

## ***Cancellation Policy***

- ◆ Riverview Room - A cancellation of reservations must be received ***in writing***.
  - ◆ 30 days in advance = full refund
  - ◆ 14 days in advance = 50% refund
  - ◆ 7 days in advance = 25% refund
  - ◆ Less than 7 days = no refund
- ◆ All other rooms - A cancellation of reservations must be received ***in writing***.
  - ◆ 48 hours in advance = full refund
  - ◆ Less than 48 hours in advance = no refund

## ***Alcohol Beverage Policy***

- ◆ Must pay additional \$50
- ◆ Must have a licensed bartender present
- ◆ No fees can be charged for alcohol sales

## ***Deposits & Damages***

Failure to comply with "Renter Responsibilities" will result in loss of Riverview Room deposit. The deposit will be utilized for such damages; (this includes the facility left unclean, damage to any equipment or to facility itself). If damages exceed the amount of the deposit or if a deposit was not required, the renter will be billed accordingly. Deposits, less amount retained for damages, if any, will be returned within two weeks after rentals. Security deposits will be returned after the rental upon approval of condition.

## ***Deliveries***

Senior Center staff cannot accept deliveries (flowers, decorations, etc.) Renter is responsible for transporting items to the building during designated rental time.

## ***Prohibited Items***

Firearms, Smoking, Pets (other than service animals)

## ***Location***

- ◆ Located in downtown Janesville
- ◆ 69 South Water Street, Janesville, Wisconsin 53545
- ◆ Front entrance is located on South Water Street



## ***Parking***

- ◆ Street parking is located on St. Lawrence Avenue (25 parking spaces), S. Main Street (15 parking spaces), and on S. Water Street along the Rock River (20 parking spaces).
- ◆ A public parking lot is available in front of the Senior Activity Center on South Water Street which has a vehicle parking capacity of 40 and 6 handicap parking spaces.
- ◆ No private parking is available

## ***Availability & Reservations***

### **Contact:**

Vicki Beduze or Linda Kleven

### **At:**

69 South Water Street  
Janesville, Wisconsin 53545

Telephone: (608) 755-3040

[www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)

\*Checks payable to City of Janesville

## ***Janesville Senior Activity Center***

## ***"The Riverview Room"***



## ***Facility Rental***

## ***Rental Opportunities Year Round for***

- ◆ Wedding receptions
- ◆ Rehearsal dinners
- ◆ Family reunions
- ◆ Birthday parties
- ◆ Classes
- ◆ Meetings
- ◆ And more!



## Facility Highlights

- ◆ Building is a Wisconsin Historical Society & National Historic Society site
- ◆ Downtown location on the Rock River
- ◆ Accessible building with elevator
- ◆ Licensed commercial kitchen
- ◆ Facility closes at 9:30 PM for weekday rentals and at 12:00AM for weekend rentals

## Services Provided

- ◆ Building attendant on-site
  - ◆ Duties: general supervision, temperature control, monitors proper use of appliances, opens & closes the building
- ◆ All rentals include use of tables & chairs
- ◆ Additional time may be added to special event rentals at \$50.00 per hour.

## Reservation Procedures

- ◆ Reservations are for private rentals only
- ◆ Contact the Janesville Senior Activity Center at 755-3040 to check for room availability
- ◆ Book in advance
- ◆ Complete *Janesville Senior Activity Center Facility Rental Application*
- ◆ Security deposit must accompany rental agreement

## Renter Responsibilities

- ◆ Complete *Janesville Senior Activity Center Facility Rental Application* and turn into Senior Activity Center front desk personnel
- ◆ Set up tables and chairs (unless otherwise arranged in advance)
- ◆ Music should not be loud enough to interfere with other rental parties or citizens
- ◆ Renter is responsible for leaving the facility in the same condition it was found
- ◆ You are limited to only using the room(s) specified on your agreement
- ◆ All persons must use the S. Water Street entrance
- ◆ Weekend rentals must be out of the building by 12:00AM. If renter booking goes over that time, the renter will be charged for the extra amount.

**Please note: We will not offer rentals on city recognized holidays.**



Please call 755-3040 to check availability



## Riverview Room

41' x 79' = 3,239 SF. Stage: 12' x 24' = 288 SF. Seating capacity: 150

Includes use of rental tables & chairs, stage and sound system with microphone	No Charge
Set Up Time (Renter may come in prior to set up/decorate)	\$40 /hr
Friday/Saturday/Sunday Special Event- ½ Day (5 hr. time limit)	\$400/ 5 hrs
Friday/Saturday/Sunday Special Event- ½ Day Deposit	\$100
Friday/Saturday/Sunday Special Event- ½ Day Deposit if alcohol is to be consumed (see Alcohol Policy). Will go towards rental	\$200



## Licensed Commercial Kitchen

Serving Area: 22' x 17' = 374 SF.  
Preparation Area: 15' x 10' = 150 SF.

All renters must either provide food for their guests prepared from a licensed facility (caterer or grocery store) or they can prepare the food in our kitchen with a food manager present (at renter's expense). To become a food manager, please visit [www.premierfoodsafety.com/](http://www.premierfoodsafety.com/) FoodManager.

Friday/Saturday/Sunday Special Event- ½ Day Includes use of all appliances, kitchen items, and kitchen space	\$50/up to 5 hrs.
(Does not include disposable products. All items must be washed after use and put away.)	\$50 each additional

## Meeting Rental Space

### Conference Room

33'-6" x 20'-6" = 660 SF.  
Auditorium Seating capacity: 30  
Table seating capacity: 20



### Arts & Crafts Room

29' x 24' = 720 SF.  
Seating capacity: 20

### Hearth Room

30' x 13'-6" = 660 SF.  
Seating capacity: 12



### Library

16' x 18' = 288 SF.  
Seating capacity: 8



### Use of rental tables & chairs

These rooms are available for week night evening rentals., Monday through Thursday.

No Charge

\$75 for first hour, \$35 each additional hour, up to 5 hours

## Additional Rental Items

<b>Tables</b> (30 – 36" x 36" square tables & 19 – 72" x 30" rectangular tables)	No Charge
<b>Chairs</b> (150 total, 2 different styles)	No Charge
<b>42" Flat screen TV with DVD player</b>	No Charge
<b>Projection Screen</b>	No Charge
<b>Piano</b>	Fee to be determined