

**RIVIERA BALLROOM POLICY CONCERNING
USE BY LAKE GENEVA AREA NON-PROFIT ORGANIZATIONS,
SCHOOLS AND CIVIC GROUPS**

1. Non-profit organizations, schools, and civic groups and all City of Lake Geneva and Walworth County government functions will qualify as Non-Profits and may rent the Riviera for a fee of \$400.00 plus all set-up, security fees and clean up costs on Mondays through Thursdays and Friday, Saturday and Sunday during the off season of November thru March.

2. Groups qualifying under this policy may rent the Riviera Ballroom up to, but not to exceed two times per year.

3. Badger High School shall be permitted use of the Riviera Ballroom under this policy for the regular cost of \$400.00 plus all set-up, security fees and clean up costs on a Friday or Saturday night for Badger High School Proms and Badger High School Homecoming Dances.

4. Groups under this policy shall pay all security costs, set-up costs and clean-up costs. Rates are available at the City Clerks Office.

5. A security deposit of \$1000.00 shall be required at the time of application. A cancellation fee of \$100.00 will be charged for all cancellations of 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. All cancellations must be received in writing. The application shall provide that the group shall indemnify the City and hold it harmless for all expenses, liability and claims of every kind arising from the group's use of the Riviera Ballroom.

6. The application shall also provide that the group acknowledges receipt of the rules governing the rental of the Riviera which the group shall abide by and follow regarding use of the premises.