



Event Guidelines

Please note that the times in the contract are the start and end times for your event, including set up and break down. Please take this additional time into consideration when reserving your event space. If the event is not completely broken down by the contracted end time, your organization may incur additional fees.

We can provide wayfinding signage inside the building if desired. Any outside signage would need to be provided by client and approved by Property Management.

Any items left behind at the RINEC after your event will be held in the RINEC Administration Suite for pick-up for five business days. At that time, it will be disposed of and/or donated.

Audio-Visual Requirements:

All RINEC rooms are fully outfitted with AV/IT needs for presentations. Each room has a built-in PC, keyboard, and mouse.

Each room has a built-in projector and screen(s)/flat-panel monitor.

Each room has USB capabilities to allow for use of a personal laptop. Note: Mac laptops will require the user to bring their own adapter.

There are no common printers onsite, please come prepared with all of your necessary printed documents for your event.

Additional Fees:

If the caterer will not provide clean-up at your event, we will need to engage our cleaning services team. There is a minimum 4-hour charge for this service.

Events that take place outside of our normal operating hours will incur a Property Management fee. Staff must be on site at all times when the building is occupied. This fee is charged at an hourly rate.

Administrative fees will be incurred for RINEC staff time if you require an event coordinator on site and/or dedicated technical support.

If your event requires dedicated security, this will incur an additional fee.

Parking:

Parking is available in the South Street Landing garage, adjacent to our building. Current parking rates are available here: <https://www.lazparking.com/local/providence-ri/south-street-landing-garage>. If you wish to validate parking for your guests, please let us know and we can direct you to the appropriate contact. Metered street parking is also available.

Approved Caterers:

Please notify RINEC if you plan to use a caterer and whether there will be alcohol provided. All alcohol must be served by a TIPS Certified Bartender.

Fire Works Catering: <http://www.fireworkscatering.net/corporate-events/>

Pranzi: <https://www.pranzi.com/corporate/>

Russell Morin: <https://www.morins.com/meetings>

The Catering Gourmet: <https://www.thecateringgourmet.net/corporate-menu/>

Space-Specific Guidelines:

Please note that reservation of the Lecture Hall does not subsequently reserve the Riverview Lounge. The lounge would come at an additional cost should you wish to hold a portion of your event in this space.