

Rules & Guidelines for the 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 the rules/guidelines we ask that you follow for your event. We suggest you inspect the facility upon your arrival and please report any findings to us immediately. If you have any questions, please don't hesitate to contact us.

Hours: Facility is available during normal park hours of 7:00 am - 10:30 pm.

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.

Wi-Fi: As a courtesy of Park Region, they have installed Wi-Fi for people to access during normal park hours of 7:00 am – 10:30 pm.

Wireless Microphone: There is a wireless microphone that can be used with the speakers that are mounted in the pavilion area. You will need to turn the sound system on and be in **AUX** mode. Turn on the microphone and they should sync together. Please be sure to turn the microphone and sound system off when you are done.

Sound System: You can also access the sound system to play music by connecting your device through Bluetooth. Turn the system on, be sure it's on **AUX** mode, you will need to sync it to **audioengineb1** under your listings. Sometimes you may have to step outside the room for your device to sync up. The blue power button and exterior speakers can remain on, but if they are off you can turn them on manually or use the remote. Please don't forget to disconnect your Bluetooth when you are done. Only 1 device can be connected at a time (this would include the microphone if it's being used too). The large speakers and other audio equipment in the corner are part of the mobile stage and do not come with your rental. They can be rented out if you are able to provide someone to operate them. Please contact us to check availability.

Sidewalks: Since this is a public park facility, the sidewalks cannot be blocked off for your event.

Heat: 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: There are 20 (6 ft) tables and approximately 130 chairs available for your use. The Farmer's Market also stores their tables along with a few other items in the room; however, those are not available for use. We ask that following your event, you wipe off the tables and chairs used and returned them to the storage room and please be sure to place them in a neat and orderly manner. We try to keep cleaning supplies on hand, but we suggest bringing your own to wash the tables off after you use them.

Garbage: There are 6 cans available for use and are stored inside the building when not in use. Please be sure all your garbage is cleaned up and placed in the garbage cans. There are more bags inside the storage room if you need to switch them out. Please place any full bags inside the storage room as our park maintenance people will pick them up after your event. At the end of your event the garbage cans can be placed back in the storage room, or they can be set alongside the building if the contents could attract flies or bees.

Food / Beverage: Users may provide their own food & beverages or utilize a professional caterer or food truck vendor. Food truck vendors do need to obtain proper permits from the city prior to the event. If liquor is being sold, a liquor license must also 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. If we find that there have been alterations done, you will be responsible to clean up any residue or fix any damage.

Miscellaneous Items:

- There are 2 water spicket handles on the ledge just below the electrical panels if you need to access the water.
- There is extra toilet paper in the mechanical room if needed for the bathrooms along with a key for the holders.

Lastly, PLEASE do a quick walk thru before leaving to be sure you didn't forget anything. Please turn off the lights, sounds system, heaters (if used) and lock the door on your way out. The key should be returned on the next business day (unless other arrangements are made).



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

Pam (218) 770-7190

Mick (218) 770-4512

Len (218) 205-0310