

RIVERSIDE HEALTH LIVING CENTER

EVENTS CATALOG

Venues by Washington Parks & People

EVENTS 2021



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ABOUT THE RIVERSIDE CENTER

Located right next door to Marvin Gaye Park the Riverside Healthy Living Center is an 3.500 sq ft, 2-room commercial build featuring the only dine-in cafe along the park corridor. Washington Parks & People operates the Riverside Center as a “community hub” for advancing DC parks and public spaces. As a Nonprofit WPP provides discounted use of the center to community-based non-profits and usage in alignment of its mission.

Once the home of Barnett's Cafe and Night Club the Riverside Center has been a staple in the Ward 7 community for many years. It has been transformed into a "community hub", with a global mission planted in Washington, DC.

The Riverside Healthy Living Center was re-named in 2004 after WPP's 'Down by the Riverside' campaign launched in 200-. The campaign's mission was to bring awareness to the conditions of a forgotten park formerly known as Watts Branch, after a slave holding family. The campaign was successful in cleaning the park of millions of pounds of trash and the renaming of the park to Marvin Gaye Park.

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And of course we host over 100 events a year!

WHY CHOOSE RIVERSIDE??

Deanwood's Hidden Gem, Own by Washington Parks & People

Support a great cause-- actually hundreds of them!

Event proceeds help Parks & People transform parks, playgrounds, schoolyards, trails, waterways, vacant lots, and community agriculture where needs are greatest. Our facilities have incubated 35 DC charities and subsidized programs for 500 charities- tutoring, job training, community arts, immigrant services, youth, education, and health.

CONGRATS ON YOUR EVENT

Thank you for considering the Riverside Healthy Living Center for your event. Whether it's your birthday party, baby shower, or community workshop, we are here to help you.

There are many things to consider as you start planning your event. We have compiled some helpful information about our venue just for you. Chances are you are not the first person to inquire- What is the max capacity? Where can I project my presentation? What are my parking options?

We look forward to your special event!



Make your event green with these environmental features of our facilities:

- Home base for green service, job training, urban agriculture, and park-based health
- Energy-efficient lighting, programmable thermostats, photocells, and weatherization
- Reduced waste stream through single-stream recycling and composting
- Over 6,000 DC trees planted through our community nursery
- Adaptive reuse of historic structures

Benefits of this unique venue for programs & events

- Beautiful, secluded location, on non-residential street
- Has a Stage for performances of all kinds
- Views, natural light, and sunsets across the park
- Beautiful landscape and access to historic Marvin Gaye Park
- Flexibility to choose your vendors

We provide event equipment:

- 100 folding chairs with linen cushions
- 15 assorted heavy-duty event tables
- Projector and screen
- Sound system with wireless microphone,
- 6 cafe tables and chairs (for outdoor use)



PLAN WITH EASE

- The entire facility is handicap accessible. There are 2 bathrooms one of which is ADA compliant.
- We have an excellent team of experienced Event Hosts who will be there to help your event run smoothly. Event Hosts act as the Building Managers during your event.
- Event Hosts will not set-up or convert rental spaces. Generally, this is completed by your event staff.
- We will place a complimentary "HOLD" on your date for seven days, If any other party expresses interest, we will notify you.
- You are able to add time to the front or back end of your event based on availability. We ask that changes in reservation times be requested at least 2 weeks before the event
- We have an online payment system that accepts all major credit cards. You are also able to pay with a check. Our current online portal does not accept e-checks
- We do not have a private parking lot. However, the venue is located on a non-residential street, therefore there is always lots of parking.
- The down-payment deposit is non-refundable. The remaining balance becomes non-refundable 30 days prior to the event date.
- Follow our event guidelines, catering guidelines, and leave the space as you found it. This will ensure a full refund.
- Rental fees are determined based on the needs of your event. The Riverside Center happily offers nonprofit discounts for qualifying groups.



EVENT GUIDELINES

BEFORE THE EVENT

Reservation Time

The Riverside Center will not be accessible to anyone prior to the start of their reservation time. ALL setup & cleanup be included in the reservation. A fee will be assessed if the event user exceeds their reservation time. The latest an event can be held is 2:00 AM.

Payment

The Down Payment includes 1/2 of the Space Rental Fee & \$25 - Membership Fee. If the User does not pay in full by the final payment due date, the event will be subject to cancellation.

Admission

Collecting fees at the door is allowed but not suggested. Suggested donations and pre-sold tickets are the best option.

Catering

For Daytime Retreats/ Meetings you are able to arrange Drop-Off Food Deliveries or bring in your own food. For fundraisers and galas we suggest using our Preferred Caterer List. ALL caterers must complete the Cleaning Checklist that they are provided and take full responsibility for any and all clean up.

Alcohol

A DC Liquor License is required for to serve alcohol at our venue. No alcohol may be served or distributed by anyone under 21 years of age. Many of our preferred caterers have a liquor license.

Insurance

Washington Parks & People -The Riverside Healthy Living Center must be listed as an additional insured on the Event Producer's General Liability Insurance policy for the duration of the event.



Event Guidelines

DURING THE EVENT

PROHIBITED

Confetti of any kind, drilling holes in walls and smoking in the building.

APPROPRIATE ACTIVITY

Event producers must take responsibility for ensuring that the Center is used: in a safe, responsible, and lawful manner that respects the facility. The Center reserves the right to ask anyone not meeting this standard to leave the premises.

MOVING FURNITURE

Please do not drag anything across our wood floors. No heavy equipment or furniture may be moved in the Center unless a WPP staff person is present.

ATTACHMENTS TO WALLS

Only with blue painter's tape and 3M Damage-Free adhesive. All other tape, tacks, or nails prohibited. Any damage to the walls can result in possible withholding of damage deposit.

CANDLES

The candle's flame must be shorter than the vessel in which it is held. All candles must be contained. Candles lit in our fireplaces must be in a vessel; unless, a barrier is between the candle and the floor. If there are large amounts of residual wax after your event, this will result in a fee.

DOORWAYS

Do not block doors with any equipment. Do not leave entry doors propped open and unattended (Penalty of \$100 for each instance).

SMOKING

Prohibited anywhere inside the Center, including the Terrace and Front Walkway. Guests may smoke in front or in back of the Parks Center. Cigarette butts must be properly disposed



ADDITIONAL EVENT GUIDELINES

CATERING

All caterers must follow the Cleanup Checklist. The Parks Center Event Host grants final approval of adequate clean up.

CAPACITY

The maximum capacity of the Riverside Center is 200. The Crystal room holds up to 100 guest seated and 150 standing. While our cafe holds 35 seated and 50 standing. We also provide exclusive use of the facility.

TRASH/RECYCLING

The maximum capacity of the Parks bringing their own trash/recycling bins and trash bags. Please ensure that ALL trash and recycling are placed in the proper bins in the Dumpster Area.

REMAINING DECOR & ALCOHOL

Please ensure that ALL items are removed from the Parks Center by the end of the Contracted Event Block Time. The Parks Center is not responsible for any left or missing items.



RIVERSIDE CENTER CHECKLIST

Proof of Identification (Business license, and /or 501c status)

Event Insurance naming Washington Parks & People as an additional insured under the policy for the duration of the event

Liquor License or Food Managers / handlers License- for cooking in Cafe

Down payment (30% of total cost) to secure date

Damage Deposit (\$250 non alcohol event - \$500 Alcohol event)

Pre reservation Form (completely filled out)

Contract (Provided by WPP)



Tips for Renting Riverside

*We work with Pro's that can handle
your event needs. Ask us about how to
connect with a preferred vendors.*

Catering options

DJ's

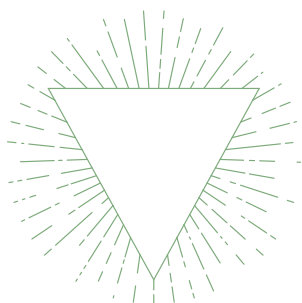
Event Coordinator

Floral Design

Vendors

Bartenders

*Overnight Accommodations
and More....*



Inventory

Tables and Chairs

13- 5' Round table

4- 41" H 2' W Cocktail table

1- Oversized wooden Rectangular table

4- 6' Rectangular table

50 - Black folding chairs with cushion

50- Gray folding chairs with cushion

6 -Barstools

Av Equipment

Sound System- SRM450, 1000 watts

2 -Wireless handheld microphones

2- Wired Microphones

4 -Microphone stands

VGA projector- Epson Powerlite X12

Business



The Riverside Center

COVID GUIDELINES

The following is the framework for COVID safety in all events at the Riverside Center during Phase Two of the Mayor's Order. We ask all clients, and vendors to join with Parks & People event hosts to help ensure that all of these rules are followed throughout all events. WPP is following all of the Mayor's orders and guidelines, during Phase Two of the reopening phase we are only permitted to host events with a capacity of 50 people. For more information please visit <https://coronavirus.dc.gov/phasetwo>.

- **Self-isolation** - All guests, vendors, and staff must stay home if you feel sick or if you have any symptoms of possible viral infection. These include fever, fatigue, repeated coughing, sneezing, intestinal upset, sudden loss of smell or taste, or difficulty breathing.
- **Fresh air everywhere** - The Center features operable doors, fresh air can dilute, dissipate, and prevent viruses and other pathogens from spreading.
- **Sanitation stations throughout** -- There will be hand sanitizer on tables and at two or more points in the space to help control movement and limit the amount of people moving around.
- **Continuous disinfection** --WPP Hosts will work with your catering team to dispose of trash in a timely manner, and discretely wipe down high contact surfaces such as door knobs, and handrails. Disinfectant will be located in each restroom with signs asking guests to spray after each use.
- **Social distancing** - All participants and staff must practice social distancing, staying 6 feet apart from anyone not in your household.
- **Trained Hosts** - Our staff will wear face coverings, be able to distinguish obvious signs of potential COVID infection. And check all event entrants with no-touch infrared thermometers at the door (anyone showing signs of a fever of more than 99.1 degrees for adults and 100.4 degrees for children will not be permitted to enter the building).
- **Safety Capacities** -- All event producers and staff must keep a headcount of how many people enter into the building and monitor the space.
- **Table Limits** -- Tables are limited to 4-6 people in order to ensure social distancing (the only exception will be people of the same household; Max 6)
- **Face coverings** -- Everyone in the event except children under 2 years of age is required to wear masks. Face coverings may only be lowered while actively eating and drinking, and must fully cover the nose and mouth at all other times.
- **No self-service buffet during** - The Mayor's Order bans such service, which must be replaced with serving stations or similar methods.