



FREQUENTLY ASKED QUESTIONS

What is the maximum capacity of Riverfront Atrium?

We can accommodate up to 500 guests standing and 350 guests seated.

What is the rental fee for an event at Riverfront Atrium?

Please send an email to info@imperialriversideevents.com detailing the nature of your event, estimated attendance and total event timing, and we will get back to you as soon as possible.

What type of events do you host at Riverfront Atrium?

Our space is versatile, and we are capable of hosting a multitude of events, including but not limited to:

- Cocktail Parties
- Corporate Events
- Fashion Shows
- Weddings
- Bat & Bar Mitzvahs
- Photo Shoots and Filming
- Holiday Parties
- Pop-Up Shops
- Exhibitions
- Birthday Parties
- Launch Events

What dates are available for rental?

Please contact us for availability at 888-343-5808, via the [contact form](#) or by emailing info@imperialriversideevents.com

What is required to book an event?

A 50% deposit of the rental fee is due at the time of booking. In addition, we require a security deposit, which is refunded within 10 business days after the event, provided there are no damages or overtime charges.

What is included in the rental fee?

- Venue cleaning pre-event and post-event
- Dedicated Event Manager for the duration of the event
- Event Porters
- Event Security
- Bathroom amenities and garbage cans

What is your hold policy?

We would be happy to place your preferred date(s) on hold for up to one week. If the event is not confirmed within that timeframe, the date will be released and added to the general inventory.

What is your cancellation policy?

If an event is cancelled prior to the program date, a percentage of the total amount due will be forfeited per the scale below:

- Date of signing to 90 days in advance: 50%
- Fewer than 29 days prior to event: 100%

Do you have preferred vendors?

A list of our preferred vendors will be provided to you.

Do I need to hire an event planner or coordinator?

It is not required; however it is strongly recommended.

Am I responsible for clean-up?

Our cleaning crew will clean the space after your event, including sweeping and mopping, cleaning the bathrooms, and wiping down surfaces and windows. In order to get your full security deposit back, you or your caterer must complete the following breakdown procedures immediately following your event:

- All remaining decor, marketing materials, personal items, etc must be removed from the space and consolidated for pick-up or shipping.
- All rentals must be folded and stacked, and all linens must be bagged and consolidated.
- All food and drink should be separated, packed and removed.
- Ice and leftover beverages should be completely drained with the glasses either packed and consolidated for pick-up or removed.
- All boxes must be broken down and trash must be bagged and placed in the area designated.

See your contract for details.

Do I need to provide my own insurance?

We do require you to provide a certificate of insurance (COI) that covers you and your vendors. Your caterer may be able to add your vendors as additional insured to their policy.

Is there parking available?

Public parking is located close to the venue at the Circle Line parking lot at Pier 83, W. 42nd Street and 12th Avenue, or at Quik Park at 600 W. 42nd Street, between 11th and 12th Avenues.

Is ferry service available?

Yes. We can assist with arranging ferry service for you through NY Waterway.

Does the building have heat and A/C?

Yes. You may ask your onsite event manager to adjust the temperature for you.

When can we get in to set up?

You may set up as early as you would like based on availability, keeping in mind that your set-up time will be factored into your rental cost. Please consult your venue manager for specific load-in timing.

Deliveries only accepted by the client during the rental period.

Is smoking allowed?

There is absolutely no smoking allowed inside the venue.

Is the building wheelchair accessible?

Yes. All guests can enter and exit the venue through the main building lobby.

Can I put signs out in front of the venue?

This is allowed on a case-by-case basis. Please consult your sales manager.