

# ***The Riviera Ballroom***



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Congratulations on your engagement, and thank you for your interest in The Riviera Ballroom to host your special day! 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.

Create a truly customized wedding that reflects you as a couple with 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 for the true Lake Geneva wedding experience, look no further as The Riviera Ballroom delivers lakeside charm, simple elegance and the finest talent at the most desirable location in the Lake Geneva region.



***Timeless Tradition***

***Lakeside Charm***

***Simple Elegance***

***The True Lake Geneva Wedding Experience***

## ***Pricing Information***

### **Riviera Rental Rates**

#### ***Lake Geneva Resident\****

*This rate applies to the bride, groom or parents of the bride or groom and event must be for immediate family (parent or child) of resident.*

|                 |         |
|-----------------|---------|
| Saturday        | \$1,950 |
| Friday & Sunday | \$1,700 |
| Mon-Thurs       | \$625   |

#### ***Non- Resident***

|           |         |
|-----------|---------|
| Saturday  | \$5,500 |
| Friday    | \$4,700 |
| Sunday    | \$4,500 |
| Mon-Thurs | \$1,750 |

#### ***Non-Resident Off-peak Season Rates (November 1— April 31)***

|           |         |
|-----------|---------|
| Saturday  | \$4,700 |
| Friday    | \$3,800 |
| Sunday    | \$3,000 |
| Mon-Thurs | \$1,500 |

Holiday Surcharge: \$250.00

***Military Discount:*** 15% discount applied if Bride or Groom is active or honorably discharged (Proof required)

***Rental fee covers up to a maximum of 8 hours and is due 6 months prior to the event date.***

***\*See Riviera Resident Rate Request for requirements and to submit for approval to obtain Resident Rates.***

### **Package Inclusions**

*The Riviera Rental Rates include:*

- 60” round dining tables to accommodate 8-10 guests per table
- 8ft long banquet tables to accommodate 8 guests per table
- (1) 4ft Round Table– can be used as a Sweetheart or Cake table
- Additional 8’ banquet tables for welcome tables and buffets
- Chairs for up to 280 guests
- Set-up and tear-down of all tables and chairs
- 8 hours of event time
- \*\*\*The Riviera ballroom does not have high or low cocktail tables available for use.

## Capacities, Deposits & Fees

Max capacity with rounds/No dance floor: 320

Max capacity with rounds/Small dance floor: 250

- A Security deposit of \$1,000, 50% of the Rental Fee and signed Lease Agreement are due to confirm your reservation on a definite basis.
- Set-up & Security: An hourly rate of \$20 for client set-up time and hourly rate of \$12.75 per Riviera security personnel will be deducted from the security deposit.

*Please see Ballroom Rules & Procedures & the Riviera Wedding Lease Agreement for more information.*



## Food & Beverage

Our couples invest a lot in their special day, 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 couples 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 sticking to our list. It is required that the company used is licensed with licensed bartenders and understands the *rules and procedures* of the Riviera Ballroom.

## **Riviera Wedding Checklist**

1. Check availability & tour the venue
2. Review the Riviera Procedures/Rules, review and sign the Lease Agreement.
3. Submit the signed Lease Agreement, Security Deposit & 50% of the rental fee to the City of Lake Geneva.
4. Select your vendors.
5. 6 months prior to the wedding– Pay the remainder of the rental fee.
6. Submit your confirmed vendor list to The Riviera Director of Event Sales.
7. Four weeks prior to the wedding– Submit the following items to your Event Manager:
  - Completed Floor Plan & Set-up Questionnaire
  - Full Catering Agreement
  - Day-of Wedding Timeline to include set-up and tear-down
  - Day-of Vendor Contact List
8. Relax & enjoy your special day!



# ***Riviera Vendor List***

## ***Caterers***

*The Caterer is to be chosen from The Riviera Vendor List for all events.*

### **Celebration on Wells**

Lake Geneva, WI

(262) 248-2555

Celebrationonwells@gmail.com

### **Lake Life Catering**

Lake Geneva, WI

(262) 248-5644

cm@glcl.net

### **Gino's East**

Lake Geneva, WI

(262) 248-2525

Abrugger@ginoseastlakegeneva.com

### **Simple Food Group**

Lake Geneva, WI

(262) 717-5863

Events@simplefoodgroup.com

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

Big Bend, WI

(262) 662-4201

Info@bubbs.com

### **Gooseberries**

Burlington, WI

(262) 763-5070

courtyardcatering@spiegelhoffs.com

### **Stowell's Catering Service**

Burlington, WI

(262) 763-8316

Brenda@stowellscatering.com

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

Waukesha, WI

(262) 549-5558

info@chefjacks.com

### **Geneva Lakes Catering**

Lake Geneva, WI

(262) 662-420

madkins@ridgelakegeneva.com

### **Zilli Hospitality Group**

Waukesha, WI

(262) 547-9447

paulag@zillihospitalitygroup.com



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

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

### **Drink Inc.**

Burlington, WI

(262) 758-8548

drinkincllc@gmail.com

### **Mix Masters**

Lake Geneva, WI

(262) 617-9380

mxmaster@genevaonline.com

### **Bottom's Up Bartending**

Greendale, WI

(414) 698-9267

bottomsupwi@gmail.com

### **Brunos Beverage Catering**

Lake Geneva, WI

(262) 248-6407

brunosliquors@hotmail.com

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

### **Step it Up Rental**

**(Chairs, tables, tents)**

Hebron, IL

(815) 790-6895

stepituprental@gmail.com

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

**(Tables, Garden Chairs)**

Lake Geneva, WI

(262) 248-4459

### **Windy City Linens**

**(Specialty Linens)**

(262) 949-1030

Kathy@windycitylinen.com

### **Lake Geneva Party Rental**

**(Ceiling draping, décor)**

Lake Geneva, WI

(262) 812-0005

info@lakegenevapartyrental.com

### **Forever Birdy**

**(Styled lounges, Vintage Rentals)**

Lake Geneva, WI

(815) 575-0203



## ***Our Favorite Professionals***

### ***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

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

#### **Treasure Hut Flowers**

Delavan, WI

(262) 728-2020

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

#### **Pesche's Greenhouse**

Lake Geneva, WI

(262) 245-6125

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

### ***Bakeries***

#### **Julie Michelle Cakes**

Harvard, IL

(312) 800-3101

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

#### **Bittner's Bakery**

Lake Geneva, WI

(262) 248-2330

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

#### **Stinebrinks Piggly Wiggly**

Lake Geneva, WI

(262) 248-8798

#### **Gooseberries Cake Shop**

Burlington, WI

(262) 763-5955

### ***Photographers***

#### **Matt Mason Photography**

Lake Geneva, WI

(262) 745-4000

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

#### **Kristina Lorraine**

Fontana, WI

(219) 406-5152

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

#### **Ideal Impressions**

Lake Geneva, WI

(262) 903-1887

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



## ***Our Favorite Professionals***

### ***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

#### **Rendition Band**

Chicago, IL

(773) 343-2909

www.renditionmusic.com

### ***Hair & Makeup***

#### **Clear Waters Salon & Spa**

Lake Geneva, WI

(262) 248-2444

#### **Jasmine Salon & Spa**

Lake Geneva, WI

(262) 249-9800

info@jasminesalonspa.com

#### **Jillian Niemann**

Lake Geneva, WI

makeupjillian@icloud.com

www.jillianniemann.com

#### **Beauty by Ruby**

Elkhorn, WI

Jen Anderson

(262) 749-0256

### ***Planners/Day-of Coordination & Officiants***

#### **Graceful Events**

Lake Geneva, WI

(262) 215-8835

www.gracefulevents.net

Jaffew83@gmail.com

#### **Something Blue Lake Geneva**

(262) 745-1677

www.somethingbluelakegeneva.com

info@somethingbluelakegeneva.com

#### **My Best Ceremony**

#### **Rev. Marcia Boyer**

(262) 725-3483

info@mybestceremony.com

#### **Judge Henry Sibbing**

(262) 248-4651

lgcourt@genevaonline.com

### ***Lake Geneva Rehearsal Dinner Venues***

Lake Geneva Cruise Lines

Sopra

Simple Cafe

The Hunt Club

Studio Winery

Celebrations on Wells

Sprecher's/The Cove of Lake Geneva

Maxwell Mansion

Hawk's View Golf Club

Pier 292

Tuscan Tavern & Grill

Grand Geneva Chophouse

Gino's East Pizzeria

Ristorante Brissago

Medusa

Bella Vista Suites

Harbor Shores on Lake Geneva

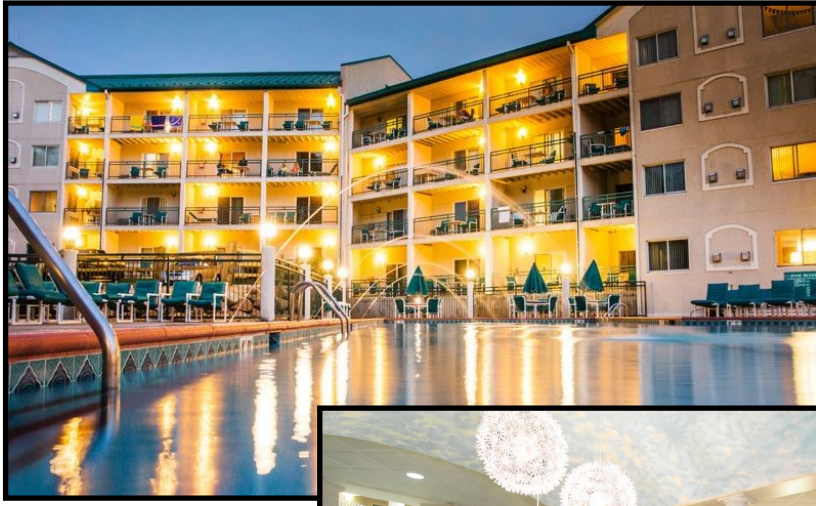
Oakfire

The Ridge Hotel

The Abbey Resort

Chuck's Lakeshore Inn

# City of Lake Geneva Accommodations



## INNS & BED & BREAKFASTS

Boutique Inn  
Center Street Loft  
Downtown Geneva St. Getaway  
The Downtowner  
Endless Summer Nites  
Geneva Wells Motel  
Humble BnB  
Lake Geneva Motel  
Lizzie's Lodgings

Lost Oak BnB  
Maple Park Manor  
The Nautical Inn  
Ole Bistro Inn  
Pine Tree Motel  
Seven Oaks Lake Geneva  
South Shore House  
T.C. Smith Historic Inn

**Bella Vista Suites**  
335 Wrigley Drive  
(262) 248-2100  
[kyle@bellavistasuites.com](mailto:kyle@bellavistasuites.com)

**The Baker House**  
327 Wrigley Drive  
(262) 248-4700

**Harbor Shores**  
300 Wrigley Drive  
(262) 248-9181  
[sales@harborshoreslg.com](mailto:sales@harborshoreslg.com)

**Maxwell Mansion**  
314 S. Wells St.  
(262) 248-9711  
[Kaitlyn@historic-hospitality.com](mailto:Kaitlyn@historic-hospitality.com)

**The Cove of Lake Geneva**  
111 Center Street  
(262) 249-9460  
[sales@coveoflakegeneva.com](mailto:sales@coveoflakegeneva.com)

**Comfort Inn & Suites**  
300 East Main Street  
(262) 248-2300  
[eschmitt@lakegenevacomfortsuites.com](mailto:eschmitt@lakegenevacomfortsuites.com)

**Fairfield Inn by Marriott**  
1111 N. Edwards Blvd.  
(262) 348-9000  
[jgaulke@fhginc.com](mailto:jgaulke@fhginc.com)

**Mill Creek Hotel**  
123 Center Street  
(262) 248-6647  
[info@millcreekhotel.com](mailto:info@millcreekhotel.com)

*For more vacation rental options in the City of Lake Geneva, please visit [AirBnB.com](http://AirBnB.com) and [VRBO.com](http://VRBO.com)*