

Riviera Ballroom 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 the 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 charges 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 the 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 out.

Parking: Parking at the Riviera is not allowed. Caterers and bands, etc. 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 and 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.

