



## 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 to the City of Lake Geneva.
4. Select and confirm your vendors.
5. Submit your confirmed vendor list to the Riviera Event Manager.
6. Four weeks prior to the event– Pay the event rental fee in full.
7. Two weeks prior to the event– Submit the following items to your Event Manager:
  - Completed floor plan & set-up questionnaire
  - Full catering, bartending & equipment rental agreements
  - Event timeline to include set-up and tear-down
  - Vendor contact list

### Usage Rules

#### Cancellation:

A cancellation fee of \$1,000 (deposit) will be charged for all cancellations. Cancellations made within 90 days of the reserved date will be required to pay 50% of the rental fee, minus the \$1,000 deposit. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full, minus the \$1,000 deposit.

For events with a rental fee less than \$1,000: A fee of \$100 will be charged for cancellations made 180 days or more prior of the reserved date. Cancellations made within 90 days of the reserved date will be required to pay 50% of the rental fee. Cancellations made within 14 days of the reserved date will be required to pay the rental fee in full.

All cancellations must be made in writing.

#### Floor Plan & Vendor Documents:

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 questionnaire. Set-up time is available after 10AM on the day of the event; these fees will be deducted from your security deposit. *Any changes requested to the floor plan within five days of the date of the event will result in a \$50 change fee.*

#### Security:

Riviera security staff will be on the premises (812 Wrigley Drive) during set-up times and during your event and clean-up at Lessee's expense. The hourly rate for up to 2 security personnel during the event is \$12.75 per security personnel. They will assist you in using the facility, 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 and staff to clean up and vendors to remove all equipment and décor items. For parties over 250 persons a third 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 Vendor List for their event. An outside caterer fee of \$750 will be charged to the Lessee for usage of a caterer not on the Riviera Vendor List. The outside caterer must be licensed and insured. 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 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

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 security personnel.

***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 are licensed in order to service events on property. 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. Glass beer bottles are not permitted. Wine, champagne and water glasses may be used on the dining tables, 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 up to three 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. 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, along with charges for security personnel during the event, as explained on page 2.

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

### **Completion of Floor Plan**

The Riviera Floor Plan questionnaire including table arrangements should be reviewed, completed and submitted two weeks prior to the date of the event.

Please indicate the total number of people expected, number at the head table, if any, and whether you wish the head table at the "lake" side or the "stairs" side of the building. Also indicate the time when your guests will be arriving and the time you will need the doors open for set-up.

### **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 rental fee is due no later than four weeks prior to your event.
- ✓ The floor plan should be submitted two 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 Event Manager at (262) 581-8282 or [info@meetatlakegeneva.com](mailto:info@meetatlakegeneva.com).

### **Refund of Security Deposit**

Your security deposit, minus set-up time and charges for all security personnel, will be refunded to you at the address indicated on your lease within ten (20) days 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.