



River Place

River Place North Housing Corp -1121 Arlington Blvd, Suite L-1, Arlington, VA,22209

PARTY ROOM POLICIES

1. Permitted Reservation Hours

- Monday – Friday: 9:00 AM – 8:00 PM
- Saturday – Sunday: 10:30 AM – 6:30 PM
- All events must end within the Concierge Desk operating hours, including cleanup, and cannot be extended. Events that start late will not receive extra time.

2. Restrictions

- No political, commercial, or public events
- Max capacity: **28 people** (per Fire Department regulations)
- No smoking

3. Conduct

- Doors must remain closed; guests must stay in the Party Room
- Keep volume at a respectful level; Concierge/Security may end the event if noise complaints occur
- The resident/shareholder is responsible for all guests and any damages

4. Deposits & Fees

- \$75 non-refundable fee (check/online payment) for a three-hour timeslot. Residents may extend the reservation for \$25 per additional hour.
- \$300 refundable security deposit (check/money order only)

- Booking and fee payment must be completed at least 5 business days before the event. Cancellations must be made at least 3 business days before the event to receive a refund. Cancellations made after that, or no-shows will not be refunded.
- Damage, policy violations, or capacity violations will result in loss of deposit
- Abuse of policies may result in loss of future Party Room privileges

5. General Notes

- The reservation holder must check in with the Concierge before and after the event for a walkthrough.
- The deposit will be returned only after the post-event walkthrough is complete, provided there are no damages or policy violations.
- The Party Room is closed to general resident use during reservations.