

# RESERVATION GUIDELINES

Reservations are through the City of Beloit Parks & Recreation at 2351 Springbrook Court, 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, 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.



## 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

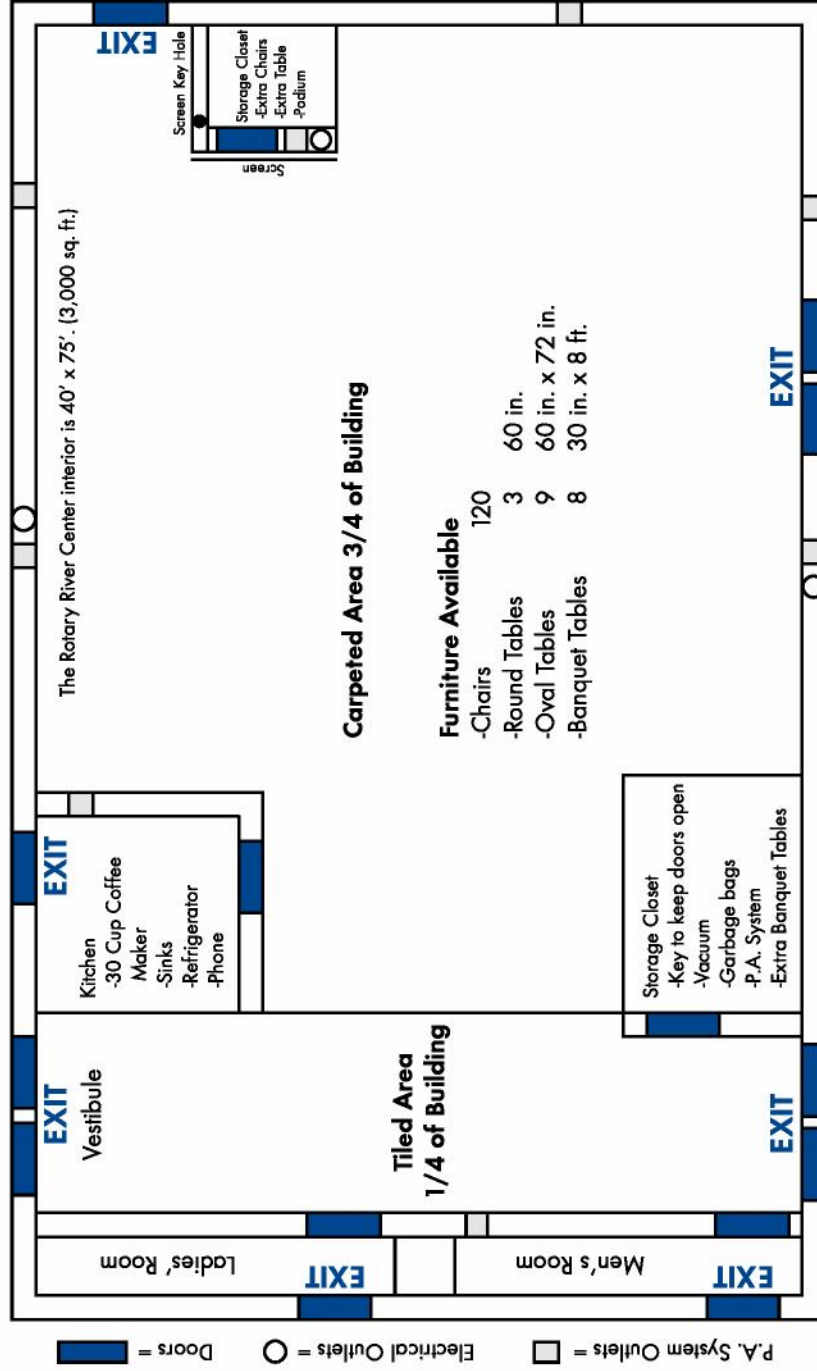
&

Other Special Events

*(Adjacent to Turtle Island II Playground)*



# ROTARY RIVER CENTER FLOOR PLAN



## Rotary River Center Guidelines:

- Rotary Center hours are 8:00 am - midnight.
- **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.
- The Center is equipped with a security alarm system which will activate during periods of unauthorized use.
- Regulations regarding the possession and consumption of alcohol beverages per the City Ordinance 15.03 are as follows:
- Your rental agreement is your permit to serve alcohol within the Center and includes the north and west patio areas.
- A Beer Permit is required for other areas of Riverside Park. Beer Permits are issued at 2351 Springbrook Ct. for City of Beloit residents.
- Selling alcohol or anything is prohibited..
- All persons possessing or consuming alcohol must be of legal drinking age.
- No smoking permitted inside the Center.
- Helium balloons and confetti are NOT allowed in the Center due to the motion alarm system.
- No motorized vehicles are allowed on the concrete pavement in front of the Center.
- Any concerns or problems regarding operational difficulties with the Center should be addressed to 608-364-2929
- **Weekend rentals: Keys are to be picked up on Friday and returned Monday or the next business day after your rental to 2351 Springbrook Court, Beloit,WI. Office hours are 7am-4pm Monday through Friday. The Parks & Recreation Office is closed on the weekends and holidays.**



