



THE RIVER MUSIC EXPERIENCE RENTAL INFORMATION

Thank you for your interest in renting with 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.

SPECIAL EVENTS COORDINATOR

Phone Number: 563-326-1333

For Inquiries & Questions Contact: Niki Palmer, phone extension x108

Email: NPalmer@rivermusicexperience.org

Fax Number: 563-326-1444

Address: 129 Main Street
Davenport, IA 52801



Base Room Rental Charges Include:

- ✓ On Site Coordinator
- ✓ Tables and chairs*
- ✓ Dance Floor
- ✓ Linens for all tables
- ✓ Basic 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 or previously scheduled events.

You may view pictures and testimonials by visiting

www.rivermusicexperience.org

Spaces Available for Rental

THE REDSTONE ROOM

The Redstone Room is available for limited engagements and subject to approval by management. The Redstone Room is our premier facility rental that offers a unique, memorable space to host your event. It is the primary location for our sold out concerts and has a state of the art sound system you are more than welcome to use upon rental.

Available 4PM – 1AM; Capacity = 150 Seated, 300 Open Floor

\$ 600 Sunday - Wednesday

\$1200 Thursdays

\$1600 Friday or Saturday

\$100 Bar Set-up Fee

\$200 Sound Technician

\$ 25-\$100 Use of Additional Sound Equipment

--Please see AV Equipment Section for more information regarding sound equipment rental.

*Redstone Room is also available for daytime events, 10AM – 4PM.

\$100/hour Sunday – Thursday

\$200/hour Friday – Saturday

Extended Rental Fees: The pricing above is for a total of 6 contracted hours. Upon signing a contract, you will be asked to outline the start and end times of your event. Any changes made the week of the event or the day of (if you'd like us to stay later than the times contracted), we will charge per hour accordingly.

The River Music Experience Hall

The RME Hall is located on the 2nd floor of our facility with direct access to our Gallery. It offers an open room with lots of flexibility to make any event your own.

Available 4PM – 1AM; Capacity = 120 Seated, 200 Open Floor

\$ 400 Sunday - Wednesday

\$ 600 Thursdays

\$ 800 Friday or Saturday

\$ 100- \$200 Bar Set-up Fee

\$ 100 Sound Technician

\$ 25-\$100 Use of Additional Sound Equipment

--Please see AV Equipment Section for more information regarding sound equipment rental.

*Performance Hall is also available for daytime events, 10AM – 4PM.

\$ 75/hour Sunday – Thursday

\$100/hour Friday – Saturday

Extended Rental Fees: The pricing above is for a total of 6 contracted hours. Upon signing a contract, you will be asked to outline the start and end times of your event. Any changes made the week of the event or the day of (if you'd like us to stay later than the times contracted), we will charge per hour accordingly.

The River Music Experience Gallery

The RME Gallery is located on the 2nd floor of our facility. It offers a plethora of glass covered memorabilia and numerous interesting wall displays. This area is considered a unique part of our venue and mission. It can offer your guests a unique décor to enjoy at your event and increase your capacity if you are renting one of our other rooms.

Available 4PM – 1AM
Capacity w/Redstone Room Rental = 400 Guests
Capacity w/RME Hall Rental = 350 Guests

\$100 Sunday - Wednesday
\$150 Thursdays
\$ 200 Friday or Saturday

*The RME Gallery is also available for daytime events, 10AM – 4PM for \$50/hour.

Please Note: The RME Gallery is a communal area of sorts due to the fact that entrances and exits are a part of the Gallery area, 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, RME Hall and Gallery can be rented collectively for a private event, which allows for total use of the second floor exclusively for your event.

Available 4PM – 1AM
Capacity = 550 Guests

\$ 1,000 Sunday – Wednesday
\$ 1,750 Thursdays
\$ 2,250 Friday or Saturday
\$ 100 Bar Set-up Fee
\$ 100 Sound Technician
\$ 25-\$100 Use of Additional Sound Equipment

--Please see AV Equipment Section for more information regarding sound equipment rental.

Extended Rental Fees: The pricing above is for a total of 6 contracted hours. Upon signing a contract, you will be asked to outline the start and end times of your event. Any changes made the week of the event or the day of (if you'd like us to stay later than the times contracted), we will charge per hour accordingly.

The RME Private Dining Room

The Dining Room is located on the first floor of the RME, near the photography displays in the RME café. This intimate room is the perfect settings for meetings, dinner parties, and showers. Please ask your Special Events Coordinator for details about the room set-up.

Available 10AM – 11PM
Capacity = 35 Guests

\$ 50/hour Monday – Friday
\$100/hour Saturday – Sunday
\$100 Bar Set-up Fee
\$ 25-\$100 Use of Additional Sound Equipment

Extended Rental Fees: The pricing above is for a total of 6 contracted hours. Upon signing a contract, you will be asked to outline the start and end times of your event. Any changes made the week of the event or the day of (if you'd like us to stay later than the times contracted), we will charge per hour accordingly.

The Courtyard @ the RME

The Courtyard @ RME is located outside at the base of the Skybridge between the Phoenix and RME building. The Courtyard is **available Monday – Saturday from 10am – Midnight** (hours may vary depending upon other engagements and noise ordinances by the city) and **accommodates up to 300 people.**

\$ 200 per hour
\$100 Bar Set-up Fee
\$100 Sound Technician
\$ 25-\$100 Use of Additional Sound Equipment
--Please see AV Equipment Section for more information regarding sound equipment rental.

Bar set up on the Courtyard @ RME may require extra security (varies per event) that will be hired on your behalf at an additional rate of \$35 per hour per 100 guests, please ask your RME Event Coordinator if security charges are applicable for your event. Outdoor tables and seating may be available at no extra cost and is dependant upon RME's indoor rental schedule. If other events are booked previous to your rental inquiry that require tables, seating and linens you will be required to rent tables, linens and any seating you need for your event from an outside vendor. The Courtyard area can be fenced off to prevent admission by the general public, if so desired. The RME rental agreement is applicable to The Courtyard @ RME only and does not include any portion of the Skybridge facility.

Extended Rental Fees: The pricing above is for a total of 6 contracted hours. Upon signing a contract, you will be asked to outline the start and end times of your event. Any changes made the week of the event or the day of (if you'd like us to stay later than the times contracted), we will charge per hour accordingly.

Table Linens. Seating and Skirting

White table linens and chairs are included in your base rental fees and are put on tables by request. These linens however do not come ironed, and may have creases in them from being folded after cleaning. 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.

We have a large inventory of tables that are available on a first come first serve basis. If other events are booked previous yours that require tables, seating and linens you will be required to rent tables, linens and any seating you need for your event from an outside vendor.

Skirting: Black table skirts available for eight foot long or 72" round tables. These are available for rental of **\$10.00 per table skirt.**

Catering

We have a small catering menu available upon request, but do not have the facilities to provide in-house catering for large scale events. As the contract holder you are welcome to bring your own food or catering from any establishment at no extra cost. The RME will still provide serving tables, chairs and table cloths. The caterer and/or contract holder is responsible for bringing in their own plates, flatware, serving utensils and napkins. If you choose to staff the bar we can still provide your guests with glasses for beverages.

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 arrive early to decorate at a previously determined time by your Special Events Coordinator. In most cases, you are allowed to come in as early as building times allow (10am Monday – Sunday), but due to other rental schedules please check with your Special 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 Special 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 at The River Music Experience 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 it may be needed for you to provide volunteers to help set-up tables and chairs.

RME Museum Exhibits & Permanent Fixtures

Any exhibits and staging throughout the RME are considered to be permanent and cannot be moved. This includes the S.S. Capitol Boat on the second floor in the Gallery, any wall displays or glass covered memorabilia, audio/visual ear ports as well as the stages in the Redstone Room and cafe among other items. These items are considered a unique part of our venue and mission; we hope that your guests enjoy the unique décor they give to our facility.

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 Special Events Coordinator if any of these charges apply to your event.

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 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 when the final payment for the event is made. The charge will be \$35.00 per hour, per security officer. The number of officers required will depend on the number of guests at any given event (1 officer per every 100 guests). Please ask your Special Events Coordinator if this charge applies to your event.

Room Rental Deposit

Payment of 50% of the base RME room rental fee is due in advance with the 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. To ensure your requested date is secured, a signed contract with deposit is required within 7 days of booking your event, otherwise the date will be released and available for alternate booking and 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.

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. The amount due is determined by the nature of the damage and is determined by RME management. You will be notified within 72 hours of your event if your rental will incur additional damage or cleaning charges.

Cancellation policy

Due to holding a specific date and time frame for your event we may turn down other business opportunities. To ensure your requested date is secured, a signed contract with deposit is required within 7 days of booking your event. Should you decide to cancel your event the following charges will be charged to the credit card listed on your rental contract for canceling your event:

- 2 months (or 60 days) from event date or more = RME keeps 25% of total deposit
- 2 weeks to 2 months = RME keeps 50% of total deposit
- 2 weeks or less = RME keeps 100% of total deposit

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 not available. **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 the RME 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 collectively, but please check with your Special Events Coordinator for more details. Any hosted food or beverage provided by the RME must be paid the same day/evening of the event; including the 20% gratuity for RME staff.

River Music Experience Sound System or AV Equipment

Our Redstone Room offers a state of the art sound/PA system available for you to use. If your needs require a Sound Technician there is an additional fee depending on the room rental. This fee applies if you are hiring a band or DJ that would like to use our equipment. The contract holder is responsible for securing outside entertainment. We also have AV equipment throughout our facility available for you to enhance your event. Please see pricing below:

Lighting

- \$25 Redstone Room Stage Lighting
- \$50 RME Hall Column Lighting
- \$100 Redstone Room Column Lighting

Microphone

- \$25 Microphone Rental
- \$50 Wireless Microphone Rental
- \$100 Wireless PA/Sound System in Gallery

Projectors

- \$100 Redstone Room Projector Usage
- \$50 RME Hall Projector Usage
- \$25 Staircase Projector Usage
- \$25 Bird's Eye View Feature

Sound

- \$200 Redstone Room Sound Usage
- \$100 RME Hall Sound Usage
- \$50 CD/Ipod Hook-up
- \$100 Kawai Digital Baby Grand Piano Rental
- \$100 RME Hall Sound Technician
- \$200 Redstone Room Sound Technician

NOTE: ONLY authorized RME staff or authorized RME contracted vendors are allowed to operate RME equipment unless otherwise noted in writing by RME management. Under no circumstances will guest be allowed to operate RME equipment without prior, written authorization by RME management.

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.

Bar/Alcohol Service

If you would like to utilize the bar in any of our rental facilities there is an additional flat fee of \$100 per bar. This includes all set-up, staffing, and ordering of any specific items for your event. All alcohol served in RME must be purchased 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.

There are no minimum requirements to be met when staffing and stocking the bar. We are very flexible as to how you would like the bar served (all cash, part hosted/part cash, or all hosted). If there is something that is not on our menu that you would like especially requested for your party, please contact your Special Events Coordinator to see if we can order it for you through our distributors. Prior to confirming all details of your event, please contact your Special Events Coordinator for our latest menu/pricing. Prices subject to change.

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 20% will be added to your final bill for any open bar tabs or for catered food provided by the RME café. 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 the week of the event. Kegs are subject to gratuity.

Wine & Champagne: Wine will be served out of wine glasses when ordered from the River Music Experience bar, however any additional wine glasses will need to be rented from an outside vendor if you want your tables set to have (1) glass per guest. RME can also provide up to 100 champagne flutes for champagne service and toasts.

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 a room rental 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 space 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 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 Special 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.