

Event Policies

Room Rental:

We require a room rental fee to hold the room. The room rental fee is due upon agreement and is non-refundable.

Minimum Spends:

The food and beverage spend is non-inclusive of 8% tax and a 20% gratuity. 25% of the minimum must be spent on food.

Room fees, linen fees and cake cutting fees are separate from the required minimum spend.

If the minimum is not met, the remaining balance will be charged to the final bill.

Capacity:

The capacity of each space is as follows:

The Upstairs Bar: 30 seated, 55 guests standing

The Parlor: 26 seated, 32 guests standing

The Bay View Room: 56 for a buffet, 65 plated, 50 guests standing

The Harbor Room: 32 seated for a buffet meal, 40 seated for a plated meal, 40 guests standing

The Upstairs at Rí Rá: 130 seated includes bar, high-top and couch seating, 200 standing

Event rentals are based on each room's capacity. The guest count cannot exceed the capacity of the rented space. Additional guests will count towards total event capacity and will require approval from the Event Manager. If your guest count exceeds your room capacity, you will be asked to extend to a bigger room, if available, which will require an additional room fee and minimum spend. If additional space is not available, guests may not be able to enter. Please plan carefully.

Food:

Initial menu selections are due 25 days prior to the event date.

Final menu selections are due 14 days prior to the event date. A sourcing fee will be applied for food orders that are not sent 14 days in advance.

Final headcount is due 14 days prior to the event date.

For plated meals, counts of each item are due 14 days prior to the event date. A list of each guest's name and entree selection is due 14 days prior to the event date.

Menu selections must be approved by the Event Manager before being considered final. Please submit these before sending final menu selections to the event hosts guests.

Menu prices and selections are subject to change.

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A final menu will be sent one month prior to the event.

Food must be provided by Rí Rá for all private events. Outside food is not permitted other than desserts.

We charge a cake cutting fee of \$2.50 per person for all cakes. If the event host chooses to cut the cake on their own, please plan to provide forks, plates, napkins and a knife for cutting. Otherwise, a \$2.50 per person fee will be charged.

We do not have storage for any outside cakes. Cakes will need to be brought in or delivered during the time of the event.

Please let us know of any special requests or allergies upon booking.

Leftovers:

We allow guests to take home plated meals and assorted dessert and cookie platters from our outside vendor, Portland Cake Company. Due to Federal, State and Local Health guidelines, food that has been stationed at room temperature or held at proper temperature must be discarded. Therefore, any remaining food items from Buffets, Family-Style or stationary appetizers may not be taken home.

Alcohol:

We have a full bar selection for our guests. Under no circumstances will a host be allowed to bring in their own alcoholic beverages.

Any guest caught consuming outside alcoholic beverages will be grounds for immediate removal.

Any underage consumption will be grounds for immediate removal.

Smoking:

Smoking and vaping are prohibited on our property.

Illegal Substances:

Illegal substances are prohibited on the property including marijuana.

Underage Guests:

Guests must be at least 21 years of age and have a valid ID to be served. Under-aged guests are welcome to attend events until 10:00pm but are not able to sit at the bar.

A/V:

We have a full sound system upstairs with a rotating playlist of songs that plays throughout the entire restaurant. We can only accommodate outside music (band, DJ or speaker) if the event host rents the full upstairs space.

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We have a flat screen TV that is available for use in The Upstairs Bar and The Parlor space for a slide show presentation. The sound on the TV's will be off at all times unless the full second floor is rented. If the event host would like to hook up a computer, the computer will need a HDMI input. The Harbor Room has a projector and screen that is available for use.

We'd highly recommend setting up a time to test the projector and TV's in advance of the event.

A microphone is not available for use but can be brought in if the full second floor is rented.

Set-Up / Break-Down:

Set-up and breakdown time must be included within the rental period. Hosts do not have access to the event space prior to the start of the rental time.

Rí Rá staff will arrange the tables and chairs according to a predetermined layout. Rí Rá is not responsible for any other set up of decor.

Grey and white pinstripe cloth napkins are used for all events offering a meal. White linen napkins are available for purchase for \$.50 per napkin.

Hosts are welcome to bring in decorations. We do not allow confetti, glitter or sand and we do not allow anything to be taped or tacked to the walls, ceiling or sprinkler pipes. A fee of \$500 will be applied to the bill if confetti, glitter or sand are used during the event or wallpaper is damaged.

Fuel based votive candles are available. Wax candles are not permitted.

Fireplaces are available for use October through May on an available basis.

Rí Rá staff will not accept any deliveries on behalf of a host. A host or host representative must coordinate scheduled deliveries with Rí Rá in advance and be present to accept each delivery.

Contact information for all outside vendors must be provided to Rí Rá prior to the event.

The rented party location will remain intact for the agreed duration of the event. We reserve the right to begin seating other customers or allowing them into the area following a 15-minute grace period after the agreed event finish time.

Day of Event:

Rí Rá staff are not responsible for coordinating or overseeing the events day-of timeline. A day-of coordinator, DJ, or designated MC is required for wedding receptions to help with the event timeline execution.

Last call for beverages is 30 minutes before the event is scheduled to end.

Break down and clean up time must be built into the event rental period.

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All belongings must be loaded out night of and cannot be stored onsite overnight.

Items left will be discarded at the restaurant's discretion.

We are only able to accommodate the guaranteed number of guests that are agreed upon 14 days prior to the event date. If the agreed upon number of guests is exceeded, it is at the discretion of Rí Rá to move guests to another location.

Payment:

The credit card on file will be used for payment unless otherwise specified. We require full payment on the day of the event. Cash, a bank check or a credit card is accepted.

Unfortunately we are not able to accommodate split checks.

Cancellation Policy:

Should the event host choose to cancel within 30 days of the event, the event host will be responsible for the total minimum food and beverage spend.

For Full Upstairs events, should the event host choose to cancel within 120 days of the event, the event host will be responsible for the total minimum food and beverage spend.

If the restaurant has to shut down due to the pandemic or a natural disaster, a refund of the deposit will be granted.