



## Event Center General Rental Information

1. Contact Information/Additionally Insured Information:

River Rock Property Owners Association  
240B North River Rock Drive  
Belgrade, MT 59714  
406.388.2863  
[office@riverrockpoa.org](mailto:office@riverrockpoa.org)

River Rock Event Center  
101 River Rock Road  
Belgrade, MT 59714

2. For the reservation of the date, please submit the Rental Agreement and the Rules & Regulations documents along with your deposit (cash, cashier's check, or money order). Your deposit is \$150. The deposit is refundable within 2 weeks of your event upon you returning your signed cleaning checklist and key to the River Rock Property Owners Association Office after your event.
3. Your rental fee (cash, cashier's check, or money order) along with a copy of your insurance is due 2 weeks prior to your event.
4. The required insurance information is on the rules & regulations sheet. It must be minimum of a \$1,000,000 liability policy AND if you will be having any kind of alcohol, you MUST have HOST LIQUOR. You must list the River Rock POA – River Rock Event Center (list the Event Center address) as the additionally insured on your policy. The cost of the insurance will be based on the type of event you will be having and whether or not there will be alcohol at your event. If you do not have home owners insurance, or your home owners insurance does not cover off site events, the internet is a wonderful source of special event insurance. Most events with or without alcohol are around \$100-\$150 for the day. We always promote local business and encourage you to use your local resources for insurance however; many times it is more costly to do so and often the local companies do not have the resource to obtain the special endorsement. <https://www.theeventhelper.com#63u4ww> is a website that other renters have utilized for their events. This link will prefill your form for you.
5. There are 23 eight foot rectangular tables and 160 chairs available for use during your event.
6. **Please pick up a key by Wednesday the week of your event at our office**, not the event center.
7. You will contact the cleaning checkout person at the minimum of 24 hours in advance and then again about 15 minutes before you are finished cleaning after your event.
8. Please drop off your keys along with your cleaning checklist signed by you and the cleaning checkout person to our office after your event. Allow 2 weeks for your refund check to arrive.