

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 \$25
- ◆ 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

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:

Linda Kleven or Janet McLean

At:

69 South Water Street
Janesville, Wisconsin 53545
Telephone: (608) 755-3040
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 and set up of tables & chairs
- ◆ Optional: Table Covers: \$4/each, Chair Covers: \$2/each, and Chair Bows: \$1/each
- ◆ 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 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)	\$30 / hr
Friday/Saturday/Sunday Special Event- ½ Day (5 hr. time limit)	\$350/ 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/FoodManager.

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

Conference Room

33'-6" x 20'-6" = 660 SF.
Seating capacity: 40



Arts & Crafts Room

29' x 24' = 720 SF.
Seating capacity: 30

Hearth Room

30' x 13'-6" = 660 SF.
Seating capacity: 15



Library

16' x 18' = 288 SF.
Seating capacity: 10

Use of rental tables & chairs	No Charge
Friday/Saturday/Sunday Special Event- ½ Day	\$125 / 5 hrs

Additional Rental Items

Tables (30 – 36" x 36" square tables & 19 – 72" x 30" rectangular tables)	No Charge
Chairs (150 total, 2 different styles)	No Charge
42" Flat screen TV with DVD player	No Charge
Projection Screen	No Charge
Piano (Piano unavailable unless a professional pianist is contracted)	Fee to be determined