone on that list. Contact the office for more info.

How many parking spots are available? The Riverside Pavilion shares a parking lot with the City of Port Orange's Riverwalk Park. There is ample amount of parking. In a situation where the park also has an event going on, the Riverside Pavilion holds the right to reserve the parking necessary for your event.

How do we access the building the day of our event? No keys necessary! The Riverside Pavilion will always have a facility representative present throughout the duration of your event.

What does the Riverside Pavilion staff do? The Riverside Pavilion management team will gather details on your event to make sure the facility is ready for you and your vendors the day of your event. They do not function as a wedding planner. They will contact you within a month of your event to gather information on your event and finalize details. You will have a facility representative on site the day of your event for the duration of your rental period.

Can I have a DJ or band in the banquet room during my reception? Yes. DJ's & bands are welcome inside as well as on the back patio.

Frequently Asked Questions

Can I have items delivered, such as from my caterer, florist, etc.? All items must be delivered during the rental block outlined on your contract. The building is used seven days a week and does not have the storage space available.

When do I hold my ceremony rehearsal? Rental fees include a complimentary rehearsal on the patio to practice for your ceremony. The Riverside Pavilion does not provide coordination services. The building will be locked and inaccessible. Rehearsals must be scheduled around Riverside Pavilion's event schedule, no earlier than 30 days prior to your event.

Are flower pedals allowed to be used indoors and/or outdoors? Fake flower pedals may be used inside and on guests' tables. Fake flowers are not to be used outside unless secured to the archway or railing.

Can I use sparklers for my wedding exit? The Riverside Pavilion restricts the use of sparklers on the deck or near the property.

Am I able to serve alcohol? Yes. Alcohol may be brought in by the renter but must be put behind the bar with a licensed bartender serving beverages. Alcoholic beverages should not be taken from the building (beyond the deck).

Do you set up chairs for the ceremony? Yes, the Riverside Pavilion offers only standard blue padded banquet chairs. R.P staff will set the chairs up no earlier than 1 hour before your ceremony, weather depending. Chairs will be removed immediately following the ceremony. Arch available upon request.



Photos By: Ina Pandora & Jennifer Juniper Photography