

**TUSCALOOSA**

# RIVER MARKET

## Private Event Guide

Rental Information, Permissive Use,  
Policies & Procedures



## CONTACT

205-248-5295 • [rivermarket@tuscaloosa.com](mailto:rivermarket@tuscaloosa.com)  
1900 Jack Warner Parkway, Tuscaloosa, AL 35401  
[www.TuscaloosaRiverMarket.com](http://www.TuscaloosaRiverMarket.com)

# Table of Contents



By the Numbers .....	3
Venue Diagram .....	3
Rental Options & Rates .....	4
Rental Policies .....	5
A. Helpful Terminology .....	5
B. General Information .....	5
C. Rental Payment Schedule .....	5
D. Areas Available for Rent .....	5
E. Facility Maintenance .....	6
F. Safety.....	6
1. First Aid Services .....	6
2. Security Services .....	6
3. Fire Safety .....	6
G. Parking.....	7
H. Audio/Visual .....	7
I. Advertisement and Sponsorships .....	7
J. Ticket Sales and Vendor Events .....	7
K. Linen Rental Service.....	8
L. Food and Beverage Services .....	8
M. Cancellations .....	8
N. Insurance .....	8
Example Insurance Form .....	9
Alcohol Services Agreement .....	10
Checklist .....	11

# By the Numbers

## Maximum Capacity

- **Seated at tables: 400**  
40 round tables with 10 chairs per table
- **Seated auditorium style: 800**  
River Market will provide max of 400 chairs. Renter must provide additional chairs.
- **Standing Room Only**
  - 1,300 with doors closed
  - 1,600 with doors opened

## River Market Inventory available for use with no additional charge:

400 – padded Black Chiavari Chairs

40 – 72" Round Tables

3 – 60" Round Tables

2 – 48" Round Tables

21 – 8ft Tables

22 – 8ft x 18in. Seminar Tables

23 – 6ft Tables

13 – Highboy/Cocktail Tables  
(Diameter 35.5", Height 41.5")

28 – Highboy chairs

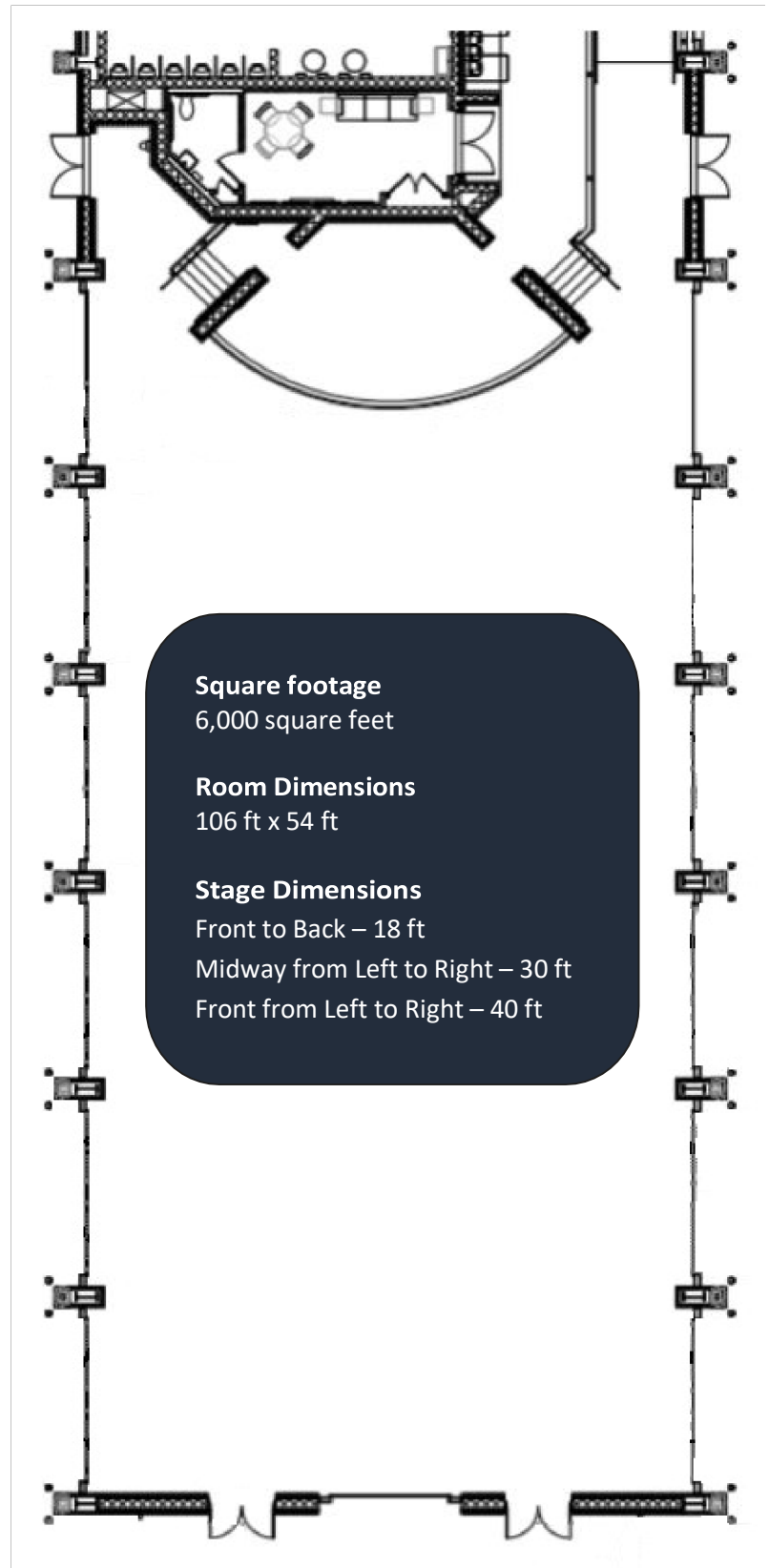
**Pipe & Drape** – Up to five (5) 10x10  
sections of Standard 11ft black or  
ivory drape

## Dimensions for ordering linens:

**\*WE NOW RENT LINENS**

Table Size	Tablecloth Dimensions
6ft Rectangle	90x136 inches
8ft Rectangle	90x156 inches
72" Round	132 inches round
36" Round Bistro	120 inches round
	136 inches (with sash)

# Venue



Tuscaloosa River Market - Rental Options	Rates
<b>EQUIPMENT &amp; SET-UP:</b> All rentals include use and set-up of tables (72" round, 8' & 6' rectangle, 36" bistros), 400 black, padded Chiavari chairs, house A/V equipment, and up to five (5) 10x10 foot sections of standard 11 ft. black or ivory pipe & drape.	<b>INCLUDED in rental fee</b>
<b>STANDARD RENTAL:</b> A three-hour event, plus two hours for vendor load in and one hour for clean-up, that occurs between 5:00 p.m. – 11:00 p.m. Monday through Saturday or at any time on Sunday.	<b>\$3,000.00 per event</b>
<b>DAY USE RENTAL:</b> A three-hour event, plus two hours for vendor load in and one hour for clean-up, that occurs between 9:00 a.m. – 3:00 p.m. Monday through Friday.	<b>\$1,500.00 per event</b>
<b>FULL DAY RENTAL:</b> An event with a specific period of event time, specific hours for vendor load in, and after conclusion of the event for removal of personal items and clean up, that occurs between 9:00 a.m. – 11:00 p.m. Sunday-Friday or from 2:00 p.m. - 11:00 p.m. on Saturdays.	<b>\$3,500.00 per event</b>
<b>ADDITIONAL HOURS:</b> Extending event, set-up, & clean-up times, adding rehearsals or event run-throughs are subject to additional hourly rate.	<b>\$250.00 per hour</b>
<b>FRONT PARKING LOT AS EVENT SPACE:</b> Rates depend on renter's needs for additional barricades and personnel to support the additional event space as determined by the Operations Manager. (Example: 50 barricades, 8 additional security, 2 additional custodians, 2 additional Operations Assistants = \$1,210.00)	<b>Rates Vary</b>
<b>EVENT DEPOSIT:</b> 25% of the total is due at the time of booking and approved proposal is required to confirm the hold on the event date. The remaining balance is due in full 30 days prior to the event.	<b>25% of total due at time of booking</b>
<b>SPECIAL EVENT LIABILITY INSURANCE REQUIRED:</b> Renter is contractually obligated to obtain event liability coverage through a third-party provider. See rental agreement terms and conditions for more information. Certificate of Liability Insurance is required to be on file 30 days prior to the event. Policy must name "City of Tuscaloosa, its agents, officers, and employees" as additional insureds.	<b>Rates range</b> from approximately \$50.00 to \$250.00 depending on estimated guest count, alcohol, event activities.
<b>CUSTODIAL FEE:</b> One custodian is included at no extra charge as part of your rental agreement. Renter will pay for an additional custodian at a ratio of one custodian per 100 guests at a rate of \$37 per custodian per hour for a minimum of 4 hours.	<b>(1) INCLUDED:</b> Additional \$37.00 per worker per hour with a 4-hour minimum
<b>SECURITY FEE:</b> Renter will pay for security guards at a ratio of 1 guard per 100 guests at a rate of \$30 per guard per hour for a minimum of 4 hours.	Additional \$30.00 per worker per hour with a 4-hour minimum
<b>A/V TECHNICIAN FEE:</b> One Audio/Visual Technician to support your event per hour.	<b>\$51.00 per worker per hour</b>
<b>LINEN RENTAL:</b> Linen rental service is available. Prices vary. Visit <a href="http://www.werentlinens.com">www.werentlinens.com</a> to view linen variety. Speak to City Venue Operations staff to place your order.	<b>Rates Vary</b>
<b>ADDITIONAL SET-UP OR MID-EVENT LAYOUT CHANGES:</b> Example: 100 chairs removed to make room for dance floor – or removal or moving of pipe and drape mid- event.	<b>\$250.00 per layout change</b>
<b>GOLF CART RENTAL:</b> \$56.00 per golf cart per hour with a 2-hour minimum (2 carts with drivers available)	<b>\$56.00 per cart per hour with a two-hour minimum</b>

# Rental Policies



## A. Helpful Terminology

The below terms should help the renter to define and understand the various steps in the facility rental process.

**Tentative Availability** – Renter has submitted the venue request form and/or has spoken with a representative of the Tuscaloosa River Market who has determined that the date is available at that time.

**Prospective Hold** – River Market staff have placed a two-week tentative hold in the River Market reservation calendar. The renter acknowledges that they must sign and return the River Market rental agreement and make a 25% deposit towards the rental fee within two weeks in order to confirm their hold on the event date.

**Tentative Hold** – The user has either signed the agreement or paid the 25% deposit, but has not completed both steps. The renter acknowledges that they must sign and return the River Market rental agreement and make a 25% deposit towards the rental fee within two weeks in order to confirm their hold on the event date.

**Confirmed Hold** – The user has returned the signed rental agreement and deposit. The renter acknowledges that by 30 days prior to the event date, they must provide payment in full, Certificate of Liability Insurance, inform River Market staff of food and beverage plans, and meet with staff to develop a layout for their event.

*\*Please, note that if the insurance documents are not provided at least 30 days prior to the event that the reservation will be canceled and be taken off the event calendar.*

## B. General Information

- Events will **not** be scheduled more than 12 months in advance unless approved by the Operations Manager.
- A **Permissive Use Agreement** must be signed and approved by the Operations Manager.
- All venue rentals are subject to availability of the facility and resources needed to host the event.
- The sale of tickets onsite for an event must be approved by the Operations Manager.
- Negotiated rates are left to the discretion of the Operations Manager.
- In cases of "Force Majeure" to outside operators' grounds/facilities, facilities will be granted access as decided by the Operations Manager. Force Majeure includes but is not limited to, fire, tornados, flooding, hurricanes, earthquakes, etc.
- Fees may be waived or changed only by the Operations Manager.
- All rates are based on a 3-hour event. Rates are subject to change if the event lasts longer than 3 hours (includes 2 hours of set up and 1 hour of take down).
- Farmers Markets take place every Saturday morning all year long, therefore rental events are not allowed to begin loading into the facility prior to 2:00 p.m.

## C. Rental Payment Schedule

- Deposit of **25%** (Non-Refundable and included in rental fee total) will be required to secure all dates.
- Balance of rental fee and agreed-upon services are due in full **at least 30 days prior** to the event.
- A Damage Deposit may be required depending on nature of event (Operations Manager's Discretion). You may be required to leave a credit card number or check with the Operations Manager for Damage hold dependent upon the nature of the event. Additional services and expenses will be billed post event and should be paid within 30 days.

## D. Areas Available for Rent

The use of facilities by groups and organizations is subject to availability and the provisions of these Policies and Procedures. Set up, light cleaning throughout the event, and takedown fees are included in the rental rates. One facility staff representative will be required to be on-site during rental usage. Additional set-up items, including plants & foliage, must be approved by the facility. When renting each area as described below, renter is only authorized to

enter the approved areas of each facility. Any unauthorized access to areas not specified in the contract without permission will be considered as trespassing and renter will be billed for additional clean up or damages to entire facility.

### **E. Facility Maintenance**

- Adhesives, including tape, cannot be used on building surfaces unless approved by the Operations Manager.
- Notify Operations Assistant on Duty of any spill or apparent substance on flooring.
- Do not drag equipment, furniture, tables, chairs or any large objects across the surface. Lift and move. If the object is too heavy to lift, notify representative for assistance.
- Adhesive-backed decals/stickers are prohibited. Magnets, twine, and zip ties are approved.
- Doubled-sided tape, heat tape, and duct tape are not permissible. The renter will need to discuss which tapes are allowed with the venue staff.
- Balloons, Glitter, Candles, Confetti and Bird Seed must be approved in advance by the Operations Manager. Flameless candles are preferred. Dry Ice Dancing on a Cloud is allowed. Other fog machines are not. Helium balloons are prohibited. Cold sparklers are prohibited. Hand-held sparklers need approval.
- Signs & decorations may not be taped, nailed or tacked to ceilings, painted surfaces, columns or decorative surfaces.
- Rigging must be approved in advance by the Operations Manager. Most equipment must be floor supported.
- All portable and temporary tents and canopies must be approved.
- Items left in a City Venue longer than 30 days will become property of the City of Tuscaloosa.

### **F. Safety**

The Renter shall comply with all laws, orders, rules, fire codes, and regulations of federal, state, county, and municipal authorities, including, without limitation, rules and policies of the City of Tuscaloosa and its officials. The renter will comply with all Policies and Procedures for the Use of City Venues as set by the Department of Arts & Entertainment.

#### **1. First Aid Services**

- EMS will be required for any public event with over 1,000 participants.
- An emergency contact will be provided prior to the event. Rates may vary.
- The City of Tuscaloosa is not responsible for ambulance, doctor or hospital expenses.

#### **2. Security Services**

- Renter will be charged for security guards at a rate of \$30 per guard per hour.
- Renter will be required to have 1 guard for every 100 guests.
- Security services are required for every event.
- Additional security services and traffic control will be determined by the Operations Manager.
- Additional charges and rates will vary and be dependent upon the size and nature of the event.
- Traffic needs for each event will be assessed by the city and may incur an additional cost.
- All ticketed events that are open to the public with 1-199 guests will be required to hire (1) off-duty Tuscaloosa Police Officer at a minimum of 4 hours at a rate of \$60 per hour, 200-400 guests will be required to hire (2) off-duty Tuscaloosa Police Officers and have weapons detectors at the entrance to the River Market. (1) additional off-duty TPD Officer will be required for each additional 200 guests.

#### **3. Fire Safety**

- Renter shall comply with all fire codes.
- Apparent safety hazards need to be reported immediately River Market Operations staff.
- No open flames or pyrotechnics are allowed without permission from the Operations Manager and the fire marshal. Cold Sparklers are not allowed.
- Access to fire exits doors and corridors must be maintained and clear throughout the event.
- All exit & safety signage and building graphics may not be covered or blocked at any time during the event.

- Fire extinguishers, sprinklers, fire hose cabinets, & fire alarms may not be covered or blocked at any time.
- Smoking is prohibited in all indoor facilities. The renter shall be assessed additional costs for violation of this provision.

### ***G. Parking***

Renter shall become aware of, and comply with, all City of Tuscaloosa parking regulations and rules. Renter and its guests shall be subject to those rules and regulations. Parking allowed only in marked spaces. Renter may request the use of River Market Golf Cart Service (additional charges may apply). Renter may not charge for parking. Renter's guests should not park in marked spaces reserved for the Army Corps of Engineers or in front of Corps entry gate.

### ***H. Audio/Visual***

Audio-visual needs must be submitted in advance. An A/V walkthrough must be scheduled at least one week in advance of the event. Any special requests made on the day of the event will be assessed and provision determined based on availability.

In the event the requested equipment is not available or outside our normal provisions, outside organizations may be used to provide equipment and staffing. Outside organizations are not allowed to use facility equipment, resources, etc. An outside audio-visual organization may not alter River Market facility structures, surfaces or infrastructure in any way.

The outside audio-visual organization will be responsible for the safety and security of all equipment. Any equipment left in City of Tuscaloosa facilities for more than 30 days, will become property of the City of Tuscaloosa.

A City of Tuscaloosa electrician must be on site for installation of all audio-visuals, lighting and sound equipment brought in by an outside organization. All audio/visual equipment must be floor supported.

The City of Tuscaloosa will determine if an electrician is needed for the night of the event. An additional fee will be assessed if additional personnel are required.

### ***I. Advertisement and Sponsorship***

- Renter acknowledges that the event is not sponsored, hosted, or conducted in any way by the City of Tuscaloosa, and renter agrees to assume all responsibility and liability arising or resulting from its organizing, hosting, sponsoring, advertising, and conducting of the event.
- Renter may not use the logos, indicia, or trademarks of the City of Tuscaloosa. Event must submit a list in writing of any proposed sponsors for the event and is subject to approval by the City of Tuscaloosa.
- Any proposed advertisement must be submitted to the Operations Manager prior to being released to the public for approval.
- Signage and banners are prohibited from being posted on the venue grounds without express written permission from the Operations Manager.

### ***J. Ticket Sales and Vendor Events***

Any renter hosting an event that requires tickets to be sold for admission, must present a copy of their City of Tuscaloosa Business License. For more information on the required business license contact the City of Tuscaloosa Revenue Division at 205-248-5200. Non-profit renters must provide a copy of their non-profit status to the Operations Manager. Renter is responsible for remitting all sales taxes to the Revenue Division.

Any renter hosting a vendor event that will have sales taking place during the event must provide copies of the City of Tuscaloosa Business License for each vendor involved in the event. It is possible to obtain a Transient Business License from the City that would cover all vendors under one umbrella license. For more information call the City of Tuscaloosa Revenue Division at 205-248-5200. It is also advised that the renter should obtain Transient Vendor Licenses for all vendors from the Tuscaloosa County Business License Office at 205-464-8233.

### ***K. Linen Rental Service***

Tuscaloosa River Market now offers a linen rental service. You may browse our linen options online at [www.werentlinens.com](http://www.werentlinens.com). Selections include table cloths, runners, overlays, napkins, chair covers, and more in a wide array of colors and finishes. Orders must be placed at least two weeks in advance of your event to guarantee availability and prompt delivery. Request a current price list from a River Market team member today.

### ***L. Food and Beverage Services***

#### ***Catering***

- All food served in the River Market must be prepared by a licensed caterer that is approved by the Operations Manager. No “home cooked” food will be permitted in the facility.
- The caterer will bill separately from the City of Tuscaloosa. A list of preferred and approved caterers will be provided to the renter upon negotiations. Caterers must be pre-approved by the River Market in writing with a Catering Vendor Agreement on file for all non-preferred caterers 30 days prior to the event.

#### ***Alcoholic Beverage Service***

- Casual Class Bar Service Catering holds the liquor license for the Tuscaloosa River Market and must be contracted by the renter for all alcoholic beverage services in the venue as soon as possible to ensure availability of servers.
- Renter shall not allow beer, wine, or liquors of any kind to be sold at this venue, given away, or used in or about the Facility in violation of Alabama law. Renter is NOT permitted to bring in any alcohol to the facility. Violations can incur up to a \$500.00 fine per beverage.
- Casual Class Director of Special Events, Lauren Shoemaker - Phone: 205-394-8895 (cell) Email: [casualclasscatering@gmail.com](mailto:casualclasscatering@gmail.com)

### ***M. Cancellations***

Any cancellations must be made in writing 30 days prior to your event. No Refunds will be awarded for cancellations made less than 30 days prior to the event without extenuating circumstances. All refund requests will be evaluated on a case-by-case basis by the Operations Manager and must be further approved by the Finance Committee of City Council.

If the Facility should no longer meet requirements of the Event due to changes made by the Renter, the Renter may cancel the contract, and the City shall be relieved of all obligations hereunder and all monies paid to the City shall be forfeited and shall become the sole property of the City.

Furthermore, in the event the Renter (i) fail to furnish the evidence of insurance as required herein 30 days prior to the Event, or (ii) fails to take possession of the Facility at the commencement of the Term, the City shall be relieved of all obligations hereunder and all monies paid to the City shall be forfeited and shall become the sole property of the City.

### ***N. Insurance***

Insurance Required. Renter/User shall not commence or have use of any facilities until it has obtained all insurance required by the Contract documents and such insurance has been accepted by the City.

User (and any approved outsider caterer) shall provide to the City of Tuscaloosa a certificate of liability insurance from a carrier acceptable to the City of Tuscaloosa with an A.M. Best rating of A - VII or higher, as evidence of insurance coverage for the use of the Facility and the Event. This insurance shall be primary coverage and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity. The insurance must name the City of Tuscaloosa, its agents, officers, and employees, as additional insureds. Insurance shall be in the following minimum amounts (Combined Single Limit): \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate. (Additional amounts may be required of User or an outside caterer based upon the circumstances). (Example provided on next page).

User shall provide to Tuscaloosa River Market with a Certificate of Insurance acceptable to the Department of Arts & Entertainment, as evidence of insurance coverage for the use of the Facility and the Event. This Certificate of Insurance must be delivered to the Tuscaloosa River Market at least 30 days prior to use of the Facility and/or the Event.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

PRODUCER Insurance Agency Agency Address  Tuscaloosa AL 35401	CONTACT NAME: Agency Contact Name	INSURER(S) AFFORDING COVERAGE		NAIC #
	PHONE (A/C, No, Ext): (205) 123-4567	FAX (A/C, No): (205) 123-4568	INSURER A: Insurance Company	
	E-MAIL ADDRESS: Agencyemail@gmail.com	INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURED ABC Inc. 123 4th Street  Tuscaloosa AL 35401		INSURER F:		

COVERAGES CERTIFICATE NUMBER: Example REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDD INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	TBA	01/01/19	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Tuscaloosa, its agents, officers, and employees are listed as additional insureds where required by written contract. The City of Tuscaloosa is granted waiver of subrogation where required by written contract.

<b>CERTIFICATE HOLDER</b>  City of Tuscaloosa Tuscaloosa River Market 1900 Jack Warner Parkway Tuscaloosa AL 35401	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

# Alcohol Services Agreement

The Tuscaloosa River Market has only one approved vendor option if you wish to have alcohol at your event. Casual Class Catering is the holder of the State ABC Alcohol Retail License. All alcohol must be purchased through Casual Class Catering and served by certified bartenders at The Tuscaloosa River Market. Due to ABC State Law, no alcohol can be sold, dispersed or brought onto the property unless provided by Casual Class Catering. **No exceptions.** This policy will be strictly enforced. Your agreement with the River Market makes provision for one security guard from Freeland Security Associates. Depending on your number of guests and the size of your bar order, you may be required to secure and pay for additional security through the River Market. Events with Alcohol must be scheduled **45 days in advance** of the rental date.

**Casual Class Catering - 248.8386 (office) Lauren  
Shoemaker - 394.8895 (cell)  
casualclasscatering@gmail.com**

## Frequently Asked Questions

***If we are having an open bar does alcohol still have to go through Casual Class?***

Yes. If serving alcohol, whether it is a cash bar or open bar, all liquor must be purchased and distributed through our alcohol provider, Casual Class Catering.

***Can the bride and groom bring alcohol for the wedding party while they get ready?***

No. Absolutely no alcohol can be brought on the property unless provided and dispersed by Casual Class Catering.

***Can we provide our own champagne for a toast?***

No. All alcohol of any kind whether beer, wine, liquor, champagne, etc. must be purchased and provided through Casual Class Catering.

***Can we hire our own bartenders?***

No. Bartenders must be provided by Casual Class Catering; only their staff is approved to serve alcohol at the River Market whether it is a cash bar or open bar.

***Can my friends bring a flask or their own bottles of alcohol to the wedding or event?*** No.

***Can I give away small bottles of alcohol as favors for my wedding guests or event attendees?*** No.

---

**Renter Signature Required:** *I verify that I have read the rules above regarding alcohol and will adhere to the policies and procedures of the Tuscaloosa RiverMarket.*

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Event Description: \_\_\_\_\_

\_\_\_\_\_ Number of Guests: \_\_\_\_\_

---

**FOR OFFICE USE:**

**Approved for Alcohol:**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Casual Class Catering Notified**

Date: \_\_\_\_\_ By: \_\_\_\_\_

# Checklist



## *First things First*

- \_\_\_\_\_ River Market Event Hall Preview
- \_\_\_\_\_ Confirm preferred date availability & place tentative hold on date
- \_\_\_\_\_ Confirm date & time details for the rental agreement

## *Make it Official*

- \_\_\_\_\_ Sign and return agreement to the River Market
- \_\_\_\_\_ Pay 25% deposit \$\_\_\_\_\_
- \_\_\_\_\_ Celebrate! Your event date is official!

## *Final Details*

- \_\_\_\_\_ Meet with River Market staff to develop event layout
- \_\_\_\_\_ Inform River Market of Food & Beverage plans
- \_\_\_\_\_ Provide proof of special event insurance & pay in full 30 days prior to event
- \_\_\_\_\_ Approve final event layout & rehearse audio/visual
- \_\_\_\_\_ Leave the rest to us!



## CONTACT

205-248-5295 • [rivermarket@tuscaloosa.com](mailto:rivermarket@tuscaloosa.com)  
1900 Jack Warner Parkway, Tuscaloosa, AL 35401  
[www.TuscaloosaRiverMarket.com](http://www.TuscaloosaRiverMarket.com)