



RIVERFRONT EVENT CENTER

Yankton, SD



121 West 3rd Street, Yankton, South Dakota
605-664-0121

www: riverfronteventcenter.com – email: Riverfrontcenter@gmail.com

Room Requested: _____ Date requested _____

Bride name: _____ Groom's name: _____

Address: _____

Phone Numbers: W) _____ H) _____ Cell) _____ Fax): _____

Email addresses: _____

Estimated Guest Count: _____ *not needed until 1 week before* All packages are based on 300 persons. If you expect more people please let us know. Chair ties and chair covers may cost more for over 300 people

Note you may come in for a food tasting any time prior to your event..

Bar Requirements: (cash bar, drink tickets, etc.) *not needed until 1 week before*

NOTE: The River Front Event Center will provide all bar services. In the event you allow alcohol at your function, the Center reserves the right to refuse service to any individual.

The Riverfront Events Center is not just a building -- it's history.

ABSOLUTELY NO OUTSIDE LIQUOR CAN BE BROUGHT IN!!!!

Special Requirements: (set-up design, band, use of TV, overhead projector, etc.?) *not needed until 1 week before*

The Riverfront Event Center encourages use of multiple floors for your event. We would like to give you the opportunity to provide your guests with the wonderful and unique atmosphere of all three of our beautiful floors. Discounts will apply when purchasing multiple floors such as the Chapel with the reception area.

Minim Bar; As we do not charge for the bartender and bar setup, there is a minim bar of \$500.00.00 per event. This is a combination of all bar sales. Cash and or open bars. ***It does not mean the wedding party must buy this amount.*** It is to ensure the bartender is paid. You may opt to not have a bar and there would be not minim.

Please remember to book your hotel rooms as soon as possible. These rooms fill fast during the year. Sorry, we can not hold any hotel rooms without a deposit.

NOTE: Deposit Due with Contract to Secure Event Date. Package and all purchases due day before events. There is minim purchases of food required however each event is different, so please talk to us about your event..

Rental and Damage Deposit Fees Information

To confirm your date, an event deposit of \$250.00 must be submitted with this reservation contract. The deposit of \$250.00 will be refunded within 3 days after your event, net of any additional charges are you have charged to you account such as drinks, wine, rentals and applicable sales tax on your package.

The deposit is non-refundable if you cancel your event, however, you may change the date of your event provided the new date is within 12 months of the original date. Date changes are based on availability.

If, for any reason, applicant cancels the event after all monies are paid, then all monies paid to the Riverfront Event Center will be forfeited.

All amounts are due one week before the event..

NO OUTSIDE CATERERS ARE ACCEPTED. Exceptions are cake, candies, late night snacks and punch. NO OUTSIDE VENDORS ARE ALLOWED UNLESS THEY HAVE BEEN APPROVED. This is for your protection as well as ours.

NO OUTSIDE ALCOHOL ALLOWED IN.

If you or your guests are caught you risk, losing your deposit. All liquor will be confiscated.

It is assumed you will be purchasing food and alcohol as part of your event. IF you are not planning to do so. You MUST tell us so we can decide if we can host your event here.

We can only setup for the number of meals purchased.

YOU ARE RESPONSIBLE FOR LEFTOVER FOOD ONCE IT LEAVES THE EVENT CENTER.

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YOU MUST NOT LEAVE FOOD UNATTENDED OR UNREFRIGERATED. DOING SO CAN CAUSE BACTERIA GROWTH. Reheat food to minim safe food safety requirements+

Rental Contract

- Please refer to the packages for all information regarding room rental. .
- Lists of additional rental items are available through the Riverfront Event Center.
- Additional waiters, waitresses are also available for serving or plating food upon request. \$25.00 per hour per person

The Riverfront Events Center is a non-smoking facility. If guests should decide, against Center policy, to smoke indoors, the undersigned will be assessed a \$75.00 fine, plus any out-of-pocket costs incurred by the Center or Bernard Properties, LLC. There is seating outside the facility for smokers. The undersigned is also responsible for any damage to the Center incurred by musicians during load-in and load-out.

PLEASE READ THE FOLLOWING CAREFULLY. IT WAIVES RIGHTS YOU MAY HAVE.

The undersigned has read and agrees to abide by all of the Riverfront Events Center policies and will assume responsibility for any damage done to the Center or its contents during the rental period and occurring as a result of using such facilities, including damage by attendees.

Furthermore, vendors, agents, employees, guests, and I will attend and use the Riverfront Event Center facilities at our own risk. Bernard Properties, LLC and the Riverfront Events Center shall not be liable for any property damage, personal injuries or wrongful death sustained by any person on or off the premises as a result of the use of the Center and I assume full responsibility for any such damages. The Riverfront Center and Bernard Properties, LLC and its staff shall not be liable for any equipment, property or personal belongings, whether rental or otherwise, which are used or left at the Center in connection with an event. In consideration of being granted the right to use the Riverfront Event Center facilities, we hereby indemnify, release and hold harmless Bernard Properties, LLC and Riverfront Events Center, its managers, members, directors, employees, and agents from any and all claims, demands, or rights of action rising out of such use of the Center or its facilities (including, but not limited to, property damage, personal injury or wrongful death).

The Riverfront from time to time has photos of the weddings posted on our website and other various forms of media. If you do not wish to have us post these photos please sign here

I HAVE READ AND UNDERSTOOD THE FOREGOING ASSUMPTION OF RISK AND RELEASE STATEMENT.

Signature of Applicant

Date

Please make checks payable to: Riverfront Event Center
Remit to: Riverfront Events Center, 121 W 3rd Suite 101, Yankton, SD 57078

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