



# RIVERFRONT EVENT CENTER

Yankton, SD



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

121 West 3<sup>rd</sup> 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) \_\_\_\_\_ Bride Cell) \_\_\_\_\_ Groom Cell) \_\_\_\_\_ Fax): \_\_\_\_\_

Email addresses: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_ *not needed until 2 weeks before event.*

Bar Requirements: (cash bar, drink tickets, etc.) *not needed until 2 weeks before*

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

**Our license mandates that ABSOLUTELY NO OUTSIDE LIQUOR CAN BE BROUGHT IN!!!!**

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.

### **Alcohol**

We do not charge for the bartender and bar setup, but do expect you and your guests will use at least \$500 in sales at the bar. This is a combination of all bar sales. If you don't believe there will be hardly any bar sales, you may opt to not have a bar. Then we would not set up bar or employ a bartender.

### **Hotel**

You have a \$125 hotel credit with your package. Remember to book your hotel room as soon as possible. Most book Friday and Saturday. We can also block a few rooms for your guests.

*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. Venue rentals and all purchases must be paid at latest the week before event.

### **Rental and Damage Deposit Fees Information**

To confirm your date, a non-refundable booking fee of \$250.00 must be submitted with your reservation contract. Booking fee and the contract will secure your Event date.

The booking fee is non-refundable, but you may change the date of your event. if your new date is within 12 months of the original date. Date changes are based on availability.

All other Venue rentals and purchases must be paid by the week before event.

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..**

**Only Approved Outside Caterers ARE ACCEPTED with a \$500 fee. Caterers are responsible for busing tables, dishes, flatware and glassware.**

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

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**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.

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**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

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**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 3<sup>rd</sup> Suite 101, Yankton, SD 57078

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