

CATERING POLICIES

Please initial and date.

A deposit of the room rental fee and signed event reservation form are required to guarantee the reservation. The deposit is non-refundable unless the event is cancelled ninety days or more prior to the scheduled event date. Should the event be cancelled within fifteen (15) days for any reason other than an "act of God," the sponsor agrees to pay River Cove Community Center an amount equal to 25% of the contracted price of the event.

X _____

Contracts must be drawn and deposit paid at a minimum of one (1) month prior to the scheduled event date. All contracts must be signed fourteen (14) days prior to the event. Payment in full is required seven (7) days prior to the event.

X _____

The catering department requires an estimated number of guests at the time of booking. A firm guarantee of the number of guests must be provided fourteen (14) days in advance of the scheduled function. In addition, menu and guest list must be finalized at this time. The sponsor agrees to pay for the guaranteed count or the actual number of guests who attend, whichever is greater.

X _____

With the exception of a host provided wedding cake, all food and beverage must be provided by River Cove Community Center. Navy regulations prohibit the removal of any leftover food or beverages from the facility.

X _____

For non-affiliated guest base access information, please refer to the pass procedures that was provided. Host is responsible for picking up passes and distributing to guests.

X _____

MWR is responsible for the administration, sale and service of all alcoholic beverages in accordance with Federal and state regulations. All alcohol must be supplied by MWR and consumed on premises. Under no circumstance will minors be allowed to consume alcoholic beverages. Should minors be discovered consuming such beverages, the host will be requested to arrange for the guest to be removed. MWR reserves the right to discontinue service to any event or to individuals obviously inebriated or exhibiting conduct deemed in any way to be socially unacceptable. Host is responsible for ensuring invited guests adhere to this regulation.

X _____

MWR reserves the right to inspect and control all private functions. Customer will be held responsible for any losses or damages to the building, equipment, decorations or fixtures belonging to Naval Air Station Jacksonville caused by self or guests. Tacking, taping, and stapling decorations to the walls or doors are considered damages. Customer will be billed at market replacement cost plus labor if damages occur. All decorations must be flameproof. MWR is not liable for any damage to or loss of merchandise left in the facility.

X _____

A 20% service charge will be added to all food, beverage and equipment charges included in contract. Room capacities, food & beverage costs, equipment fees and room rates are subject to change.

X _____



ROOM RENTAL RATES

Fee is for use of space only and does not include catering. Price based on a 4-hour event unless specified.
Rental rates are subject to change.

CONFERENCES, TRAININGS & MEETINGS

(Available Monday-Friday from 8 am - 5 pm)

ROOM RATE INCLUDES:

- Podiums and Microphones
- Tables, Chairs, Standard Linens
- Customized Room Set Up
- Use of Audio Visual Equipment
- White Board or Flip Chart with Markers
- Up to 9 Hours of Facility Use
- Fresh Drinking Water All Day

ROOM	CAPACITY	RATE
Main Dining Room	250	\$400
Manatee / St. Johns	180	\$325
Manatee	90	\$200
St. Johns	90	\$150
Entire Club	450	\$700

CHANGE OF COMMANDS, RETIREMENTS & COMMISSIONINGS

ROOM RATE INCLUDES:

- Podiums and Microphones
- Tables, Chairs, Standard Linens
- Use of Audio Visual Equipment
- Up to 8 Hours of Facility Use
(4 hours for set up/rehearsal, 4 hours for event and reception)

ROOM	CAPACITY	MON - THURS	FRI - SAT
Main Dining Room	200	\$400	\$500
Manatee / St. Johns	100	\$325	\$425
Manatee	50	\$200	\$300
Entire Club	320	\$700	\$800



ROOM RENTAL RATES

SPECIAL EVENTS

ROOM RATE INCLUDES:

- Access to River Room & Main Brace
- Tables, Chairs, Standard Linens
- China, Glassware, Silverware
- Cake Cutting Services
- Dance Floor
- Use of space for 4 hours, plus additional 4 hours for decor

ROOM	CAPACITY	MON - THURS	FRI - SAT
Main Dining Room	220	\$500	\$1,000
Manatee / St. Johns	120	\$400	\$800
Manatee	60	\$300	\$600
Entire Club	360	\$800	\$1,700

Additional Time

\$200 per hour in advance or \$300 per hour day of, if time permits



An Elegant Venue with Stunning Views of the St. Johns River

