

# *The Riviera Ballroom*

*Meetings & Events*



## ***The Riviera Ballroom***

Thank you for your interest in the Riviera for your upcoming event! 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. The ballroom is equipped with a built-in drop down screen and PA Package, and partners with an experienced Audio Visual company to accommodate extensive production needs.

Select 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 to wow your attendees , look no further as The Riviera Ballroom delivers a truly unique experience at the most desirable location in the Lake Geneva region.



***Timeless Tradition***

***Lakeside Charm***

***Simple Elegance***

***Bring The Riviera Difference to your next Meeting or Event!***

## Riviera Rental Rates

### Non- Resident

|                           |          |
|---------------------------|----------|
| Mon-Thurs                 | \$2,400  |
| Friday                    | \$6,000  |
| Saturday                  | \$7,750  |
| Mon-Thurs Multi-Day Event | \$850*   |
| • Add Friday Half-day/AM  | \$1,250* |

*\*Group stays minimum of 1 night at Lake Geneva hotel*

### Non- Resident Off-peak (November 1–April 30)

|                       |               |
|-----------------------|---------------|
| Mon-Thurs & Multi-Day | Same as above |
| Friday                | \$5,800       |
| Saturday              | \$7,750       |
| Sunday                | \$5,500       |

### Non-Profits\*

|                              |         |
|------------------------------|---------|
| Mon-Thurs Year-Round         | \$1,000 |
| Fri, Sat & Sun Off-peak only | \$1,000 |

***\*See Riviera Non-Profit Policy for detailed non-profit rate information and requirements.***

## Package Inclusions

- 60” round dining tables to accommodate 8-10 guests per table
- 8ft long banquet tables to accommodate 8 guests per table
- Additional 8’ banquet tables for Registration, Buffets & Display Tables
- Chairs for up to 280 guests
- Built-in drop down screen & Projector
- Bose speaker system
- Handheld wireless microphone
- Lavalier microphone



## Riviera Ballroom Capacities, Deposit & Fees

| Square Footage | Dimensions       | Rounds of 8 | Rounds of 10 | Reception | Theatre | Crescent | Open Square | U-Shape |
|----------------|------------------|-------------|--------------|-----------|---------|----------|-------------|---------|
| 5400           | 32' 10" x 55' 6" | 280         | 320          | 380       | 360     | 204      | 76          | 64      |

- A Security deposit of \$1,000 and signed Lease Agreement are due to confirm your reservation on a definite basis.
- Set-up & Security: An hourly rate of \$20 for set-up time and hourly rate of \$12.75 per Riviera security personnel will be deducted from the security deposit. Two security personnel are required for groups over 100. Three are required groups over 250.

*Please see Ballroom Usage Rules & Procedures for more information.*

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## Food & Beverage

Our clients invest a lot of time and money on their events, 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 clients 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.

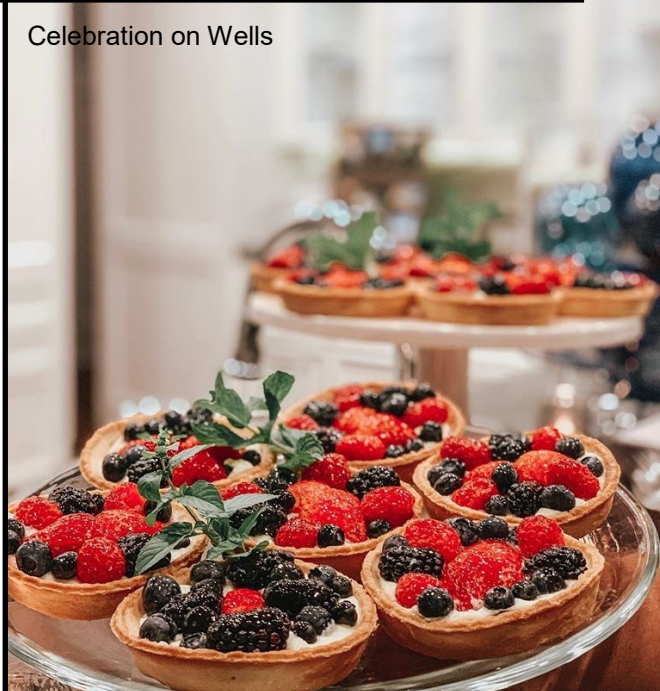
You can also opt to use a separate beverage service/bartending company, in which case, we highly recommend utilizing our list. It is required that the company used is insured with licensed bartenders and understands the *rules and procedures* of the Riviera Ballroom. ***Please note, The Riviera does not own a liquor license, so we cannot allow cash bars (or drink tickets) on-site. All alcoholic beverages are required to be hosted/provided free of charge at the event for the guests.***

## ***Preferred Caterers***

*The Caterer is to be chosen from this list for all events.*



Chef Jack's Catering



Celebration on Wells

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

Lake Geneva, WI

(262) 248-2555

Celebrationonwells@gmail.com

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

Hebron, IL

(815) 790-3489 (TEXT only)

Tartsandtruffles@yahoo.com

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

Lake Geneva, WI

(262) 248-2525

jhursey@ginoseastlakegeneva.com

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

Big Bend, WI

(262) 662-4201

Info@bubbs.com

### **Chef David's**

Kenosha, WI

(262) 925-8800

Events@ChefDavids.com

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

Lake Geneva, WI

262-245-2100 ext. 219

Melissa.rios@gagemarine.com

### **Hoffman House\***

Rockford, IL

(815) 397-5800

catering@hoffmanhouserockford.com

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

Waukesha, WI

(262) 549-5558

info@chefjacks.com

### **Blue Plate Catering \***

Madison, WI

(608) 827-7200

contact@blueplatecatering.com

### **The Getaway/Mars Resort**

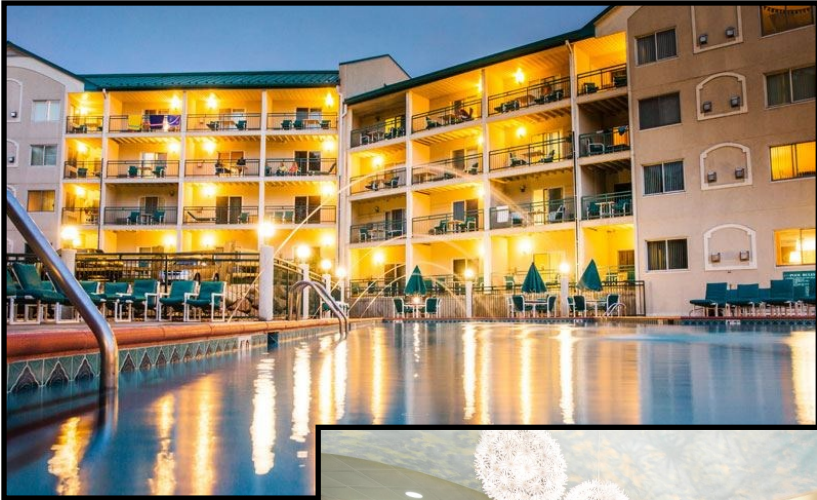
Lake Geneva, WI

(262) 716-1995

events@frenchcountryinn.com

**\* Caterers that also offer bar service**

# City of Lake Geneva Accommodations



## **Endless Summer Nites**

412 S. Wells St.  
(262) 949-1641

## **Boutique Inn**

493 S. Wrigley Dr.  
(262) 248-8393

## **Bella Vista Suites**

335 Wrigley Drive  
(262) 248-2100  
kyle@bellavistasuites.com

## **The Baker House**

327 Wrigley Drive  
(262) 248-4700

## **Harbor Shores**

300 Wrigley Drive  
(262) 248-9181

## **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  
eschmitt@lakegenevacomfortsuites.com

## **Fairfield Inn by Marriott**

1111 N. Edwards Blvd.  
(262) 348-9000  
jgaulke@fhginc.com

## **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)*

## ***Recommended Vendors***

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

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

#### **Celebration on Wells**

Lake Geneva, WI

(262) 248-2555

Celebrationonwells@gmail.com

#### **Brunos Beverage Catering**

Lake Geneva, WI

(262) 248-6407

brunosliquors@hotmail.com

#### **Over the Moon Bartending**

(414) 793-8476

events@overthemoonbartending.com

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

#### **Step it Up Rental**

**(Chairs, tables, tents)**

Hebron, IL

(815) 790-6895

stepituprental@gmail.com

#### **Windy City Linens**

**(Specialty Linens)**

(262) 949-1030

Kathy@windycitylinen.com

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

**(Tables, Garden Chairs)**

Lake Geneva, WI

(262) 248-4459

## **Ancillary Meeting Spaces**

Great for:

- Break-out Rooms
- Post-meeting Receptions
- Meal Rooms



The Cove Promenade Room



Comfort Inn Newport Room

Harbor Shores Pelican Bay



## Ancillary Meeting Spaces Cont'd



Bella Vista Suites Vista del Lago



Maxwell Mansion Ballroom

## Entertainment

### A Personal Touch DJ

Oak Creek, WI

(262) 510-5061

apersonaltouchdj@hotmail.com

### Bluewater Kings Band

Chicago, IL

(312) 731-2034

molly@bluewaterkingsband.com

### Sound by Design

Shorewood WI

(262) 968-9586

info@soundbydesign.org

### Mobile Madness

(262) 903-3926

joshbourdo@mobilemadnessdj.com

## Recommended Vendors

### Florists

#### Lilypots

Lake Geneva, WI

(262) 248-4200

[lilypots@att.net](mailto:lilypots@att.net)

#### Tommi's Garden Blooms

Lake Geneva, WI

(262) 729-4162

[tommisgardenblooms@gmail.com](mailto:tommisgardenblooms@gmail.com)

#### Frontier Flowers

Fontana, WI

(262) 275-1900

[hello@frontierflowersoffontana.com](mailto:hello@frontierflowersoffontana.com)

#### Pesche's Greenhouse

Lake Geneva, WI

(262) 245-6125

[www.peschesgreenhouse.com](http://www.peschesgreenhouse.com)

## Photographers

#### Matt Mason Photography

Lake Geneva, WI

(262) 745-4000

[matt@mattmasonphotography.com](mailto:matt@mattmasonphotography.com)

#### Ideal Impressions

Lake Geneva, WI

(262) 903-1887

[ryan@idealimpressionsphotography.com](mailto:ryan@idealimpressionsphotography.com)

#### Kristina Lorraine

Fontana, WI

(219) 406-5152

[info@kristinalorraine.com](mailto:info@kristinalorraine.com)