

RIVIERA EVENT SET-UP & FLOOR PLAN DOCUMENT

****PLEASE FILL OUT THE ENTIRE FORM AND SUBMIT WITH YOUR FINAL FLOOR PLAN AT LEAST 2 WEEKS PRIOR TO THE DATE OF YOUR EVENT***

Page 1: Event Timing & Day-of Contact

Page 2: Important Reminders & Vendor Information

Page 3: Floor Plan

Date of Event: _____

Client Name: _____

Day-of Event Contact Number: _____

Total Number of Guests: _____

Time scheduled for set-up (Not before 10:00am): _____

**Billed at \$20/hour. Client and vendors will not be able to access the venue prior to this set-up time*

Time Guests Scheduled to Arrive: _____

**Rental fee begins when guests arrive*

Event End Time (Guests depart): _____

****Please be sure to coordinate set-up/access time & clean-up/late night pick-up times with your vendors.***

IMPORTANT REMINDERS:

- ✓ Vendors must arrive at the end time to pick up all rented/décor items and remove items from the venue before 1:00am.
 - ✓ All trash must be removed from the venue and placed in the outside dumpster at the end of the evening. A cleaning charge will apply if trash or messes are left unattended to.
 - ✓ The Riviera is not responsible for personal or décor items left at the venue.
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VENDOR INFORMTATION:

*Please provide contact number for the **day-of** the wedding*

CATERER: _____

PHONE: _____

BEVERAGE SERVICE: _____

PHONE: _____

RENTAL/DÉCOR: _____

PHONE: _____

RENTAL/DÉCOR: _____

PHONE: _____

DJ/BAND: _____

PHONE: _____

FLORIST: _____

PHONE: _____

BAKERY: _____

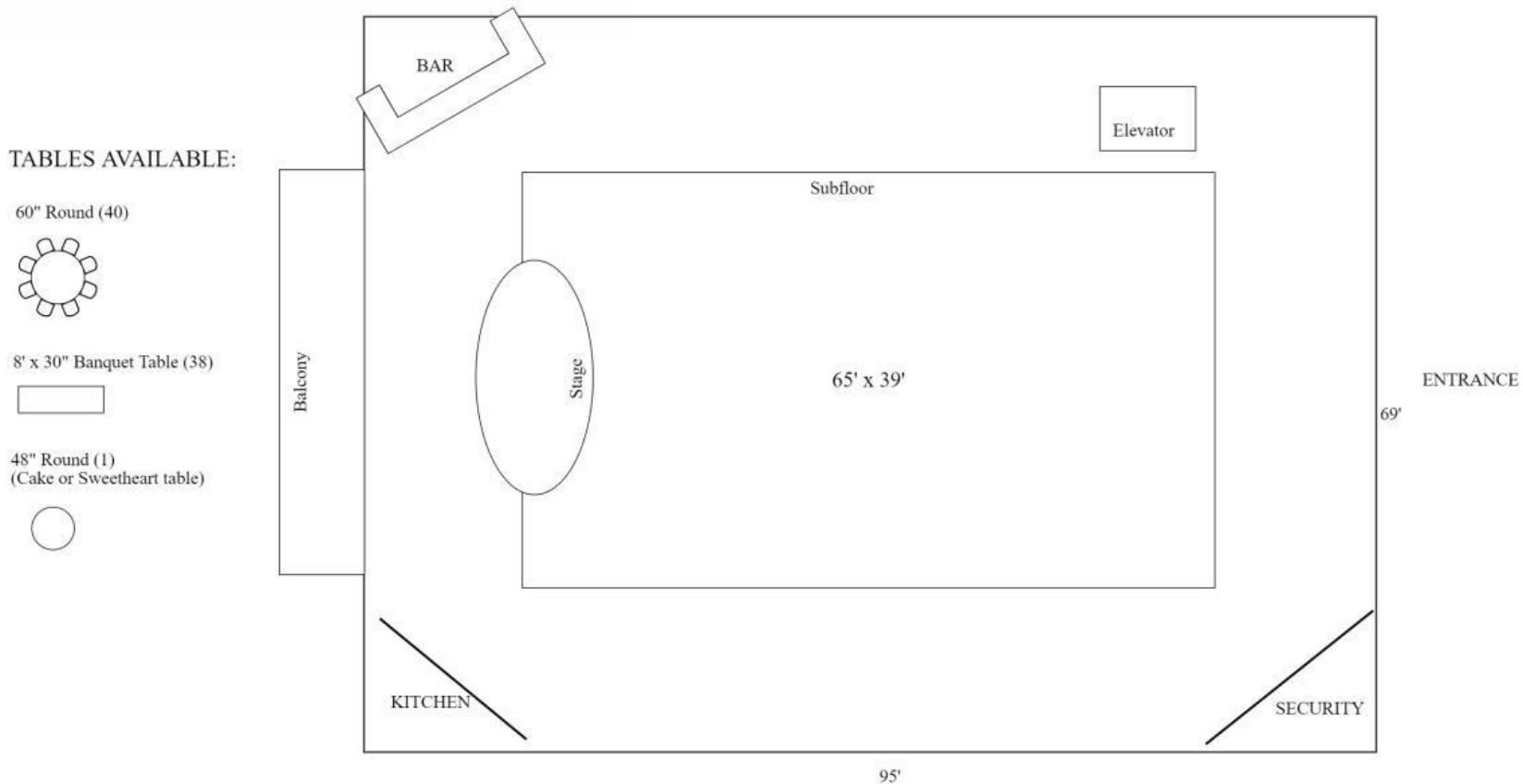
PHONE: _____

PLANNER: _____

PHONE: _____

Instructions:

Please draw in your tables with # of chairs per table. For assistance, please contact Stephanie at LakeGenevaRiviera@gmail.com.



PLEASE CHECK ONE:

THE RIVIERA BALLROOM

Riviera Chairs (280 max) _____

Rented Chairs _____

***If renting chairs, you as the client or the rental company will be responsible for setting up the chairs.**

