

RESERVATION GUIDELINES

Reservations are through the City of Beloit Leisure Services Office at 1003 Pleasant Street, Beloit, WI 53511 or you can call 608-364-2890 Ext. 1 for further details.

A refundable deposit reserves the date. Rental fee is due at least 30 days prior to rental date. If payment is not received 30 days prior to rental, reservation date and security deposit will be forfeited. We accept payments via cash, credit card, or check.

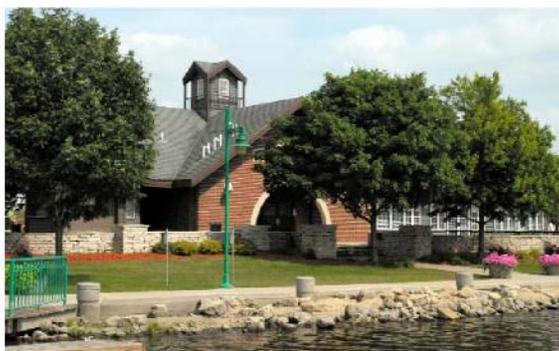
When a reservation is made within 30 days of the rental date both the security deposit and rental fee are due within 7 days of the initial reservation.

Cancellations made at least 30 days before the rental date will receive 50% of security deposit. All cancellations made 30 days or less before the rental date will forfeit the total amount of the security deposit.



The Rotary River Center Facility

The Rotary River Center is a beautiful 3,000 sq. ft. structure that overlooks the scenic Rock River. It is the perfect setting for events of all kinds and is provided to Beloit residents at an incredibly low rate! The center is equipped to seat 120, but has a maximum capacity of 266. You are welcome to bring in additional chairs and tables to suit your needs. There is a serving kitchen with a coffee maker, large refrigeration unit and sinks, two restrooms, central air conditioning, storage closets and furniture including: 120 chairs, 3 round tables, 9 oval tables and 8 banquet tables. The building is also equipped with a public address system, coat rack, vacuum cleaner, floor lectern, a telephone and a screen for overheads, slide shows and films.



BELOIT Parks & Leisure Services Division

The City of Beloit Rotary River Center



Located in beautiful Riverside Park
1160 Riverside Drive, Beloit, WI

An Ideal Facility for All Your Banquet Needs

Wedding Receptions

Rehearsal Dinners

Private Parties

Class Reunions

Graduations

Banquets

Meetings

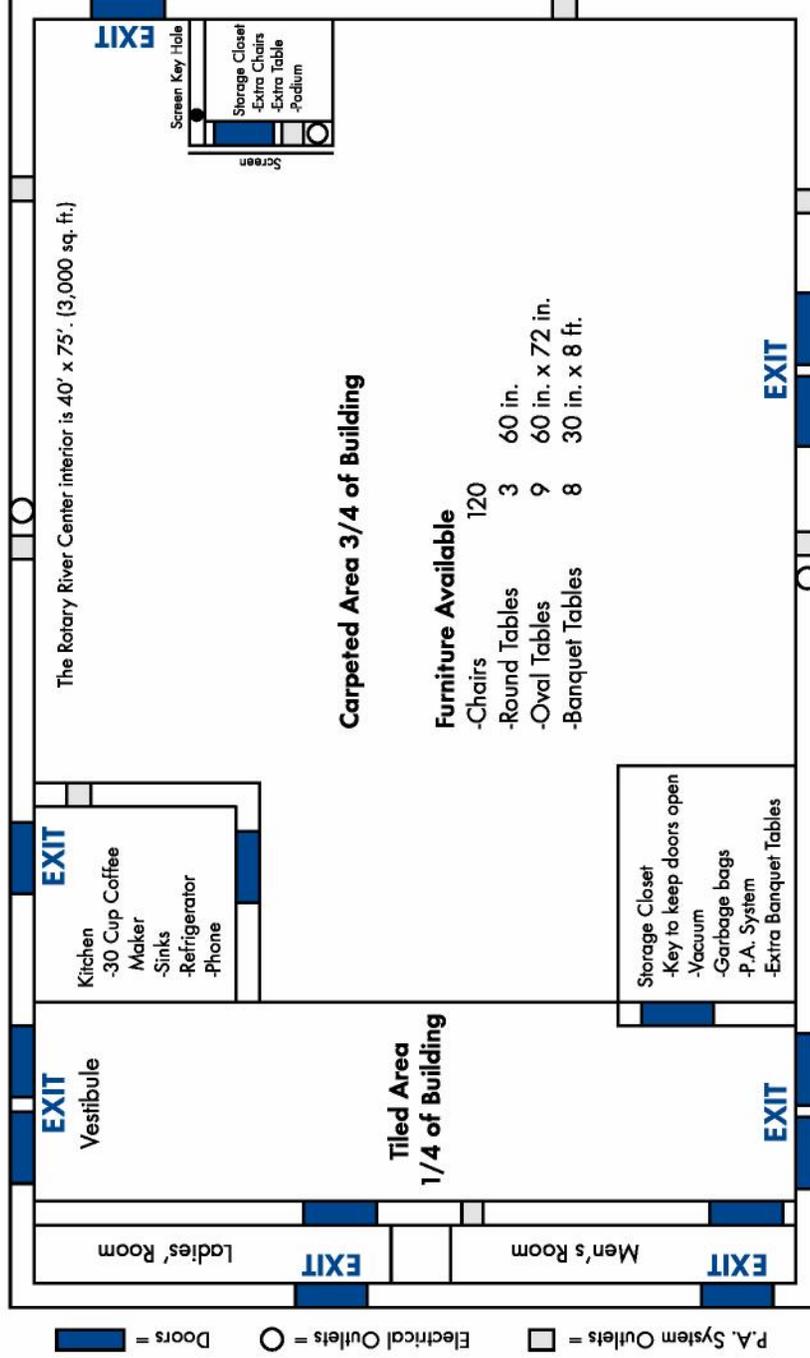
&

Other Special Events

(Adjacent to Turtle Island II Playground)



ROTARY RIVER CENTER FLOOR PLAN



Building policies are as follows:

- Use is only permitted for the days and times for which the Center is rented.
- Set-up the day or evening before the reserved date is not permitted.
- Rotary Center hours are 8:00 a.m. - midnight.
- The Center is equipped with a security alarm system, which will activate during periods of unauthorized use.
- Regulations regarding possession and consumption of alcohol beverages (City Ordinance 15.03) are as follows::
- Alcohol beverages are permitted within the Center.
- Alcohol beverages are permitted on the north and west patios outside the Center.
- No sale of alcoholic beverages is permitted.
- Possession and consumption of alcohol in areas other than the Center and patio areas requires a special permit, which is issued through the Beloit Police Department.
- Your rental agreement is your permit to serve alcohol within the Center and patio areas.
- All persons possessing or consuming alcohol must be of legal drinking age.
- No smoking permitted inside the Center.
- No helium balloons allowed.
- Available hours for rental are 8:00 a.m. until midnight.
- No motorized vehicles are allowed upon the concrete pavement in front of the Center.
- Follow clean-up list closely. Deductions will be made from your deposit if all items are not completed.
- Any questions, concerns, or problems regarding operational difficulties with the Center should be addressed to (608) 364-2929. An answering service will forward your call to a supervisor for assistance on weekday evenings and weekends.
- Keys are to be picked up prior to your reservation date and returned the following business day after your rental to the Leisure Services Office, 1003 Pleasant St., Beloit, WI. Office hours are 8am-1pm and 2pm-5pm Monday-Friday. *Leisure Services Office is closed on the weekends.*

