

SCHEDULE OF FEES – PRESUMES NON-OFFICE HOURS

Fees apply for 6 hours of use. Additional time is subject to additional charges.

ROOM	CAPACITY	LAYOUT OR USE	RENTAL	Deposit/other
Auditorium	150	Max w/tables and chairs (less w/dance floor)		
2nd Floor	320	Chairs only (theater style)		
	500	Standing room only		
		Community group – charging admission, with food, NO alcohol	\$150	\$50 deposit
		Community group – charging admission, with food, and alcohol - Requires Village permit and Host Liquor Liability insurance.	\$200	\$100 deposit <i>*may require security</i>
		Community group – charging admission, NO food or alcohol	\$100	
		Free public event – educational/charitable/community groups Scope of event may either waive or increase fee, depending on staffing and cleaning needs	N/C weekdays \$50 weekends	
		Private event – With or without food, NO alcohol	\$100	
		Private event – With food, and alcohol **	\$150	\$100 deposit
Kitchen 2nd Floor		WARMING, REFRIGERATION AND STAGING ONLY Applies to public or private event	\$50	
ROOM	CAPACITY	LAYOUT OR USE	RENTAL	Deposit/other
Room 4	35	Max w/tables and chairs		
1st Floor	46	Max at any time, no tables and chairs		
		Private event – with or without food, NO alcohol	\$50	\$50 deposit
		Private event with food, and alcohol **	\$75	\$100 deposit
		Community group – if charging admission, but NO food or alcohol	\$25	
		Free event – educational/charitable/community groups	N/C weekdays \$25 weekends	
ROOM	CAPACITY	LAYOUT OR USE	RENTAL	NOTES
Room 22	35	Max w/tables and chairs		
2nd Floor	46	Max at any time, no tables and chairs		
		Private event – with or without food, NO alcohol	\$50	
		Private event – With food, and alcohol **	\$75	
		Community group – if charging admission, but NO food or alcohol	\$25	

Room 22 (cont'd)		Free event – educational/charitable/community groups	N/C weekdays \$25 weekends	
ROOM	CAPACITY	LAYOUT OR USE	RENTAL	Deposit/ other
Room 30	50	Max w/tables and chairs		
3 rd Floor	80	Chairs only		
	150	Max at any time, no tables and chairs		
		Private event – with or without food, NO alcohol	\$50	
		Private event – With food, and alcohol **	\$75	
		Community group – if charging admission, but NO food or alcohol	\$25	
		Free event – educational/charitable/community groups	N/C weekdays \$25 weekends	
* any room		Alcohol served increases fees and must comply with all requirements.		
**		Private events serving alcohol require no license, but applicant must provide a host insurance certificate showing Riverside Township as an additional insured . Such coverage is generally available through your homeowner's insurance.		

Payments must be made by Certified Check or Cash. A Personal Check is accepted only if payment is made at least 2 weeks prior to the event. The Township does not accept credit card payments.

Checks should be made payable to **Riverside Township**.

(The Township may, at its discretion, grant fee waivers)