

RIVERSIDE HOUSE

EST. 1980

WEDDINGS



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A HISTORIC JACKSONVILLE EVENT VENUE

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[www.riversidehousejax.com](http://www.riversidehousejax.com)

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RIVERSIDE HOUSE

EST. 1980

# W E L C O M E

Hi there! Thank you so much for considering the beautiful  
Riverside House for your next event.

You are likely overwhelmed with all the information obtained when  
planning your event, but don't worry - you're not alone. We want  
to help ease the stress of finding the perfect venue! The  
information in this guide is meant to help you through any  
questions you might have for us.

If you still have questions, don't hesitate to give us a ring or send  
over an email! We are here for you every step of the way.

[events@riversidehousejax.com](mailto:events@riversidehousejax.com)

ph: 904-345-0636

# MEET THE RIVERSIDE HOUSE

## OUR LOCATION

The Riverside House is a luxurious venue located in the heart of Riverside. With stunning history and incredible light and airy ceremony and reception areas, we strive to give our couples a luxury event experience.

## PROPERTY FEATURES

Minutes From Area Attractions, Award-winning dining experiences and convenient to airports and highways for guests traveling near and far.

An event space perfect for a ceremony, speaking engagement or leadership retreat with built-in seating, stairs and an adjacent private bridal/getting-ready suite.

A reception hall with attached kitchen, private space and flexible floor plan options.

**social: @riversidehousejax**

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## WEDDING & FULL VENUE RENTAL RATES

### WEEKENDS (Friday-Sunday):

- 8AM to 2PM: \$1,800
- 4PM to 10PM: \$1,800
- All day (10AM-10PM): \$3,600

### WEEKDAY (Monday-Thursday):

- 8AM to 2PM: \$1,500
- 4PM to 10PM: \$1,500
- All day (10AM-10PM): \$3,000

### DETAILS:

- Full day rental is required to host both ceremony and reception
- Each booking and calendar date requires a non-refundable \$75 cleaning and sanitation fee that will be deducted from your \$250 security deposit.
- Must hire a licensed bartending service with liquor liability insurance if alcohol (any kind of alcohol including liquor, wine, beer, champagne, etc.) will be present at event.
- We do require event insurance. This can be obtained from companies like [WedSure.com](http://WedSure.com), [Eventsure.com](http://Eventsure.com), etc.

## YOU HAVE QUESTIONS

### What is the rental fee and what does it include?

Our pricing varies based on hourly during the week to half and full-day rentals on the weekend – please submit an inquiry for more information on specific availability!

### What is the building capacity?

We can accommodate up to 125 of your closest family and friends with tables and chairs and up to 225 seated in the gallery.

### Is there a deposit? When are the additional payments due?

Yes, we take a 50% non-refundable deposit to reserve a date on our calendar. The remaining balance is due 30 days prior to your wedding date. If you are booking within the 30 day timeframe, the entire rental rate is non-refundable and due at the time of booking.

### How do I reserve a date?

To reserve your date, we take a 50% non-refundable deposit and a signed contract with us. Everything is done electronically so when you're ready, we can send over a contract via email.

### Do I need to schedule a tour or can I just stop by?

All of our tours are by appointment only, please reach out via our contact page to connect with our venue manager!

### Will there be another event the same day?

Another event may be scheduled before or after your event or in another rentable space on a different floor. On the weekends, full and half days are available for rent, so we may have another event back to back.

### Are there overnight accommodations nearby?

Yes, we have several great hotel and AirBnB or VRBO recommendations nearby! Feel free to check out our lodging recommendations page on our website for more info.

## WE HAVE ANSWERS

### Do you require a wedding planner?

Yes, to ensure your day runs smoothly we do require, at a minimum, a day of coordinator. We have a list of our favorites in the area that we will connect you with!

### Do we have to utilize caterers?

You are allowed to bring in your own food to the venue. Any food and beverage must be brought in and completely cleaned out during your rental time. This is due to bookings we may have before or after your event. We do not allow cooking on site, so all food will need to be prepared ahead of time!

### Do you allow us to bring in our own alcohol to serve?

Yes, we do allow our couples to provide their own alcohol. We just require you to hire a licensed bartending company to pour and serve the alcohol. This includes wine, beer, liquor and seltzers.

### What do we need to know about parking and transportation?

We have a parking lot onsite that family and guests are welcome to park in and there is plenty of street parking available on a first come, first serve basis.

### Do you offer ceremony-only packages?

Our fee structure remains the same whether you host a ceremony, reception or both.

### Do you require event insurance?

We do require our clients to purchase event insurance. Event insurance protects you from liability during your event that is a result of bodily injury, personal injury or property damage.

### When can our rental company drop off and pick up?

We often host multiple events back to back. Your rentals will need to be dropped off and picked up during your contracted rental time.

## WE HAVE ANSWERS

### **Do you allow dogs onsite as part of the ceremony?**

Animals, other than service animals, are NOT allowed for the safety of our guests and to preserve the house.

### **What is the average budget of a couple getting married at The Riverside House?**

On average a total wedding cost ranges from \$10,000-\$50,000. We have had beautiful weddings where couples with smaller guest counts do spend below average and we have also had beautiful weddings where couples spend significantly more than the average.

### **What time will I have access to the venue on my event day?**

Our venue access time starts at the time of your rental window. Unfortunately, because multiple events are hosted per weekend, we do not allow for "night before" setup or "next day" breakdown.

### **Will we be able to access the venue the night before for a rehearsal?**

We do often host back to back event days, so our venue will likely be reserved for another event the day before your event. However, we will accommodate when possible but would not be able to guarantee availability. For this reason, you should plan for an offsite rehearsal. We've found that it's more important to gather everyone to rehearse and talk through the day-of schedule and details, than it is to actually rehearse in the space.

### **Are candles allowed?**

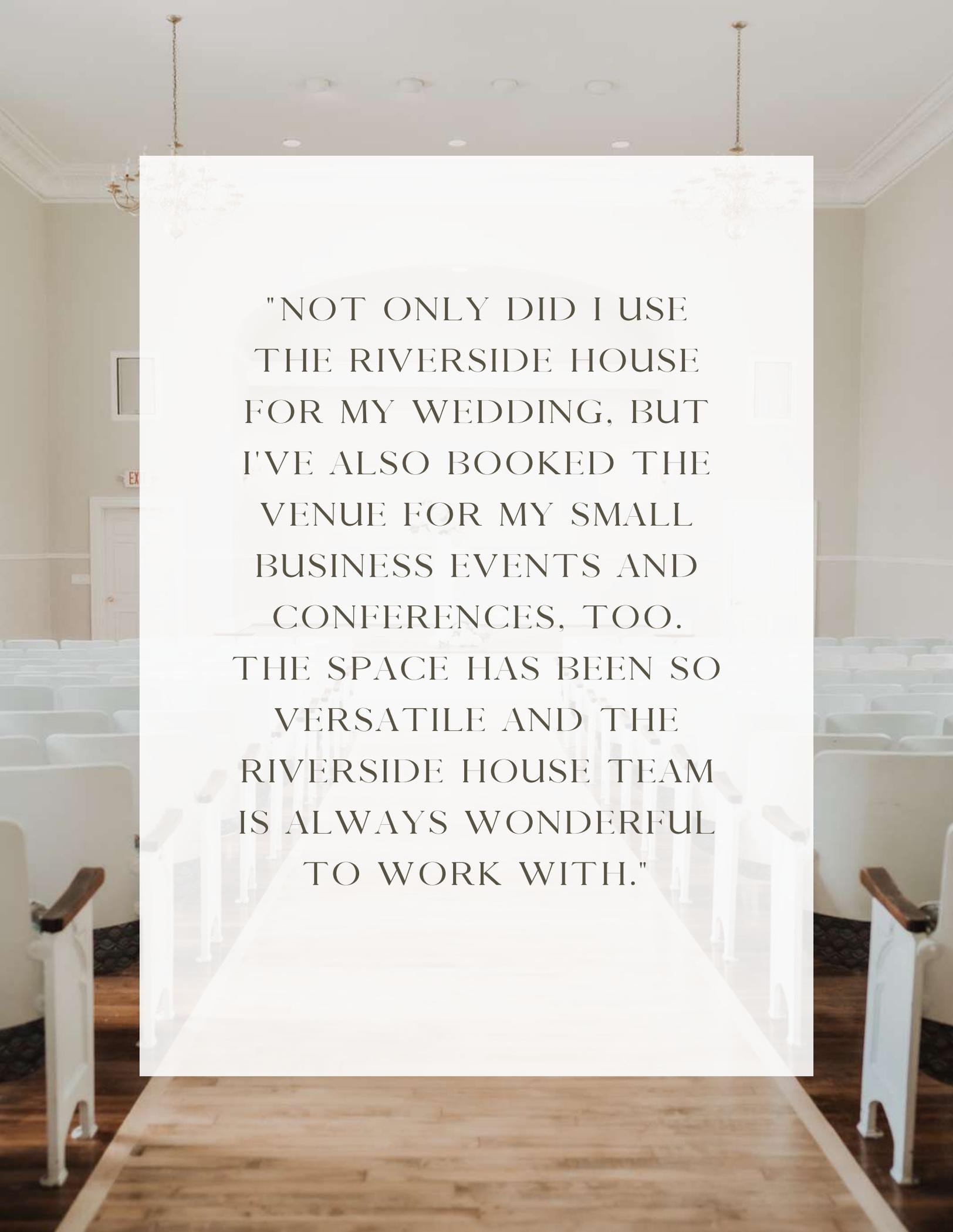
Yes, but the flame and candle need to be contained in a glass container/candle holder.

### **What does clean up entail?**

At the end of your event, we simply ask that you remove personal belongings that you have brought in and any rental items. You will also need to throw away any garbage, food and drinks or other items. The space should be returned in the same condition that it was rented to you. If you have not reserved a setup or breakdown service, you will be required to return the venue in its original condition. The venue is professionally cleaned after every event.

### **Do we have to set up the tables and chairs inside the venue that day?**

If you reserve a setup and breakdown service in advance, we will set up all of your tables and chairs inside the reception hall according to the floor plan provided to us ahead of time (2 weeks prior is required).



"NOT ONLY DID I USE  
THE RIVERSIDE HOUSE  
FOR MY WEDDING, BUT  
I'VE ALSO BOOKED THE  
VENUE FOR MY SMALL  
BUSINESS EVENTS AND  
CONFERENCES, TOO.  
THE SPACE HAS BEEN SO  
VERSATILE AND THE  
RIVERSIDE HOUSE TEAM  
IS ALWAYS WONDERFUL  
TO WORK WITH."

## WHAT TO EXPECT

### First, we say Hello!

We start with your inquiry - this provides us with overall details on your day.

### Then We Schedule A Guided Virtual Tour

This guided virtual tour will help you see the details that are most important to our clients. Having a guided virtual tour helps you determine if the venue is a good fit for your event from the comfort of your home or office.

### Then we meet in person!

Many of our clients book our venue right after their guided virtual tour, but if you would rather see the space in person afterwards, we understand and will be here to give you an in-person tour! We can provide you with our availability to schedule an appointment-only tour at the end of our guided tour!

### Once you're ready to save the date, we'll send the contract.

A 50% non-refundable deposit is required in order to secure your date. The remaining 50% of your balance is due 30 days prior to your event.

### That's It!

Your date will be secured and we will be in contact with required documents needed, like your event insurance, vendor information and timelines.

Welcome to the Riverside House family!

A teal glass goblet with a white overlay containing contact information. The background is a blurred indoor setting with a wooden chair and a plant.

## CONTACT



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