



**132 North Main Street
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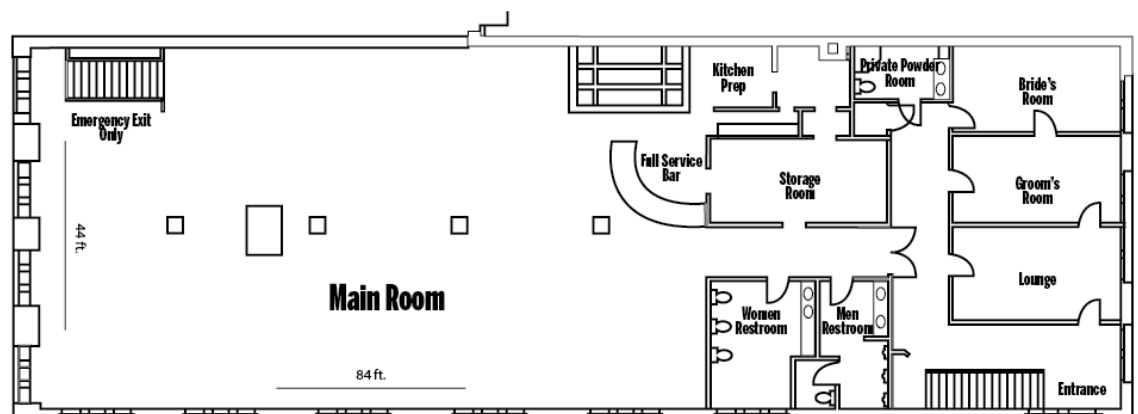
www.caperiverview.com

Thank you for considering Riverview Room as the location to host your meeting.

This newly restored Wedding and Banquet facility offers breathtaking views of the Mississippi River and is located on the third floor of the 102-year-old historic Buckner-Ragsdales building in downtown Cape Girardeau, Missouri. The facility features a spacious event hall that has been renovated into an elegant rustic industrial style with a full service bar and a kitchen staging area. Additionally, there is a separate lounging room for other guests to relax in.

The event hall is 44' by 84' (3696 sq. ft) and accommodates 230 seated or 300 standing guests. The lounging room is 11' by 16' (176 sq. ft).

Riverview room will provide up to 250 burgundy banquet chairs, 20 standard round tables (5' diameter; seats 10 guests), 6 round tables (4.5' diameter; seats 8 guests) and 4 long banquet tables (8' long; seats 12 guests) which are included in the price of the package.



Meeting and Corporate Event Package Pricing:

All Year Pricing:

[additional taxes, fees, and gratuity will apply]

\$50 Per Hour [Sunday - Friday]

We ask that our guest exit the premises on the agreed time.

You will be subjected to \$40 fee for each extra hour.

Saturdays bookings are based on availability:

[additional taxes, fees, and gratuity will apply]

Prices may vary upon inquiry. **(Starting at \$100 Per Hour)**

We ask that our guest exit the premises on the agreed time.

You will be subjected to \$75 fee for each extra hour.

This Event Package includes access to the event hall, full service bar, kitchen staging area, other common areas and as many tables and chairs as you need for your event. Note that the Bride and Groom's private quarters will be inaccessible.

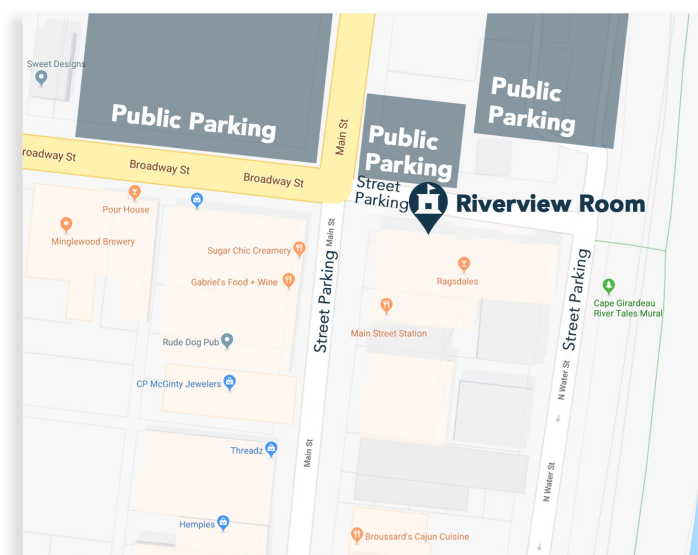
All tables are required to be covered with tablecloths during events. Set up and breakdown of all events is the responsibility of the client renting the space and should be included in the event rental timeframe.

A 50% non-refundable down payment is required to secure the date. A \$500 refundable security/damage deposit is required and will be returned within thirty (30) days after the event as long as there is no damage.

Optional Additional Costs: [additional taxes, fees, and gratuity will apply]

- Technology fee for a:
 - * Screen, projector and laptop (\$50)
 - * Microphone and speakers (\$50)
- Linen fee is \$8 per round tablecloth (white); \$9 per banquet tablecloth (white) and \$1 per napkin (burgundy)
- Setup fee is \$200 (includes setting up the tables, chairs, and tablecloths needed for the event).
- Breakdown and cleaning fee is \$200 (includes rental space cleaning fee and tearing down the tables, chairs, and tablecloths needed for the event).
- Chocolate Fountain with 4-6 pounds of chocolate is \$175; dipping snacks extra.
- Bartending Service at \$10/hour per Bartender.
- Bar Services includes your choice of either open or cash bar.

There is ample parking across the street in three large public parking lots as well as street parking for no fee.



Catering Policy:

Food can be brought in by an outside caterer.

No catering service is provided by the Riverview Room at this time. This will change in the near future.

All caterers must provide:

- Proof of liability insurance
- Letter or certificate from the Health Department stating that food is prepared in a facility that has passed inspection

Alcohol Policy:

ALL alcohol MUST be purchased from the Riverview Room and will be served by a Bartender(s) provided by the Riverview Room (see Bartending Service under Additional Costs). Alcohol may not be served to minors. Alcohol may not be brought in from outside the facility. Illegal substances are not allowed at any time on the premises. Drunken/violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of the event without refund.

Thank you for your interest in our facility. We look forward to hosting your event in the very near future.

Regards,

Management
Riverview Room.
