

## 2009 PRIVATE EVENT POLICIES

*We appreciate your interest in the Riverfront Parks for your event.  
Proceeds from special events are used to support our youth programs and free public events  
that enhance the lives of those that live, work, and play in Metro Hartford.  
To ensure that you have an exciting, fun, and safe event, please read these policies carefully.*

### Contract

To ensure that the facility is reserved for your event, we require that you sign an EVENT CONTRACT. We will hold your date for 10 days without a deposit, after which time your requested date will be released.

### Facility Fee (Room Charge - 3 hour minimum / 5 hour minimum for Saturday events booked May - October)

There is an hourly Facility Fee to use the Jaycees Boathouse for privately contracted events and functions.

| <u>May 1 - October 31</u>  |          | <u>November 1 - February 28</u> |          |
|----------------------------|----------|---------------------------------|----------|
| Monday - Thursday          |          | Monday - Thursday               |          |
| Until 4:00 pm              | \$125/hr | Until 4:00 pm                   | \$100/hr |
| After 4:00 pm              | \$175/hr | After 4:00 pm                   | \$150/hr |
| Friday, Saturday, & Sunday | \$225/hr | Friday, Saturday, & Sunday      | \$175/hr |

\*There is an additional \$150 fee for outdoor ceremonies associated with Boathouse events

The FACILITY FEE (Room Charge) includes (1) hour for set up prior to your event and (1) hour for break down after your event - at no additional charge. You will see these times stated as the ARRIVAL and DEPARTURE time on your Event Contract. If additional time is required for set up or break down, you will be charged the prevailing hourly rate. We appreciate your efforts to end your event on time. In the event that your event goes beyond the scheduled DEPARTURE time, you will be charged an additional Room Charge equal to 1.5 times the hourly fee.

A minimum commitment of 100 guests is required for all Saturday bookings at the Jaycees Boathouse - May through October. The Facility Fee during holiday periods is 1.5 times the normal hourly rate.

Riverfront Recapture charges a \$150/hr FACILITY FEE - (3 hour minimum) for privately managed contracts elsewhere in the Riverfront parks (e.g. Mortensen Riverfront Plaza).

### Insurance & Hold Harmless Agreement

Riverfront Recapture requires all private event clients to provide liability insurance coverage. If you do not have insurance we can offer a policy at a reduced cost. We have made an arrangement through our insurance broker to offer coverage at a significantly reduced rate of \$150 for up to 300 guests. (For larger events the cost will be quoted on an individual basis). If you decide to take advantage of this option, we will handle all of the details and you will be provided with a certificate of insurance. Specifically, this coverage provides Riverfront Recapture and you a general liability policy with limits of \$1 million per occurrence and an aggregate of \$2 million. The policy is written by Philadelphia Insurance Company, an A rated carrier. We are pleased to be able to offer this option to our clients so that your interests are protected and the worry of risk is eliminated so you can have a great experience on the Riverfront.

All event sponsors are required to sign Riverfront Recapture's Hold Harmless Agreement.

### Service Providers

In accordance with our contract with the City of Hartford, Riverfront Recapture has the exclusive right to grant commercial/service agreements in the Riverfront Parks. To ensure that all products being used for events in the Riverfront Parks meet certain quality and safety standards, all rental items must be arranged through Riverfront Recapture. Additionally, we require that you inform us of all outside commercial service providers that you intend to contract for your event. Outside service providers are required to sign a Hold Harmless Agreement. The allowance of outside service providers is subject to review and approval by Riverfront Recapture.

### Catering

Riverfront Recapture is proud to be affiliated with a group of highly qualified caterers that offer a wide variety of food that can meet any budget. Use of Riverfront *Preferred Caterers* is required for privately contracted events in the Riverfront parks - the use of outside caterers is not permitted. Our *Preferred Caterers* are fully insured, licensed, and permitted to provide service in the Parks. All catering charges will be reflected on your Event Contract.

## 2009 Private Event Policies - page 2

### Rentals

Once you have selected your caterer and decide on your menu, the caterer may require additional rental items. The rental order will be coordinated by the caterer with approved service providers. Rental costs will be reflected on your Event Contract and an itemized list of rental items can be provided upon request. The Facility Fee (Room Charge) at the Boathouse includes the use of tables and chairs that are owned by Riverfront Recapture and are currently at the facility. The tables and chairs owned by Riverfront Recapture are for use in the upstairs portion of the Boathouse ONLY. To ensure accurate coordination, we require that all rental arrangements be made through approved Riverfront vendors. All rental charges will be reflected on your Event Contract.

### Tenting

Riverfront Recapture can host your event anywhere in the Riverfront Parks and we can make arrangements for tenting. Tenting arrangements are coordinated through Riverfront Recapture and provided through an exclusive contract with our approved supplier. Prices vary depending on tent size and related equipment. All tenting charges will be reflected on your Event Contract.

### Alcohol

Due to liability and legal restrictions, no outside alcoholic beverages of any kind may be brought into the Riverfront Parks by the client, caterer, or any other party. Riverfront Recapture is the only licensed authority to sell and serve liquor for consumption in the Riverfront Parks. We have a number of options for alcohol service including Beer and Wine Bar Service or Full Bar Service. Both are available on a Cash or Consumption basis. For both bar services, a minimum of \$300 per event is required. A bartender labor charge of \$35 per bartender, per hour, will be charged.

### Audio Visual Equipment

Riverfront Recapture can offer you the use of our professional Sound System for speaking engagements and other general audio needs. This service includes the use of up to 4 hard-wired microphones, one wireless microphone, and supervised use of our tape/CD player. Our equipment is not designed for DJ or live entertainment, and contracted entertainment must use their own sound equipment. The cost for the use of our Sound System is \$150. We can provide a multi-media projector for your Power Point or video presentation. (high intensity projection is recommended for our environment due to the high light levels.) The cost for this equipment is \$150. Our Projection Package including the use of our 3000 lumen multi-media projector, screen, and podium can be provided for a fee of \$250. Additional audio visual equipment can be coordinated through Riverfront Recapture approved vendors.

### Service Charge

Riverfront Recapture provides a high level of professional services including contract management, service provider coordination, Ranger Services, event permitting, event supervision, set up and break down, janitorial services, and trash removal. To help cover the service costs associated with your event, a 18% Service Charge will be added to all non-catering charges. (The caterer may impose separate service charges in accordance with their own policy) The minimum Service Charge for all Event Contracts is \$150.

### Flooding

The Jaycees Community Boathouse is built in a flood plain, and the Connecticut River floods during high water events - typically in the early Spring. Flooding in the Riverfront Parks can occur at any time of year. If your event can not be held because of a flooding event, we will attempt to notify you at least 24 hours in advance. We will make every effort to find an alternative location for your event. In this circumstance all contracted arrangements will remain in tact, and you will receive all of the same services at the alternative facility. If you wish, we will also be happy to reschedule your event for a later date based on availability. If we can not find a back up facility or alternative date, you will receive a refund for any paid non-catering charges. If we find an alternative venue and *you* choose to cancel your event, no refund will be made.

### Non-Profit Organizations

We are happy to extend a discount on the Facility Fee for qualifying non-profit organizations. Interested organizations can qualify for this discount by completing a CERT 119 and providing a copy of your tax exempt documentation. All additional fees for rentals, food, or other services will be charged at prevailing rates.

### Smoking

In accordance with the Connecticut Clean Air Act, the Greater Hartford Jaycees Community Boathouse is a smoke-free environment. This includes the deck and stairways. Smoking is only permitted outside in designated areas. Please help us to communicate and enforce this policy with the guests at your event.

### Parking

We have lots of free parking for use during your event. Please make sure that cars are parked in clearly designated, specified parking areas. Vehicles in non-designated areas will be ticketed and towed at the owner's expense.

## 2009 Private Event Policies - page 3

### Decorations

We are happy to have you decorate Riverfront facilities for your event. We request, however, that you help us to keep the facilities clean and in good condition for future users. We do not permit helium balloons, confetti, rice or birdseed at the Jaycees Boathouse because they are difficult to clean up and can attract vermin. Nails, staples, or tacks may not be used to affix anything to walls or other structures. Tape and string may be used in a manner where no adhesive or markings are left on surfaces. Candles may be used if contained in appropriate protective covering. All decorations must be completely removed by the client at the conclusion of the event.

### Clean Up

We request that you leave all Riverfront Recapture facilities in the same condition they were in when you arrived. This includes removal of all decorations, banners, and signage. The removal of decorations and equipment **MUST** be done within the contracted time reflected on your Event Contract (DEPARTURE TIME). If additional custodial services are required after your event, we will contract for the additional service and charge you for the work.

### Damage

Although we don't expect that your event will create any damage to Riverfront Recapture facilities, by signing the Event Contract you agree to cover the cost of any damage or loss associated with your event. This includes the facility itself and damage, theft, or loss of any contracted rental item.

## PAYMENT POLICY

We appreciate your prompt payment according to the terms and dates specified on your EVENT CONTRACT. We accept cash, checks, Master Card, and VISA. There is a \$50 charge for returned or NSF checks. **Please make all payments to Riverfront Recapture, 50 Columbus Blvd, 1st Floor, Hartford, Connecticut 06106-1984.**

### Deposits

To secure the use of Riverfront Recapture facilities, a non-refundable deposit must be received within 10 days of your request to reserve the facilities. We will reflect the Deposit Amount and the Deposit Due Date on your TENTATIVE Event Contract. Once we receive your Deposit and *signed* Event Contract, we will record your event as DEFINITE. You will receive a receipt of the deposit along with a copy of your DEFINITE Event Contract. If Riverfront Recapture does not receive the deposit by the Due Date your date will be released. Service providers contracted through Riverfront Recapture may also require additional deposits during the course of the planning process. We will communicate the amount and due date for these deposits through the Event Contract.

ALL DEPOSITS ARE NON-REFUNDABLE

### Payments

Sixty (60) days prior to your event date, Riverfront Recapture requires payment of one half (50%) of the estimated Balance Due. You will receive an invoice for this amount prior to your Event Date.

If your event includes bar service on a "consumption basis", we require a credit card number. (We accept Master Card and VISA only). Please include your credit card information on the Event Contract in the space provided. We will authorize, but not charge, the credit card for the estimated amount of the Consumption Bar. Following the event, we will charge your credit card account for the balance due including the Consumption Bar totals. You will receive an itemized accounting of these charges along with a receipt for the charges made to your credit card.

### Tax Exempt Organizations

To qualify for tax exemption you must complete and return to Riverfront Recapture a CERT 119. All payments must be made using an organizational credit card or check.

### Final Payment

We will confirm your final guest count (5) five working days prior to your event. At this point, we will make final adjustments the Event Contract, and we will send you a FINAL Event Contract and Invoice. This FINAL Event Contract will reflect the BALANCE DUE for your event. When you receive the FINAL Event Contract, please sign and return the document to Riverfront Recapture. The balance is due at this time. **The only acceptable forms of final payment are money order, certified check, bank check, or credit cards (Master Card, Visa, American Express) - no personal checks.** Riverfront Recapture will add a 1½% compounding monthly finance charge (18% annually) to all past due accounts.

*Thank you very much for considering the Riverfront Parks and Boathouse for your next event.*