



Riviera Ballroom Event Procedures

Event Checklist

1. Check availability & tour the venue
2. Review the usage rules, review and sign the lease agreement.
3. Submit the signed lease agreement, security deposit and 50% of the event payment to the City of Lake Geneva.
4. Select and confirm your vendors.
5. Six months prior to the event– Pay the remainder of event rental fee in full.
6. Submit your confirmed vendor list to the Riviera.
7. Four weeks prior to the event– Submit the following items to the Riviera:
 - Completed Final Details Packet (floor plan, set-up times, vendor contact list)
 - Event timeline from start to finish

Usage Rules

Cancellation:

A cancellation fee of \$1,000 (Security Deposit) will be charged for all cancellations. Cancellations made more than six months prior to the reserved date will be required to pay 50% of the rental fee, minus the \$1,000 deposit. Cancellations made within six months of the reserved date will be required to pay the rental fee in full, minus the \$1,000 deposit. All cancellations must be made in writing.

In the event an event is canceled for any reason and is rescheduled into a following year, the rescheduled event shall be subject to the rates and terms applicable to leases in the year the event is rescheduled.

Floor Plan & Vendor Documents:

The floor plan must be provided to City Hall personnel four weeks prior to the event along with a copy of the contracts of the caterers, rental companies, and bartending services.

Set-up time:

Lessee can access the ballroom after 10:00am on the date of the event for set-up. Arrangements for set-up time must be included on the Final Detail Packet four weeks prior to the date of the event.

Security:

Riviera security staff will be on the premises (812 Wrigley Drive) during set-up times and during your event and tear-down time at Lessee's expense. They will assist you in using the facility (lights, A/C, elevator), as well as contact the proper agency in the event of an emergency. Such Riviera personnel shall close down the bar 30 minutes prior to the event end time, and the DJ/Band promptly at end time. A minimum of one hour additional is required to be built into the rental time after the event end time for lessee to clean up and vendors to remove all equipment and décor items. A contact person must be established to represent and communicate with security personnel.

Vendors:

The lessee agrees to use caterers from the Riviera Vendor List for all food needs at their event. (Exceptions can be made for bakeries for dessert items). An outside vendor fee of \$750 will be charged to the Lessee for usage of a food provider not on the Riviera Vendor List. It is highly recommended to utilize the beverage and rental companies from the Recommended Vendor List; however, it is not required. All additional 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 outdoors.

Parking:

Parking at the Riviera is not permitted. Caterers and bands may unload for short periods of time only.

Clean-up:

It is expected that the premises will be left in order. The caterer, beverage company and Lessee must deposit garbage in plastic bags (provided). These shall be removed from the building and placed in the dumpster outside. All drink or food spills should be wiped up promptly. Arrangements should be made by the lessee for someone (either a member of your party or the bar service group) to clear all tables and floor trash prior to leaving the premises. **Security personnel is not 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 and within the rental time while security is onsite, unless otherwise scheduled with the event coordinator.

It is the responsibility of the Lessee that the facility is left in the condition it was received. All garbage must be placed in the dumpster outside and all food, drink/liquid spills cleaned/mopped up. The Lessee will be charged a minimum of \$250 if additional cleaning or maintenance is required above standard procedures.

Liquor, Wine or Beer:

There is no liquor license for the premises. Liquor, wine or beer may be brought in by the Lessee or beverage company and must be removed after the event. The Riviera requires that all bartending/service staff have proper licensing in order to service events on property. Liquor, wine or beer may only be given away/hosted by the client. In no way can money be exchanged or tickets sold for beverages (cash bars are not permitted). Wisconsin Statutes Chapter 125 forbids dispensing liquor to persons under 21 years of age. Glass beer bottles are not permitted. Wine, champagne and water glasses may be used on the dining tables only (no glassware is permitted on the bar or after dinner service), and must be cleared and stored away after dinner service prior to open dancing. Any broken glass must be cleaned up immediately by the catering staff, bartenders or Lessee, or the appropriate amount will be deducted from the security deposit. The beer tapper (which holds two barrels of beer) is to be operated by licensed bartenders only. Security personnel will change the CO2 containers if necessary.

Security Deposit & Lease Agreement

Your date is reserved for you upon submission of the signed Lease Agreement and our receiving your security deposit in the amount of \$1000.00 as well as 50% of the Event Rental Fee. The security deposit is in addition to any rental rates to be paid. This security deposit will be refunded to you after your event, provided there is no damage to the Riviera facility. Any security time over the eight hours will be deducted from your security deposit.

****See Lease Agreement for current Riviera Ballroom rental rates.***

Completion of Floor Plan

The Riviera Final Details Packet including table arrangements should be reviewed, completed and submitted four weeks prior to the date of the event.

Our Director of Events Sales will be happy to walk you through the optimal set-up for your wedding to ensure the room set up is up to your standards on the day of the wedding.

Final Arrangements

In preparation for your event, our staff desires to help you in any way they can to insure a most memorable event at our beautiful Riviera Ballroom. Please don't hesitate to reach out with any questions.

As a reminder:

- ✓ Payment of the remainder of the rental fee is due no later than six months prior to your event.
- ✓ The floor plan should be submitted four weeks prior to the event along with a day-of timeline and copy of the contracts from the caterers, rental companies, and bartending services.
- ✓ Changes requested to the floor plan within five days prior to the event will result in a \$50 change fee.

If you have any questions, please contact our Riviera Director of Event Sales at (262) 344-8246 or lakegenevariviera@gmail.com.

Refund of Security Deposit

Your security deposit will be refunded to you at the address indicated on your lease within six weeks following your function.

Additional deductions from the security deposit will be made in the event of stolen or damaged items at the Riviera, and extraordinary cleaning penalties may result if premises are left unsightly (See "Clean-up" instructions on page 2-3). A deduction at the rate of \$400 per hour or fraction thereof will be made for any time used over the 8-hour rental period or after 1 a.m.