

## EVENT POLICIES FOR THE RIVERWALK LANDING

- The standard length of time for any event at The Riverwalk Landing is (4) hours. Additional time may be purchased, at the discretion of The Riverwalk Landing Event Coordinator, at the rate of \$350 per hours for The Riverwalk Landing building and the main deck. Each additional deck will incur an extended rental fee of \$100 per hour.
- All catering will be provided by The Riverwalk Landing in-house caterers; Elijah's Restaurant or The Pilot House restaurant.
- All alcoholic beverages will be provided by The Riverwalk Landing. No persons under the age of 21 years will be served alcohol. Guests may not bring in outside liquor, Alcoholic beverages alcoholic beverages are not allowed on the county-owned boardwalk, sidewalks, or walkways adjacent to The Riverwalk Landing.
- The Riverwalk Landing building will be available between the hours of 11am-11pm for All Day Events. All Day Events include weddings, receptions, and rehearsal dinners. During this time, renters hosting an event at The Riverwalk Landing may decorate, schedule vendor drop offs, etc. All decorating must conclude (1) hour prior to the event start time. Half Day Events will be allowed a (1) hour decorating block prior to the to the event start time.
- Other than the people helping with the set up of your event, event guests will NOT be allowed inside the building during set up. The doors will open for guests 15 minutes prior to the start of your event. Your guests are more than welcome to wait outside on the Riverwalk or at either Elijah's and The Pilot House.
- There will be a \$1,500 food and beverage minimum for any All Day Events and Half Day Evening Events. There will be an \$500 food and beverage minimum for any Half Day Daytime Events. All minimums are before tax and gratuity are added.
- NC state sales tax and 22% gratuity will be added to all food and beverage totals.
- Payments may be made in the form of a major credit card, cash, or certified or cooperate check. The Riverwalk Landing does not accept personal checks.
- The Riverwalk Landing provided all necessary items for dinner service: China, chaffing dishes, serving utensils, silverware, and tasteful acrylic cups. We also provide clear acrylic plates and flatware for appetizer and cake service. Any additional table decorations will be the responsibility of responsibility of the renter, and at the discretion of The Riverwalk Landing Event Coordinator.
- The Riverwalk Landing provides all the necessary rentals for All Day Events, including tents, standard lighting, tables, white padded resin chairs, standard linens (1) per table, and standard napkins. Any special requests or additional rentals will be handled by The Riverwalk Landing Event Coordinator and added to the final bill for the events. These include, but are not limited to: special table linens or napkins, heaters or sidewall for the tent.
- All Riverwalk Landing events must conclude by 11pm unless prior arrangements are made with The Riverwalk Landing Event Coordinator.
- Brides and bridal parties may utilize the bridal suite beginning at 11am on days of events. The Riverwalk Landing building will be closed to all guests (1) hour prior to the event and may not be opened until (15) minutes prior to the event start time.

- No artificial flower petals, glitter, confetti, rice, poppers, etc. is permitted on the outside deck. This is in cooperation with The Cape Fear River Watch.
- A (15) minute “grace period” will be provided at the conclusion of the event to allow guests to exit the premises. If all guests have not left at the end of this period, extended rental fees and bar hours will be assessed at the discretion of The Riverwalk Landing Event Coordinator.
- A (1) hour window will be provided at the conclusion of the event for the removal of the décor brought in by the event renters. All trash directly resulting from the event (wrapping paper, cardboard boxes, etc.) must be removed at this time by the renter. Any items left in The Riverwalk Landing must be picked up the following morning prior to any event scheduled. All items left at The Riverwalk Landing is done at the risk of the renter. The Riverwalk Landing is not responsible for items left overnight.
- All décor must meet the prior approval of The Riverwalk Landing Event Coordinator. Any damages to The Riverwalk Landing building or decks resulting from décor or event renters will be the responsibility of the renter.
- All decorations attached to the deck or the tent must be removed at the conclusion of the event unless prior arrangements are made with The Riverwalk Landing Event Coordinator.
- Any wax spills on standard table linens will result in a \$30 replacement charge. All special ordered linens will incur a \$50 replacement charge.
- In accordance with the City of Wilmington Fire Marshall, all candles or flames of any kind are not must meet the prior approval of The Riverwalk Landing Event Coordinator. All candles or flames must be contained in a lantern or approved holder.
- Use of sparklers must have prior approval from The Riverwalk Landing Event Coordinator. If approved, there must be sufficient preparation for safety and disposal of sparklers.
- Rehearsal time for wedding ceremonies will be offered based on availability. Rehearsal time cannot be guaranteed on the evening before a ceremony. When rehearsal time is available, it is offered at no extra charge for a period of (1) hour. Additional rehearsal time may be rented at the cost of \$150 per hour or portion thereof. All rehearsals must conclude (2) hours prior to any event previously scheduled for that day.
- The Riverwalk Landing staff does not coordinate wedding ceremonies, or conduct rehearsal. We recommend you secure a day of coordinator to help you with those items.
- All outside vendors must be approved by The Riverwalk Landing Event Coordinator. The Riverwalk Landing cannot be held responsible for outside vendors, and any and all arrangements between vendors and event renters are the sole responsibility of the renter.
- All bands and/or DJs are subject to approval by The Riverwalk Landing Event Coordinator, and volume of any amplified sound will be determined by The Riverwalk Landing Event Coordinator. All amplified sound must cease by 10pm Sunday-Thursday and 11pm on Friday and Saturday. The Riverwalk Landing is not responsible for any citations the renter receives from violating the noise ordinances. The renter will be responsible for all fees and penalties.
- The Riverwalk Landing does not provide equipment such as microphones, iPod docks, speakers, etc.
- The use of an in-house projection screen and/or flat screen TV may be rented for an additional fee subject to availability.

- Parking for any event hosted at The Riverwalk Landing is provided, in a first come first serve basis, in either of our two parking lots. Spaces cannot be reserved. Parking is available on the street and elsewhere in the Historic District; however, event renters are encouraged to take note of the signage placed by the City of Wilmington. The Riverwalk Landing cannot be held responsible for parking ticket, citations, etc.
- Guests of The Riverwalk Landing events will conduct themselves in a becoming manner. No screaming, cursing, drug use or lewd behavior will be tolerated. At any time, if such behavior becomes a problem, one or all guests may be asked to leave the premises and no refund will be granted.
- We do not provide childcare, so please make sure there is an adult to watch minors at all times. Please keep in mind doors are unlocked and typically open during the entire event.
- The Riverwalk Landing, River Enterprises Events, and River Enterprises will not be held liable for any injury sustained by a guest on The Riverwalk Landing property, decks, and surrounding properties and decks. Any injury on River Enterprises property will be the responsibility of the injured party.
- All persons renting The Riverwalk Landing shall do so with an understanding that The Riverwalk Landing cannot be held liable for inclement weather. In the event that the conditions are deemed unsafe for guests, staff, and/or facility due to circumstances beyond the control of The Riverwalk Landing, all fees may be applied to a future available date.
- Any and all weather warnings or watches that require the tents to be taken down by Party Supplier and Rentals will be done so with no refund granted. If such happens, every attempt will be made to make alternative arrangements for your event, i.e. moving the event to one of our sister restaurants. If no other options are available, all fees may be applied to a future available date. We do not grant refunds of any kind.

#### **THE RIVERWALK LANDING ALCOHOLIC BEVERAGE POLICIES**

- All alcoholic beverages must be provided by The Riverwalk Landing.
- Guests may not bring in outside liquor or beer.
- Wine may be provided by the renter at the cost of \$10 per 750mL bottle (corkage fee).
- The Riverwalk Landing does not serve shots, martinis, or keg beer.
- No person under the age of 21 years will be served alcohol. Anyone under the legal age of 21 years caught drinking will be asked to leave the premises immediately.
- Alcoholic beverages are not permitted on the county-owned boardwalk, sidewalks, or walkways adjacent to The Riverwalk Landing. The Riverwalk Landing is not responsible for any citations the renter receives from violating the alcohol laws. The renter will be responsible for all fees and penalties.
- All liquors drinks will be served with one shot. No doubles or "heavy pours."
- Guests may only order (1) drink per person per visit to the bar.
- Last call will be made (15) minutes prior to the conclusion of the event. Guests will only be allowed (1) drink per person at last call.
- At the conclusion of the event, the bar is closed and no alcohol will be served.

- **No one except The Riverwalk Landing staff is allowed behind the bar. Guests found behind the bar will be asked to leave immediately!**
- A \$100 bar fee will be applied to the cash bar and hosted bar options.
- A \$100 bar fee will be applied when a second satellite bar is used.
- For the safety of your guests, The Riverwalk Landing reserves the right to refuse service to anyone.
- Any special orders for beer or wine must be paid for (14) days prior to the event date. All special orders purchased may be taken with the renter at the conclusion of the event.

### **THE RIVERWALK LANDING PAYMENT, CONTRACT, AND CANCELLATION POLICIES**

- A non-refundable retainer of \$500 is needed to secure a date on The Riverwalk Landing calendar for an All Day Event. The retainer will be counted toward the final bill of the event prevented the event is not cancelled.
- A non-refundable facility rental fee of \$300 is needed to secure a date on The Riverwalk Landing calendar for Half Day Events. The \$300 facility fee is not counted towards the food and beverage minimum.
- Payment may be made in the form of a major credit card, cash, or certified or corporate check. The Riverwalk Landing does not accept personal checks.
- A major credit card will be kept securely on file with The Riverwalk Landing. Any cancellation fees, extra hour fees, or damage fees will be applied to this card in the event that they are incurred.
- Menu selections, bar selections, and guest count must be confirmed at least (14) days prior to the event date. At this time, final payment (less the \$500 deposit for All Day Events) is due in full. Menu selections, bar selections, and guest count may not be reduced less than (14) days prior to the event date
- Any special dietary requirement or food allergies must be provided at least (14) days prior to event dates.
- Any additional expenses incurred during the event must be paid for at the conclusion of the event.
- In the event of cancellation by the renter, a full (7) day notice must be given to The Riverwalk Landing Event Coordinator in writing. If such notice is not given the renter will be responsible for all food and alcohol purchased by Elijah's Restaurant, The Pilot House, and The Riverwalk Landing for their event. The \$500 retainer paid to secure a date is non-refundable.