

## **THE RIVER MUSIC EXPERIENCE (RME)** **Room Rental Information & Contract**

Thank you for choosing us for your special event. We are excited to assist you in making your event successful and enjoyable for both you and your guests. We continuously strive to exceed our customer's expectations and welcome any ideas you may have. We always do our best to accommodate any special needs or requests to meet your ideas and/or budget.

**RIVER MUSIC EXPERIENCE**  
**Events Coordinator: Kate Benson**  
**Email:** [kbenson@rivermusicexperience.org](mailto:kbenson@rivermusicexperience.org)  
**Phone Number:** 563-326-1333 Ext. 101  
**Fax Number:** 563-326-1444  
**Address:** 129 Main Street  
Davenport, IA 52801

### **Base Room Rental Charges Include:**

- ✓ Tables and chairs\*
- ✓ Experienced & knowledgeable staff
- ✓ Linens for all tables (by request)
- ✓ Set-up and clean up of the facility

\*subject to availability; some tables and/or chairs may need to be rented depending on the size of the event.

### **Competing Events & RME Programming – Please Read Carefully**

Due to the nature of RME's mission to provide quality live entertainment and educational programming, by signing this agreement you understand that sound checks and/or live concerts may be going on during your event time which may allow sound to be carried over from different rooms. This means that if you do not rent out the entire second floor, your party may encounter guests from other parties or performances, as well as the sound from these competing events. This also means that if you do not rent a certain space, we will still offer that room for rent if the opportunity arises.

If two different events are going on upstairs, please understand that the Gallery area is a communal area of sorts, as the restrooms and exits are located in the Gallery. Please see the Gallery rental section below for more information regarding this. If this is a concern for you, please consider renting out our second floor in its entirety. Please check with your events coordinator for details regarding these matters.

### **Educational Programming**

Please note that even if you do rent out the second floor in its entirety that we still will provide music lessons and sound lab classes according to their regularly scheduled times held on the second floor of the RME. No lesson should last longer than an hour at a time and should not have much interference with your event. Please understand that we are first a non-profit organization that caters to our organizations mission and goals, and second a rental facility.

### **Room Rental Deposit**

Payment of 50% of base RME room rental fee is due in advance with return of your contract to hold the rental space on the date requested to serve as a deposit. Deposit will go toward the final bill. Signed contract and deposit are due 20 days after the original contract is sent out from the RME, otherwise the contract and promise of the room and date will be null and void.

**A credit card will be required to hold the room**, even if the contract holder decides to pay by check or cash, in case of damages done to RME property or cancellation of the event by the contract holder. In any case of these events the RME will then have the right to charge the credit card the appropriate fees, listed below.

### **Final Payment**

Remaining rental payment, including bar, sound, and audio/visual fees, must be paid the same day as the event takes place. Invoicing is no longer available.

### **Open Bar Tabs & Mojo's Catering**

**Food and beverage charges may be charged separately.** Due to the nature of the RME's accounting software and Point-of-Sale systems, any food catered by Mojo's Café and any open bar tabs may be asked to be paid for separately depending on the time and nature of your event. In some cases the RME may be able to bill for rental charges and catering collectively, but please check with your catering coordinator. Any hosted food or beverage provided by the RME must be paid the same day/evening of the event, including the 18% gratuity for RME staff (please see below).

### **Liquor Service**

All liquor served in RME must be provided and served by building personnel, utilizing the RME liquor license and dram shop insurance coverage. RME reserves the right to limit or discontinue service to any guest at the venue's sole discretion.

**\*Please note** that any open bar tabs **must** be paid at the closing of the event, including gratuity on any hosted or open tabs.

**Gratuity:** A gratuity of 18% will be added to your final bill for any open bar tabs or for catered food provided by the RME. Cash bars will not be charged gratuity.

**Kegs:** Any kegs purchased must be ordered at least two weeks in advance of the event date, and must be paid up front the week of the event. Kegs are subject to gratuity.

**Wine:** You are allowed to bring in your own wine, provided that a corking fee is paid to cover the bartender's gratuity. Corking fee is \$30.00 for up to 15 bottles, and \$3.00 for each additional bottle beyond 15.

### **Security**

River Music Experience is not responsible for the loss or damage of any items left in our banquet rooms or other public areas. We reserve the right to require bonded security personnel, depending on the nature of and inherent risk associated with each venue. In the event of disruption, over-indulgence, fighting or danger of any kind to restaurant guests or employees, RME, as deemed necessary or prudent, will call the police or fire authorities and evict, press criminal charges, or seek reimbursement for damages, including members of your party.

Security will be arranged through RME. Payment for security is due no later than one week prior to the event. The charge will be \$35.00 per hour, per security officer. The number of officers required will depend on the number of guests (1 officer per every 100 guests). Please ask your event coordinator if this charge applies to your event.

### **Table Linens and Skirting**

**White table linens are included** in your base rental fees and are put on any and all tables by request. These linens however do not come ironed, and may have creases in them from being folded after cleaned. If you would like to have your linens pressed, you are welcome to provide your own volunteers to do so, however due to the RME's small staff we cannot provide this service.

**Skirting:** We also have black table skirts available for eight foot long or six foot round tables. These are available for rental of **\$10.00 per table skirt**.

### **Spaces Available for Rental**

#### **The Redstone Room**

**The Redstone Room is available for limited engagements and subject to approval by management.**

Available 5pm – 1 am ; Capacity = 150 seated, 275 open floor

\$500 Monday-Wednesday

\$1000 Thursdays

\$1500 Friday-Saturday

\$100 Bar Set-up fee

\$100 Sound Technician

\$75 Use of projectors

\$25-\$100 Use of sound equipment

*--Please see the next page for more information on our sound equipment*

\*Redstone Room is also available for daytime events, 10 am – 4 pm at \$100/hr.

**Extended Rental Fees:** Rentals extended beyond four (4) hours in duration, may be billed at an additional \$100 per hour upon prior agreement between the contract holder and RME event coordinator. Please ask your events coordinator if this fee applies to your event.

#### **RME Performance Hall**

The RME Performance Hall is available Monday through Saturday, 9:00am-12:00 Midnight  
Capacity = 120 seated for dinner, or 200 for concert seating or cocktails & hors d'oeuvres party.

\$100 per hour

\$100 Bar set-up fee

\$25 Use of CD player or i-pod hook-up

\$50 Use of projector

\$25 Use of Microphones

\$100 Sound Technician

\$100 Kawai Digital Baby Grand

\*Performance Hall is also available for daytime events, 11 am – 4 pm at \$75/hr.

#### **The River Music Experience Gallery**

The River Music Experience Gallery is available for \$100/hr if rented by itself or along with the rental of the Performance Hall. If rented with the Performance Hall, the total space will accommodate up to 350 guests for cocktail and hors d'oeuvre events.

If the Gallery is rented along with a Redstone Room rental, the total space can accommodate up to 400 people for just an additional \$200 flat (not per hour).

**Please Note:** The RME Gallery is a communal area of sorts due to the fact that entrances and exits are apart of the Gallery, as well as are the restrooms for the entire second floor. What is outlined as "renting" the gallery means that we will allow you to set up food tables or additional seating or set-up for your event.

If you do not rent the second floor in its entirety and another event is going on at the same time as yours, you may encounter other RME guests coming and going throughout the Gallery. We also cannot halt any previously scheduled educational programming and lessons that may be going on throughout the second floor.

### **Entire Second Floor Rental**

The second floor of the RME, including the Redstone Room, Performance Hall and Gallery can be rented collectively for a private event, which allows for total use of the second floor and can accommodate up to 650 people. Pricing varies based on the day of the week, and our rack rates are as follows for evening events:

Monday –Wednesday: \$1,000

Thursdays: \$1,500

Fridays or Saturdays: \$2,000

For extra sound, A/V, and bar costs, please refer to the Redstone Room price listings. Extended hours fees may apply.

### **The RME Private Dining Room**

The Dining Room is located on the first floor of the RME in the lobby, near the photography displays in Mojo's Café. This intimate room is perfect for small business meetings or dinner parties, with the capacity to seat approximately 30 people. Please ask your events coordinator for details about the room set-up. This room is available Monday – Saturday from 8am to 11pm for \$50.00 an hour.

**\*Please Note:** If this room is rented and plans to be catered by **Woodfire Grill**, then bookings for this room must be coordinated with their management and are subject to different rental fees and rental procedures. If not catered by Woodfire Grill, then this room must be booked through RME staff.

### **The Courtyard @ the RME**

An outdoor courtyard at the base of the Skybridge is generally available Monday – Saturday from 10am – Midnight (hours may vary depending upon noise ordinances by the city).

\$200 per hour

\$100 Bar set-up fee

\$25-\$200 sound fees (pricing subject to needs & availability of equipment).

With bar set up on the Plaza @ RME, we will need to hire extra security on your behalf at an additional \$35 per 100 guests. The Plaza @ RME accommodates up to 300 people. Outdoor tables and seating may be available at no extra cost and is dependant upon RME's indoor rental schedule. The area can be fenced off to prevent admission by the general public, if so desired. The rental agreement is for the Plaza @ RME only and does not include any portion of the Skybridge facility.

### **Redstone Room Sound System or AV Equipment**

The Redstone Room's state-of-the-art, in-house PA/sound system is available for use at your event for an equipment **rental fee of \$100, plus \$100 operator's fee** if our sound technician needs to be staffed. These fees apply if you are hiring a band or a DJ. You may contract your own entertainment, and please ask your events coordinator for any recommendations and we can provide an entertainment database of bands and DJ's that are willing to perform for private parties.

This sound system also has a CD player and compatibility for an i-pod or mp3 player hook-up which you may use with your rental of the sound system. If you would like to use just the CD player or i-pod hook-up to the system and are not hiring a band or a DJ, the fee is only **\$50.00**.

We can also assist you in securing AV equipment for your meeting or presentation, which may require you to provide your own laptop. Charges will be based on your specific equipment needs and vendor fees.

A state of the art **Kawai Digital Baby Grand Piano** may also be rented for an additional **\$100**. Upon agreement of the use of the piano, damages/repairs or excessive cleaning that are needed as a result of the actions or activities of members of your party will be your responsibility.

### **In-House DJ**

We now offer the services of our in-house DJ, Derek Frank. Derek has been a DJ for many years and has a vast library of music for your event. He also has multiple light shows to choose from as well. You may rent Derek's services for \$100/hour, for a minimum of four (4) hours. Karaoke services are also available for an additional \$50/hour of karaoke time.

Please tell your event coordinator if you would like to make an appointment with Derek to go over any options or ideas you may have.

### **Additional Charges**

Any additional rentals, i.e. extra tables, chairs, special preparations, set up, or extra personnel required, will be detailed and billed accordingly. Please ask your events coordinator if any of these charges apply to your event.

### **Cancellation policy**

Since we are holding the date for your event and we may turn down other business opportunities, the following charges will be charged to the credit card below for canceling your event:

- 2 weeks or more = 25% of total deposit
- 2 weeks - 7 days = 50% of total deposit
- 6 days or less = 100% of total deposit

### **Damages & Excessive Cleaning**

Damages caused, including excessive cleaning or repairs made to banquet rooms, or other public areas, equipment and/or furniture including the Kawai Digital Baby Grand Piano, as a result of the actions or activities of members of your party will be your responsibility. By signing this agreement, you accept responsibility to pay for such damages, cleaning or repairs. Amount due by damage is determined by the nature of the damage and is decided by RME management.

### **Decorating & Set-up Times**

Nothing may be taped, posted, nailed, screwed or otherwise attached to columns, walls, ceilings, floors or other parts of the building or furniture without prior consent of RME.

**Please Note:** The use of **glitter and confetti are NOT allowed** due to the excessive cleaning involved. This includes decorative table confetti.

You may come in to your rental space early to decorate at a previously determined time by RME management. In most cases, you are allowed to come in as early as building times allow, (9am Monday-Friday; 10am Saturday), but due to other rental schedules please check with your events coordinator prior to your desired arrival. Any food, flower arrangements, gifts, etc. may be dropped off prior to your event time, but please alert your events coordinator around what time to expect them.

**Event set-up and tear-down times are NOT counted towards your rental fee.**

If your event entails a large amount of set-up, please understand that we have a small staff here at the RME so not all events will be set-up completely the morning of the event when you arrive. Please be patient as we set-up for your event, as we will do everything we can to make sure we are prepared with enough time for you to decorate and feel comfortable with the layout. In some cases, we may ask you to provide volunteers to help set-up tables and chairs.

**RME Museum Exhibits**

Any exhibits throughout the RME are considered to be permanent exhibits and will not be moved. This includes the S.S. Capitol Boat on the second floor, and any wall displays or glass covered memorabilia and the audio/visual Earports. The RME considers these items an important and unique part of our venue and mission, and we hope that your guests enjoy the unique décor they give to our facility.

**Liability**

RME shall not be liable for non-performance of this agreement when such performance is attributable to labor disputes, strikes, governmental (Federal, State or Municipal) regulations or restrictions to travel or transportation, non-availability of food, beverages or supplies, riots, national emergencies, acts of God, natural disasters and other causes whether enumerated herein or not, which are beyond the reasonable control of RME, preventing or interfering with RME's performance.

Terms of this agreement shall be governed by and construed in accordance with the laws of the State of Iowa, and is subject to all applicable federal, state and municipal laws, including, but not limited to, health and safety codes, alcoholic beverage control laws, etc. This document contains the full and complete agreement between the parties and supersedes all prior discussions, oral or written.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**RME Coordinator Signature:** \_\_\_\_\_

**Event Date/Time:** \_\_\_\_\_

**Guest Count:** \_\_\_\_\_

**Event Format:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Room:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Rental Fee & Additional Costs:** \_\_\_\_\_

**Will Pay Rental Fee By** (please check one):

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Other CC (please specify) \_\_\_\_\_  
Check \_\_\_\_\_ Cash \_\_\_\_\_

*(Final payment is due on or by the event date)*

**Damage/Cancellation Deposit Information:**

*(For Accountant Use Only)*

**A credit card number is required to hold your rental space and date – even if you are paying by check or cash.**

\*Deposit is 50% of the Rental Fee and is due at contract signing. All or some of the deposit may be lost if the event is cancelled by the contract holder.

**Credit Card Holder** (please print) \_\_\_\_\_

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_

CC # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Sec. Code \_\_\_\_\_

Street Address & Zip Code of Card: \_\_\_\_\_

Signature \_\_\_\_\_

Please charge this credit card for my deposit: Yes \_\_\_\_\_ No \_\_\_\_\_