

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

Date \_\_\_\_\_

# Riviera Ballroom Application

Date of Event \_\_\_\_\_  
Day of week \_\_\_\_\_ Date & Year \_\_\_\_\_ Hours (limited to between 10 am & 1 am) \_\_\_\_\_

Name of Group or Individual(s) \_\_\_\_\_

Person(s) Responsible \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Work Number ( ) \_\_\_\_\_

Request Riviera for the following purpose: \_\_\_\_\_

Estimated number attending \_\_\_\_\_  
(maximum capacity – 380)

Admission to be charged? \_\_\_\_\_ Liquor to be served? \_\_\_\_\_

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 9/1/15)

**Lake Geneva Resident \$2,500.00**

*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 \$3,000.00**

**Non- Profit Organizations \$400.00**

**Week Day – Monday – Thursday \$500.00  
Non Holiday**

*Please refer to the Riviera policy concerning non-profit organizations, schools, and civic groups for rules concerning this rate.*

*Cancellations: 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.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Physical location of the Riviera Ballroom is 812 Wrigley Drive.

Please mail the Application and \$1,000.00 security deposit to:

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

Note:

We accept credit cards with ONLINE applications only.  
If paying by check with this application, please make  
check payable to City of Lake Geneva.