



River Center Rental Policies

The conditions, limitations and restrictions recited herein are imposed to insure the proper use and care of The River Center at Three Forks Harbor, hereinafter referred to as the Facility;

Facilities Available for Events: Check out the Layout Map

1. Covered Patio: Overlooks the harbor and Plaza. It has capacity for 50 people seated banquet style or 90 people standing only.
2. Combined Event Room: Connects with the Covered Patio and has glass windows which overlook the harbor. Capacity for 125+ people, depending on seating arrangement. A large prep kitchen adjoins.
3. Plaza: 3,376 square foot. Large event, 1,000+ people.
4. Lawn: The Lawn is available for sporting events or large outdoor activities.

The areas described above may be rented individually or in combination. Please do not hesitate to ask Facility staff to help you determine the space needed for your event.

Scheduling an Event:

A non-refundable down payment in the amount of \$250 must be paid in advance to secure your date. The amount remaining for the rental fee, staffing charges, security charges and cleaning deposit must be paid on or before 14 days prior to the event date. If payment is not received the event is subject to cancellation.

Cancellations:

Provided that written notice of cancellation is given and received any time prior to the Event, 50 percent of all sums paid except the non-refundable down payment, will be returned.

Cleaning & Damage Deposit:

A cleaning deposit in the amount of \$250 is required to ensure the Facility and grounds are left in a clean and orderly state for the use of others (please see attached cleaning checklist). This is a refundable deposit that will be returned to the Authorized Event Representative within 10 days following the Event, unless the Facility and grounds require additional clean-up and/or repair as a result of the Event, in which case the cleaning deposit will be forfeited and used for such clean-up and/or repair. To the extent that the cost of clean-up and/or repair of the facilities exceeds \$250, the Authorized Event Representative shall be held responsible for the reimbursement of such additional cost.

Staff Charges:

If the Event requires Facility staff for set-up or other support, such time will be provided by the facility at the rate of \$25 per hour as an additional charge and included in the rental for use of the Facility.

Security:

If the Event occurs during non-business hours or if alcohol will be served during the Event, security is required, said security to be provided by the facility at the rate of \$25 per hour per 100 guests. Such costs will be computed as an additional charge and included in the rental for use of the Facility.

Tables and Chairs:

Except for a certain number of tables and chairs, which are available and may be reserved, at no additional cost, for use during the Event; tables and chairs, catering, linens and other needs are the responsibility of the Authorized Event Representative. Pub Tables/Highboys are available for \$10 each.

Event Curfew:

Unless other arrangements are made, all evening events must conclude at midnight.

No Smoking:

Smoking is prohibited inside the building. All waste from cigarettes outside the building must be disposed of in the proper manner.

Certain Decorations Prohibited:

Decorations may be used; however, nails, brads, push pins, staples, heavy duty tape and such other items that may cause damage to the Facility are prohibited. In addition, all of the following are prohibited in the building or on the grounds of the Facility: Glitter, confetti, rice, birdseed, sparklers and fireworks.

Use of Alcohol:

If alcohol is to be served at the Event, it shall be the responsibility of the Authorized Event Representative to ensure compliance with all state, local and national laws concerning the consumption of alcohol, including but not limited to serving minors and serving intoxicated guests.

If alcohol is to be sold at the Event, the Authorized Event Representative shall be responsible for obtaining a liability insurance policy in the amount of \$1,000 for the Event, naming the Muskogee City-County Port Authority as a covered party.

The intent of these policies is to assure the safety of guests and preserve the facilities for the use of others. Please familiarize guests with these policies. Failure to follow such policies could result in the premature ending of the Event. If you have any questions, special needs or suggestions, please do not hesitate to communicate them to the Facility staff.

Cleaning Checklist

1. Fold tables and chairs and place on racks in back hallway
2. Sweep and mop floors
3. Pick up all debris inside and out and place in trash
4. Remove all decorations*
5. Remove all food and drinks*
6. Tie up trash bags, place in outside trash cans and replace bags
7. Clean kitchen counters, cabinets, floors and refrigerator

**Responsibility of renter even when janitorial staff is included in the event package.*

If all of the above is completed and there are no damages to the facility, your deposit will be returned within 10 business days.