

Rules/Guidelines for Riverfront Pavilion

“Thank you” for renting the Riverfront Pavilion. We hope you enjoy this facility and all the amenities it has to offer.

Below are few rules/guidelines we would like you to follow for your event and if you have any questions, please don't hesitate to contact us.

Doors – All garage doors can be opened or closed for your event as needed. At the end of your event PLEASE be sure ALL garage doors are in the open position. Please be sure the storage and mechanical room doors are also closed/locked before you leave.

Lights – All the lights can be turned on as needed. At the end of your event PLEASE be sure ALL the lights are turned off. The outside landscape, exterior & string lights will come on at dusk; you can override the “automatic turn on” and use them if you would like. They must be turned “OFF” at the end of your event.

Sound System – There is no Wi-Fi, but using your devices data the sound system can connect to your Bluetooth device. The item you will need to connect to will be listed as **audioengineb1**. The blue power button and exterior speakers should remain on at all times. To access the system, use the remote to turn on the unit and turn off when you are done. Also, don't forget to disconnect your Bluetooth.

Heaters – There are heaters mounted to the ceiling for the times when an event may require them. The controls are in the storage room located next to the breaker boxes. If your event requires the use of the heaters, more details will be provided.

Tables/Chairs – ALL the tables and chairs are available for your use. We ask that following your event they are wiped off and returned the storage room in a neat and orderly manner. Cleaning supplies are available in mechanical room located around the corner by the bathrooms.

Garbage – Please be sure all your garbage is cleaned up and placed in the garbage cans inside the storage room. Additional garbage bags are in the mechanical room if needed.

Food / Beverage – Users may provide their own food & beverages or utilize a professional caterer or food truck vendor. Food truck vendors do have obtain proper permits from the city prior to the event. If liquor is being sold, a liquor license must be obtained prior to the event. The user must have adequate procedures in place to ensure that no one under the age of 21 is served alcohol or that no one is served an amount to cause intoxication.

Alterations – The user shall not make any alterations or affix any items to the Riverfront Pavilion. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows, or light fixtures of the Riverfront Pavilion.

Lastly, PLEASE do a quick walk thru to be sure you didn't forget anything. Turn off lights, heat & lock doors on your way out and please remember to return the key/fob the next business day.



If needs arise, please call in this succession until you reach someone.

Pam 218-770-7190

Mick 218-770-4512

Len 218-205-0310