

Riviera Ballroom Procedures

A Six Step Process

1. Complete application, select date, review current rental rates.
2. Review usage rules.
3. Sign lease.
4. Complete floor plan.
5. Finalize arrangements for event.
6. Review explanation of Security Deposit refund.

Step One *Complete the application.*

Your date is reserved for you upon completion of the application and our receiving your security deposit in the amount of \$1000.00. The security deposit is in addition to any rental rates to be paid. This security deposit will be refunded to you after your event, provided there is no damage to the Riviera facility. Any security time over the eight hours will be deducted from your security deposit, along with any charges for security personnel, as explained in Step 6.

Riviera Rental Rates* (as of 9/1/15)

<i>Lake Geneva Resident**</i>	\$2,500.00
For a wedding, this rate applies to the bride, groom or parents of the bride or groom and event must be for immediate family (parent or child) of resident Lessee.	
For other bookings, the Lessee must be a Lake Geneva resident.	
<i>Non-resident</i>	\$3,000.00
<i>Non-Profit Organizations</i>	\$400.00
Please refer to the Riviera policy concerning non-profit organizations, Schools and civic groups for rules concerning this rate.	
<i>Weekday - Monday - Thursday</i>	\$500.00

Rental Fee includes a maximum eight (8) hour period. Any time over eight hours or after 1 a.m. will be charged at the rate of \$400.00 per hour or any fraction thereof. Rental fees will begin when the guests arrive. Any time needed prior to the guests' arrival is considered set-up time.

*****Must live within the city limits of the City of Lake Geneva. Proof of permanent residency is required.***

Step Two *Review Usage Rules*

♦**Cancellation:** A penalty of \$100 will be charged for all cancellations. The remaining

\$900 will be returned only if a written cancellation notice is given 180 days or more prior to the reserved date. Cancellation notices received in less than 180 days will result in forfeiture of deposit.

◆Floor Plan: The floor plan must be provided to City Hall personnel at least two weeks prior to the event along with a copy of the contracts of the caterers, rental companies, and bartending services.

◆Set-up time: Lessee shall pay in addition to the rental fee, the hourly rate of \$20 for all necessary set-up and security personnel. Arrangements for set-up time must be included on the Floor Plan. Set-up time is available after 10AM on the day of the event; these fees will be deducted from your security deposit. Any reasonable changes will be accepted upon reasonable notice.

◆Security: Riviera security staff will be on the premises (812 Wrigley Drive) during set-up times and during your event and clean-up at Lessee's expense. They will assist you in using the facility. They will contact the proper agency in the event of an emergency. Such Riviera personnel shall close down the bar one and a half hours and the DJ one hour before the end of the rental time. Security personnel will not perform custodial or maintenance functions. For parties over 250 persons (maximum capacity is 380), an extra security guard will be required at the Lessee's expense. A contact person must be established to represent and communicate with security personnel.

◆Vendors: The lessee agrees to use caterers, beverage services and rental companies from the Riviera Preferred Vendors List for their event. A vendor fee of **20%** of the total bill (excluding tax and gratuity) will be charged for vendors **not** on the Preferred Vendor List. Preferred vendors pay a 15% fee. All other services i.e. florists DJ's etc. will be up to the Lessee and no fee will be charged. Any damages done by the caterers or equipment taken from the premises will be the responsibility of the Lessee and recovered through the security deposit. There are two ice machines provided for your use.

◆Decoration: No tacking, taping, nailing, pinning or stapling in any manner to attach any object sign, decoration, ornamentation, wire or any other tangible item to the premises is allowed. No candles (lit or unlit), torch or other ignited or flame-bearing objects are allowed. No helium-filled balloons are allowed. No rice, confetti, glitter, or bird seed will be allowed indoors or outdoors.

◆Parking: Parking at the Riviera is not allowed. Caterers and bands may unload for short periods of time only.

◆Clean-up: It is expected that the premises will be left in order. Garbage should be deposited in plastic bags (provided). These shall be removed from the building and placed in the dumpster outside. All drink or food spills should be wiped up promptly. Arrangements should be made for someone (either a member of your party or the bar service group) to clear all tables prior to leaving the premises. Security personnel should not be expected to assist in clean-up. Caterers are required to clean up the

kitchen facility after use. All personal property owned by others must be removed within two (2) hours after the event unless otherwise scheduled with the security personnel.

♦Liquor, Wine or Beer: There is no liquor license for the premises. Liquor, wine or beer may be served but no license or licensed bartenders are needed. Liquor, wine or beer may only be given away. In no way can money be exchanged or tickets sold. Wisconsin Statutes Chapter 125 forbids dispensing liquor to persons under 21 years of age (please refer to #6(3) in the Riviera Ballroom Lease). Glass beer bottles are not permitted. Crystal glasses, though not recommended, may be used with permission. Any broken glass must be cleaned up immediately by Lessee or appropriate amount will be deducted from the security deposit. The beer tapper (which holds up to three barrels of beer) is to be operated by catering staff only. Security personnel will change the CO2 containers if necessary.

Step Three

Sign Lease

Please review, complete and sign the lease. The lease is due in conjunction with the final payment, at least one month before the event. Please indicate the times you need the doors opened by our security personnel as well as other information requested on the lease.

Step Four

Complete Floor Plan

The Riviera Floor Plan including table arrangements should be reviewed and completed.

Please indicate the total number of people expected, number at the head table, if any, and whether you wish the head table at the "lake" side or the "stairs" side of the building. Also indicate the time when your guests will be arriving and the time you will need the doors open for set-up.

Step Five

Final Arrangements

Our staff desires to help you in any way they can to insure a most memorable event at our beautiful Riviera Ballroom.

A list of ancillary services is attached.

Payment of rental fees (\$2500 resident, \$3000 non-resident) is due no later than four weeks prior to your event. The signed lease is also due at this time. **The floor plan should be submitted two weeks prior to the event along with a copy of the contracts of the caterers, rental companies, and bartending services**

Any minor changes in the floor plan will be accepted, provided reasonable notice is given. If you have any questions, please call our Riviera Facilities Coordinator at (262) 249-4086.

Step Six

Refund of Security Deposit

Your security deposit, minus set-up time and charges for all security personnel, will be refunded to you at the address indicated on your lease within ten (20) days following your function.

Additional deductions from the security deposit will be made in the event of stolen or damaged items at the Riviera, and extraordinary cleaning penalties may result if premises are left unsightly. A deduction at the rate of \$400 per hour or fraction thereof will be made for any time used over the 8-hour rental period or after 1 a.m.

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PG 4