

## THE RIVERWALK LANDING EVENT POLICIES

- *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 event coordinator, for \$350 per hour for The Riverwalk Landing building and main deck. Each additional deck will incur an extended rental fee of \$100 per hour.*
- *All catering is provided by The Riverwalk Landing's in-house caterers; Elijah's Restaurant or The Pilot House Restaurant. All alcoholic beverages will be provided by The Riverwalk Landing. No person under the age of 21 years will be served alcohol. Guests may not bring outside liquor. Alcoholic beverages are not permitted on the county-owned boardwalk, sidewalks, or walkways adjacent to The Riverwalk Landing.*
- *The Riverwalk Landing will be available between the hours of 11 am and 11 pm 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 2 hours prior to the event start time. For half-day events, an 1 hour decorating block will be provided prior to the event start time.*
- *There will be a \$1,500 food and beverage minimum for any all-day event.*
- *NC state sales tax and 22% gratuity will be added to all food and beverage totals.*
- *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.*
- *The Riverwalk Landing provides all necessary items for dinner service: chinaware, chafing dishes, serving utensils, silverware, and tasteful acrylic cups, plates and flatware for cake service. Any additional table decorations will be the responsibility of the renter, and at the discretion of the event coordinator.*
- *The Riverwalk Landing provides all necessary event rentals, including tents, tables, chairs, and linens and napkins in the colors of your choice. Any special requests or additional rentals will be handled by The Riverwalk Landing event coordinator and added to the final bill for the event.*
- *All Riverwalk Landing events must conclude by 11 pm, unless prior arrangements are made with the event coordinator.*
- *Brides and bridal parties may utilize the bridal suite starting 1 hour prior to ceremony start times. During this time the doors to The Riverwalk Landing building will be closed to all guests, and may not be opened until 15 minutes prior to the event start time.*
- *No birdseed, glitter, rice, poppers, artificial flower petals, or confetti, etc. is permitted.*
- *A 15 minute "grace period" will be in effect at the conclusion of an event to give time for all 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.*
- *An 1 hour window will be provided at the conclusion of an event for the removal of décor brought in by event renters. All trash directly resulting from the event (wrapping paper, cardboard boxes, etc.) must be removed at this time by the event renter. No items may be left overnight in The Riverwalk Landing main building or on the deck.*
- *All décor must meet the prior approval of a Riverwalk Landing event coordinator. Any damage to The Riverwalk Landing building or decks resulting from décor or event renters will be the responsibility of the renter.*
- *Any wax spills on table linens will result in a replacement charge.*
- *In accordance with the City of Wilmington Fire Marshall, all candles or flames of any kind must meet the prior approval of a Riverwalk Landing event coordinator.*
- *Sparklers are not allowed.*

- *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 the period of 1 hour. Additional rehearsal time may be rented at the cost of \$150 per hour or portion thereof.*
- *The Riverwalk Landing staff does not coordinate wedding ceremonies, or conduct rehearsals.*
- *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 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 10 pm Mon-Thurs & Sunday, and 11 pm on Friday and Saturday. The Riverwalk Landing does not provide equipment such as microphones, ipod docks, speakers, etc.*
- *The use of an in-house projector screen and/or flat screen TV with DVD player may be rented for an additional fee, subject to availability.*
- *Parking for any event hosted at The Riverwalk Landing is provided for in either of our two lots, however 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 signage placed by the City of Wilmington. The Riverwalk Landing cannot be held responsible for parking tickets, etc.*
- *Guests of The Riverwalk Landing events will conduct themselves in a becoming manner. No screaming, cursing, 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.*
- *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.*
- *All persons renting The Riverwalk Landing shall do so with the understanding that The Riverwalk Landing cannot be held liable for inclement weather. In the event that conditions are deemed unsafe for guests, staff, and/or facility due to circumstances beyond control of The Riverwalk Landing, all fees may be applied to a future available date.*
- *In the event of cancellation by the renter, a full 72 hour notice prior to the event must be given to Elijah's Restaurant management and the event coordinator for The Riverwalk Landing. If such notice is not given, a fee of \$5.00 per person or \$300.00, whichever is greater, will be assessed. The \$500.00 paid to secure a date is non-refundable.*

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

- *A non-refundable deposit of \$500.00 is needed to secure a date on The Riverwalk Landing calendar for all-day events. 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. The deposit will be counted toward the final bill for the event, provided that the event is not cancelled.*
- *A non-refundable facility rental fee of \$300.00 is needed to secure a date on The Riverwalk Landing calendar for half-day events. 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. The deposit for half-day events is not counted toward food and beverage minimums.*
- *A major credit card number 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 \$500.00 deposit for all-day events) is due in full. Menu selections, bar selections, and guest count may not be reduced less than 15 days prior to event date.*
- *Any special dietary requirement or food allergies must be provided at least 14 days prior to event date.*
- *Any additional expenses incurred must be paid for at the conclusion of the event.*

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

- *All alcoholic beverages will be provided by The Riverwalk Landing.*
- *Guests may not provide outside liquor or beer.*
- *Wine may be provided by the renter at the cost of \$10.00 corkage fee per 750ml bottle.*
- *The Riverwalk Landing does not serve shots, martinis, or keg beer.*
- *No person under the age of 21 years will be served alcohol.*
- *Alcoholic beverages are not permitted on the county-owned boardwalk, sidewalks, or walkways adjacent to The Riverwalk Landing.*
- *All liquor drinks will be served with one shot. No doubles or "heavy pours."*
- *Guests may only order one drink per visit to the bar.*
- *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 may be asked to leave immediately.*
- *A \$100.00 bar fee will be applied to cash or hosted bar options.*
- *For the safety of your guests, The Riverwalk Landing reserves the right to refuse service to anyone.*