



Receipt No. \_\_\_\_\_

Date \_\_\_\_\_

## Riviera Ballroom Wedding Lease Agreement

Date of Event:

Hours (limited to between 10 am & 1 am):

Name of Event:

Person(s) Responsible:

Address:

Phone Number:

Work Number:

Email:

Event Type: Wedding

Bride:

Bride Phone:

Bride Email:

Groom:

Groom Phone:

Groom Email:

Estimated number of guests attending (maximum capacity – 380):

Admission to be charged? Yes / No    Liquor to be served? Yes / No

Lease, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ between the City of Lake Geneva, a municipal corporation, Lessee, hereinafter referred to as the "City" and \_\_\_\_\_ hereinafter referred to as "Lessee."

Recitals:

1. The City is the sole owner of the described premises and desires to lease the premises to a suitable lessee.
2. Lessee desires to lease the below described premises.
3. The parties desire to enter into a lease agreement defining their rights, duties and liabilities relating to the premises.

1. Lease Premises: The City hereby leases to Lessee the top floor of the Riviera building on Geneva Lake, located at 812 Wrigley Drive in the City of Lake Geneva, also known as the Riviera Ballroom.

2. Term and Rental Fee: Rental fee is for up to a maximum eight (8) hour period and is due four (4) weeks prior to the event. The lease period begins when guests arrive. Any time in excess of eight (8) hours or after 1:00 a.m. will be charged at \$400 per hour and deducted from the security deposit. Lessee shall pay in, addition to the rental fee the hourly rate of \$20 for all necessary set-up and an hourly rate for security personnel. This will be deducted from the security deposit. Any time needed prior to the arrival of guests is considered set-up time.

Rental Rates (effective 7/15/19)

**City of Lake Geneva Resident**

Saturday: \$1,950

Friday & Sunday: \$1,500

Week Days: Monday – Thursday (Non-Holiday): \$650 \*Floor length linens are **not** included at this rate

- For a wedding, this rate applies only to the bride, groom, or parents of the bride or groom who live full-time within the city limits of Lake Geneva.
- For other bookings, the Lessee must live full-time within the city limits of Lake Geneva and event must be for immediate family (parent or child) of resident Lessee.

**Non-Resident**

Saturday: \$3,900

Friday & Sunday: \$3,000

Week Days: Monday – Thursday (Non-Holiday): \$1,250

**Seasonal Discount**

A 20% discount will apply for weddings booked after November 15<sup>th</sup> and prior to May 1<sup>st</sup>.

The City leases the above described premises for a term of up to eight (8) hours from:

(estimated time) \_\_\_\_\_ (date & year) \_\_\_\_\_

To

(estimated time) \_\_\_\_\_ (date & year) \_\_\_\_\_

\$400.00 per hour will be charged for any occupancy exceeding the above specified time. Lessee hereby requests to lease the premises for an additional \_\_\_\_\_ hours from \_\_\_\_\_ to \_\_\_\_\_ (indicate time). The parties agree and understand that rent for such term shall be the sum of \$ \_\_\_\_\_ dollars. **Rent shall be due and payable in full by 4:00 p.m. no later than four weeks prior to rental.** Payment shall be made to the City of Lake Geneva.

3. Security Deposit: In addition to the rent set forth above the lessee shall pay a security deposit in the amount of \$1000.00. The City and Lessee agree that such security deposit shall be held by the City and may be applied to property damage to the premises, if any, resulting during the term of this lease or otherwise caused by the Lessee, his agents, employees or guests. Nothing in this section shall foreclose the City from, in addition to withholding the security deposit, seeking further action to recover damages or deficiencies from Lessee, his agents, employees or guests for damages to the leased premises.

4. Use: It is understood and agreed that Lessee's use of the premises shall be for the purpose of a wedding. Lessee shall not use nor shall he or she allow the use of the premises, or any part thereof, in any manner which is unlawful, immoral, disreputable, including, but not limited to, the following: gambling, contributing to the delinquency of minors, nude dancing and the use of fireworks.

5. Vendors: The lessee agrees to use caterers from the Riviera Preferred Vendors List for their event. A vendor fee of \$750 of the total bill (excluding tax and gratuity) will be charged for vendors not on the Preferred Vendor List. The lessee is also required to pay an additional outside catering security deposit in the amount of \$1,000 which will be refunded after the event provided no damages are incurred. All other services i.e. Florists, DJ's etc. will be up to the Lessee and no fee will be charged.

6. Indemnity: Lessee shall indemnify the City and hold it harmless for all expenses, liability and claims of every kind, including reasonable attorney's fees, by or on behalf of any person or entity or arising out of (1) a failure of Lessee to perform any term or condition of this lease; (2) any injury or damage happening on or about the premises; (3) a failure of Lessee to comply with any law of any governmental authority; (4) any third party agreements or contracts to provide goods or services for the direct or indirect benefit of the Lessee; or (5) any other circumstance or condition not resulting as a result of the negligence or intentional act of the City, its agents and employees.

7. Stolen or Lost Property: Notwithstanding the provisions of Section 5 herein, Lessee agrees to hold the City harmless for any loss, theft or damage of or to personal property. Lessee has the responsibility of inspecting the premises prior to the close of the lease term for personal property which was lost, misplaced or left behind. Any personal property or fixture remaining at the close of the lease term shall be considered abandoned and shall become property of the City.

8. Surrender of Possession: Lessee shall, upon the close of the lease term, or earlier, peaceably and quietly surrender and deliver the premises to the City free of all liens and encumbrances.

9. Assignment: It is understood and agreed that Lessee shall not assign, sub-lease or in any way encumber the premises, nor shall this lease be transferred by operation of law, without prior written consent of the City.

10. Access to the Premises: Lessee shall allow the City, its agents and employees to enter the premises at reasonable times and in a reasonable manner so as not to disrupt Lessee's use of the premises to inspect the premises to determine whether performance is in accord with the lease terms and conditions.

11. Riviera Security Personnel: Lessee shall allow two (2) employees of the City bearing identification tags with the words "Riviera Personnel" to be present and move freely through the premises during the lease term to make certain no terms or conditions of the lease are being violated. Such Riviera personnel shall also ask persons not authorized by Lessee to be present during the Lease term to leave and will call the police if necessary to assist in the control of guests of Lessee. Riviera personnel shall ask the lessee to announce last call and close down the bar 30 minutes prior to the event end-time, and no less than one and a half hours prior to the 1:00am shut down time. The Riviera personnel will assist the Lessee in matters of a custodial or maintenance to ensure a clean and safe environment.

Such personnel shall be bonded at the expense of the City. A third security guard is required for parties larger than 250 guests (maximum capacity is 380).

12. Lessee shall pay, in addition to the rental fee, the hourly rate for necessary set-up and security personnel scheduled for the event. The hourly rate can be obtained from the City Clerk's office. Current hourly rate is \$20.00 for set-up/tear-down and \$12.75 per security person during the event, and is deducted from the security deposit.

13. Remedies of the City and Liquidated Damages: In the event of breach of any of the terms and conditions of this lease by Lessee, the City, at its option, may treat this lease as null and void, accept the security deposit as liquidated damages, accept the security deposit as partial payment of damages and sue for any deficiency or invoke any remedy available to it under law or equity.

14. Cancellation: A cancellation fee of \$100 will be charged for all cancellations 180 days or more prior to the reserved date; the entire deposit will be forfeited if notified less than 180 days prior to the reserved date. Cancellations must be made in writing.

15. Model Release: It is agreed that The Riviera/City of Lake Geneva staff may display and use any photographs taken for advertising and marketing in ways thought proper by the City of Lake Geneva. For client privacy, last names may be obscured if requested.

16. Rules: Lessee hereby acknowledges receipt of the Rules governing the rental of the Riviera. (\*See attached procedures checklist & Usage Rules). Lessee agrees to abide by and follow each and all of said rules regarding the use of the premises. Lessee further agrees that he or she shall be liable for any and all

damages incurred as a result of violation of these rules. Failure to abide by the subject rules will be considered a breach of this lease.

I acknowledge that I have received, have read and understand the Riviera Ballroom Procedures & Usage Rules and agree to the provisions therein.

Initial \_\_\_\_\_

16. To Confirm Reservation: Please mail the Riviera Ballroom Lease and \$1,000.00 security deposit, payable to “**City of Lake Geneva**” to:

Riviera Facilities Coordinator  
City of Lake Geneva  
626 Geneva Street  
Lake Geneva, WI 53147

Note: We accept credit cards with ONLINE payments only. Online pay is available on the Riviera website [www.lakegenevariviera.com](http://www.lakegenevariviera.com) on the “Forms & Guidelines” page.

The security deposit refund will be paid to and mailed to the Lessee below:

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the City of Lake Geneva

\_\_\_\_\_  
Date

