

# ***The Riviera Ballroom***



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Congratulations on your engagement, and thank you for your interest in The Riviera Ballroom to host your special day! Located on the beautiful shores of Geneva Lake, this historic venue in the heart of Lake Geneva, Wisconsin offers a unique experience blending elegance and one-of-a-kind lake views with nostalgic prestige and tradition. This lakefront gem is surrounded by water on three sides and features over 20-foot-high ceilings, large windows overlooking the beautiful Riviera Beach, and a veranda set above the distinctive Lake Geneva Cruise Line docks and charter boats.

Create a truly customized wedding that reflects you as a couple with the caterer and vendors of your choice from our carefully selected Preferred Vendor List. Allow our Director of Events to walk you through the Riviera planning process and be available to answer questions and provide guidance along the way. If looking for the true Lake Geneva wedding experience, look no further as The Riviera Ballroom delivers lakeside charm, simple elegance and the finest talent at the most desirable location in the Lake Geneva region.



***Timeless Tradition***

***Lakeside Charm***

***Simple Elegance***

***The True Lake Geneva Wedding Experience***

## 2025 Pricing Information

### Riviera Rental Rates

#### Non- Resident

Saturday	\$7,750
Friday	\$6,000
Sunday	\$5,500
Mon-Thurs	\$2,400

**Military Discount:** 15% discount applied if Bride or Groom is active or honorably discharged (Proof required)

**Rental fee covers up to a maximum of 8 hours of event time and up to 7 hours of set-up time, and is due 6 months prior to the event date.**

#### Non-Resident Off-peak (December 1— April 30)

Saturday	\$5,800	Friday	\$4,750
Sunday	\$3,800	Mon-Thurs	\$2,100

**\*See Riviera Resident Rate Request for requirements and to submit for approval to obtain Resident Rates.**

#### Holiday Surcharge: \$300.00

#### Full-time City of Lake Geneva Resident\*

*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.*

Saturday	\$7,750
Friday	\$3,500
Sunday	\$2,750
Mon-Thurs	\$1,425

#### Resident Off-Peak (December 1—April 30)

Saturday	\$2,850	Friday	\$2,375
Sunday	\$1,950	Mon-Thurs	\$1,425

### Package Inclusions

*The Riviera Rental Rates include:*

- 60” round dining tables to accommodate 8-10 guests per table
- 8ft long banquet tables to accommodate 8 guests per table
- (1) 4ft Round Table— can be used as a Sweetheart or Cake table
- Additional 8’ banquet tables for welcome tables and buffets
- Chairs for up to 280 guests
- Set-up and tear-down of all tables and chairs
- 8 hours of event time + up to 7 hours of set-up time
- \*\*\*The Riviera ballroom does not have high or low cocktail tables available for use.

## Capacities, Deposits & Fees

Max capacity with rounds/No dance floor:

- **8 ppl per table: 264 / 10 ppl per table: 320**

Max capacity with rounds/Small dance floor:

- **8 ppl per table: 216 / 10 ppl per table: 270**
- A Security deposit of \$1,000, 50% of the Rental Fee and a signed Lease Agreement are due to confirm your reservation on a definite basis.
- **The Resident Rate Request form** must be submitted with the Lease Agreement and approved in order to receive the City of Lake Geneva resident rate.

*Please see Ballroom Rules & Procedures, The Riviera Wedding Lease Agreement & Resident Request Form for more information.*



## Food & Beverage

Our couples invest a lot in their special day, so it is very important to us that the caterer selected is trusted to deliver great service from the planning stages to the food quality, presentation, execution and clean up.

Our caterers know the ins and outs of our facility, are consistent, understand our policies and are trusted to take excellent care of our customers. ***For this reason and more, we do ask that our couples choose one of the caterers from our carefully selected vendor list for their event food needs.***

Our list of ten caterers offer a wide range of affordable options for every taste and budget. A number of the caterers offer an optional bar package with their services, making it even easier to plan your day with a single contact for food and beverage.

You can also opt to use a separate beverage service/ bartending company, in which case, we highly recommend sticking to our list. It is required that the company used is licensed with licensed bartenders and understands the *rules and procedures* of the Riviera Ballroom.

# *Ceremony*

Many of our couples choose to get married on location, and there is no extra charge for hosting your ceremony at the Riviera. Ceremonies take place in the ballroom, and there is a short transition while the caterer shifts the tables and chairs into place for the reception. We unfortunately do not have an outdoor ceremony location.

To ensure a smooth transition, have the photographer take all guests out to the fountain for a large group photo while the staff is resetting the room. Or, take an hour long break for photos by the lake while the guests enjoy a refreshment at one of the restaurants across the street.



## Riviera Wedding Checklist

1. Check availability & tour the venue
2. Review the Riviera Procedures/Rules, review and sign the Lease Agreement.
3. Submit the signed Lease Agreement, Security Deposit & 50% of the rental fee to the City of Lake Geneva.
4. Select your vendors.
5. 6 months prior to the wedding– Pay the remainder of the rental fee.
6. Four weeks prior to the wedding– Submit the following items to your Event Manager:
  - Completed Floor Plan Final Detail Packet
  - Full Catering Agreement & Bartender licenses
  - Day-of Wedding Timeline to include set-up and tear-down times
  - Day-of Vendor Contact List
8. Relax & enjoy your special day!



# Riviera Vendor List

## Caterers

*The Caterer is required to be chosen from The Riviera Vendor List for all events.*

### **Celebration on Wells\***

Lake Geneva, WI

(262) 248-2555

Celebrationonwells@gmail.com

### **Lake Life Catering \***

Lake Geneva, WI

262-245-2100 ext. 219

Melissa.rios@gagemarine.com

### **Bubbs BBQ/All Occasions\***

Big Bend, WI

(262) 662-4201

Info@bubbs.com

### **Hoffman House \***

Rockford, IL

(815) 397-5800

catering@hoffmanhouserockford.com

### **Hazel's/Tarts & Truffles, Cakes & Catering**

Hebron, IL

(815) 790-3489 (TEXT only)

Tartsandtruffles@yahoo.com

### **Chef Jack's Catering**

Waukesha, WI

(262) 549-5558

info@chefjacks.com

### **Gino's East\***

Lake Geneva, WI

(262) 248-2525

sales@ginoseastlakegeneva.com

### **Zilli Hospitality Group\***

Waukesha, WI

(262) 547-9447

paulag@zillihospitalitygroup.com

### **Blue Plate Catering**

Madison, WI

(608) 827-7200

contact@blueplatecatering.com

### **Chef David's Catererd Events\***

Kenosha, WI

(262) 748-1171

Events@ChefDavids.com



## ***Beverage Services/Bartending***

*\*A Lake Geneva- licensed bartending company is required to service all events with alcohol.*

### **Celebration on Wells**

Lake Geneva, WI

(262) 248-2555

Celebrationonwells@gmail.com

### **Over the Moon Bartending**

(414) 793-8476

events@overthemoonbartending.com

### **Professional Beverage Service**

(847) 899-5594

probevservice@yahoo.com

Probeverageservice.com

### **Brunos Beverage Catering**

(262) 248-6407

brunosliquors@hotmail.com

**\*\*Caterers with an asterisk also provide bartending services\*\***

## ***Rental, Linen & Décor Companies***

### **Step it Up Rental**

**(Chairs, tables, tents)**

(815) 790-6895

stepituprental@gmail.com

### **Collins Custom Creations**

**(Chairs, tables, lighting)**

(262) 510-5061

Collinscustomcreationsc3@gmail.com

Www.Collinscustomcreationsc3.com

### **Windy City Linens**

**(Specialty Linens)**

(224) 279-1500

cammy@windycitylinen.com

### **Dunn Lumbar/Just Ask Rental**

**(Tables, Garden Chairs)**

(262) 248-4459





## ***Our Favorite Professionals***

### ***Florists***

#### **Lilypots**

www.lilypotsevents.com

(262) 332-4200

Cassandra@lilypotsevent.com

#### **Tommi's Garden Blooms**

Lake Geneva, WI

(262) 729-4162

tommisgardenblooms@gmail.com

#### **Treasure Hut Flowers**

Delavan, WI

(262) 728-2020

www.treasurehutflorist.com

#### **Frontier Flowers**

Fontana, WI

(262) 275-1900

hello@frontierflowersoffontana.com

#### **Julie Michelle Cakes**

Harvard, IL

(312) 800-3101

info@juliemichellectakes.com

#### **Stinebrinks Piggly Wiggly**

Lake Geneva, WI

(262) 248-8798

### ***Bakeries***

#### **Bittner's Bakery**

Lake Geneva, WI

(262) 248-2330

info@bittnersbakery.com

#### **Pastries by Chad**

Elkhorn, WI

(262) 279-1187

pastriesbychad@gmail.com

### ***Photographers***

#### **Matt Mason Photography**

Lake Geneva, WI

(262) 745-4000

matt@mattmasonphotography.com

#### **Kristina Lorraine**

Fontana, WI

(219) 406-5152

info@kristinalorraine.com

#### **Ideal Impressions**

Lake Geneva, WI

(262) 903-1887

ryan@idealimpressionsphotography.com

#### **C. Mae Photography**

Lake Geneva, WI

(312) 772-3688

smile@cmaedesign.com



## ***Our Favorite Professionals***

### ***Entertainment***

#### **A Personal Touch DJ**

(262) 510-5061

apersonaltouchdj@hotmail.com

#### **Bluewater Kings Band**

(312) 731-2034

molly@bluewaterkingsband.com

#### **Sound by Design**

(262) 968-9586

hello@soundbydesign.co

#### **DJ Felix Entertainment**

Lake Geneva, WI

(262) 749-4367

www.djfelixentertainment.com

### ***Hair & Makeup***

#### **Clear Waters Salon & Spa**

Lake Geneva, WI

(262) 248-2444

#### **Jasmine Salon & Spa**

Lake Geneva, WI

(262) 249-9800

info@jasminesalonspa.com

### ***Planners/Day-of Coordination***

#### **Graceful Events**

Lake Geneva, WI

(262) 215-8835

www.gracefulevents.net

Jaffew83@gmail.com

#### **Judge Henry Sibbing**

(262) 248-4651

lgcourt@genevaonline.com

### ***& Officiants***

#### **Something Blue Lake Geneva**

(262) 745-1677

www.somethingbluelakegeneva.com

info@somethingbluelakegeneva.com

#### **My Best Ceremony**

#### **Rev. Marcia Boyer**

(262) 725-3483

info@mybestceremony.com

### ***Lake Geneva Rehearsal Dinner Venues***

Lake Geneva Cruise Lines

Sopra

Simple Cafe

Celebrations on Wells

Lake City Social/The Cove of  
Lake Geneva

Maxwell Mansion

Tuscan Tavern & Grill

Gino's East Pizzeria

Bella Vista Suites

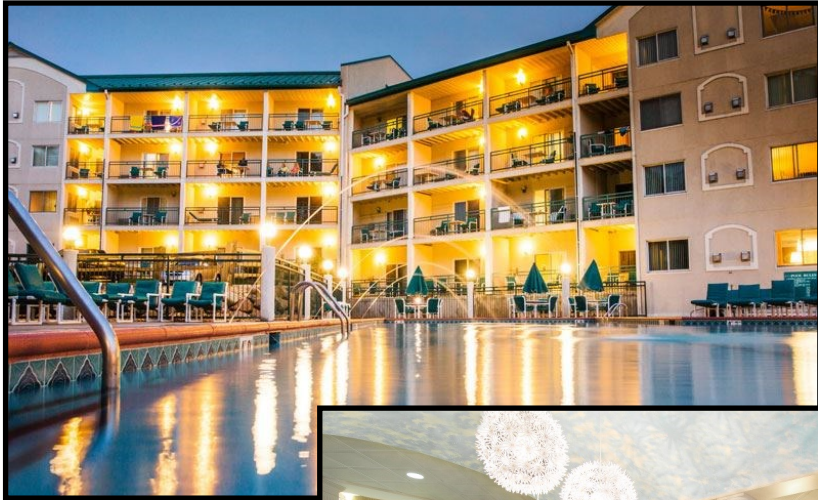
Harbor Shores on Lake Geneva

Oakfire

Geneva Tap House

Zaab Corner Bistro

# City of Lake Geneva Accommodations



## **Keefe Vacation Rentals**

Multiple Locations

Keeferentals.com

## **Boutique Inn**

493 S. Wrigley Dr.

(262) 248-8393

## **Bella Vista Suites**

335 Wrigley Drive

(262) 248-2100

## **The Baker House**

327 Wrigley Drive

(262) 248-4700

## **Harbor Shores**

300 Wrigley Drive

(262) 248-9181

sales@harborshoreslg.com

## **Maxwell Mansion**

314 S. Wells St.

(262) 248-9711

## **The Lake Geneva Motel**

524 S. Wells St.

(262) 248-3464

www.lakegenevamotel.com

## **Seven Oaks Lake Geneva**

682 S. Wells St.

(262) 248-4006

info@sevenoakslakegeneva.com

## **The Cove of Lake Geneva**

111 Center Street

(262) 249-9460

sales@coveoflakegeneva.com

## **Comfort Inn & Suites**

300 East Main Street

(262) 248-2300

## **Fairfield Inn by Marriott**

1111 N. Edwards Blvd.

(262) 348-9000

## **Mill Creek Hotel**

123 Center Street

(262) 248-6647

info@millcreekhotel.com

## **Geneva Wells Motel**

1060 S. Wells St.

(262) 248-1809

*For more vacation rental options in the City of Lake Geneva, please visit [AirBnB.com](https://www.airbnb.com) and [VRBO.com](https://www.vrbo.com)*