



# *The River Centre*

*Van Buren, Missouri*

*Event Policies*

*Rental Fees*

## EVENT ROOM RENTAL FEES -----

### RIVER CENTRE RENTAL

*Wedding Ceremony - \$1,750 base room rental. (Includes tables, chairs, setup of tables and chairs and post ceremony cleanup)*

*Wedding Reception - \$1,750 base room rental. (Includes tables, chairs, setup of tables and chairs and post ceremony cleanup)*

*Wedding Ceremony and Reception - \$3,000 base room rental. (Includes tables, chairs, setup of tables and chairs and post ceremony cleanup)*

### ROSECLIFF ROOM & DECK RENTAL

*Wedding Ceremony - \$500 base rental. (Includes tables, chairs, setup of tables and chairs and post ceremony cleanup)*

*Wedding Reception - \$500 base rental. (Includes tables, chairs, setup of tables and chairs and post ceremony cleanup)*

*Wedding Ceremony and Reception - \$900 base rental. (Includes tables, chairs, setup of tables and chairs and post ceremony cleanup)*

*Rehearsal Dinner - \$250 base room rental. (Includes tables, chairs, setup of tables and chairs, tablecloths, napkins and tableware, and post dinner cleanup)*

*Event Room Rental for Rehearsal Dinners, Special Parties and Reunions quoted on an individual basis*

### ADDITIONAL OPTIONS

*Tablecloths and Napkins - \$14.00 per table for wedding and receptions.*

**Champagne Fountain - \$150**  
*(Champagne furnished at additional charge)*

**Chocolate Fountain - \$100**  
*Available at Additional Charge*  
*(Assorted Fresh Fruit, Marshmallows, etc., choice of white or dark chocolate)*

**RIVER CENTRE POLICIES** -----

*FOOD – We can offer several buffet and plated options for you reception menu that include appetizers, entrees and desserts. We can also create a special menu if so desired. Our food service manager will work with you to create a menu based on your theme or design. Guests are not permitted to prepare and supply food for service in the resort complex.*

*LODGING – We offer a Wedding discount for lodge rooms during the Fall, Winter and Spring seasons. We regret that we cannot offer discounts during our Summer season due to high volume occupancy.*

*SMOKING – All buildings of The Landing resort are smoke free. Smoking is strictly prohibited. Exterior smoking is allowed, but smoking remains are not to be thrown on the grounds. Renters are responsible for disposing of any smoking remains thrown on the grounds.*

*ALCOHOLIC BEVERAGES – The Landing resort is fully licensed for the provision of alcoholic beverages for events on the resort grounds and buildings. Liquor license requirements prohibit alcohol being brought into the resort and served in public areas for the purpose of hospitality entertainment. A full service bar or bars will be available upon request for any event.*

*DECORATIONS – The use of nails, staples, wires or adhesives are prohibited. The renter is responsible for removal of decorations and flowers at the end of the event. Only drip less, slow burning candles may be used. Red or dark colored punch is prohibited. Damage to tablecloths and carpets will be the responsibility of the renter.*

*PARKING – There is ample parking in and around The Landing resort. It is recommended that Lodge guests for events remain parked in lodge parking and walk to the event area.*

*ENTERTAINMENT – Reception event entertainment can be provided by the renter or The Landing entertainment coordinator will suggest entertainment and provide the booking for the renter event. No offensive music or language will be permitted and could result in cancellation of your event. The River Centre is equipped with state of the art lighting and sound equipment. The use of the sound & light booth will only be allowed if a qualified River Centre technician operates the sound and light booth. Music play lists can be set up by the renter on an ipod or similar device for play on the River Centre sound system. There will be an additional fee for this service. Outside entertainment on The Landing decks is permitted. If sound equipment is to be furnished by The Landing an additional*

*fee will apply. Outside entertainment will be subject to a time frame due to city and county requirements.*

*SECURITY – The Landing will provide licensed and qualified security personnel upon request. There will be an additional \$20.00 per hour fee for each security person employed.*

*DEPOSITS AND CANCELLATIONS – A \$500.00 non-refundable deposit is required upon contract signing and a valid credit card account must be furnished to guarantee your reservation. The remainder of the base room fee is required 30 days prior to the event. All additional fees are due prior to the commencement of the event on or before the day of the event.*

*LIABILITY – Any damages or losses to The Landing complex during an event is the sole responsibility of the renter including those utilizing independent contractors by the renter or their representatives. The Landing is not responsible for any damage to or loss of merchandise, articles, or valuables belonging to the renter or their guests.*

**RESERVATION AGREEMENT**  
**Director Copy**

***I have read the River Centre Policies and Procedures. My signature below acknowledges that I agree to the conditions set forth and that violation of these policies by my guests or myself could be cause for eviction and termination of my event and the forfeiting of fees.***

**Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**River Centre Director**

**\$500.00 non-refundable deposit due upon signing**

**Credit Card Information Below:**

**Credit Card Type** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_

**Expiration** \_\_\_\_\_

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