

SCHEDULE OF RENTAL FEES – RIVERSIDE TOWN HALL

ROOM	CAPACITY	LAYOUT OR USE	RENTAL	DEPOSIT
Auditorium	150	Max w/tables and chairs (less w/dance floor)		
2nd Floor	320	Chairs only (theater style)		
	500	Standing room only		
		Free Public Event – NO food. NO drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays \$50 Weekends	
		Free Public Event - YES food and/or YES non-alcoholic drinks.	N/C Weekdays \$75 Weekends	
		Free Public Event - YES food and/or YES alcohol.	\$100 Weekdays \$200 Weekends	\$200
		Community Group – NO food. NO drinks. Charging Admission.	\$100	
		Community Group – YES food and/or YES non-alcoholic drinks. Charging Admission.	\$200	\$100
		Community Group – YES food and/or YES alcohol. Charging Admission.	\$300	\$200
		Private Event – NO food. NO drinks.	\$200	
		Private Event - YES food and/or YES non-alcoholic drinks.	\$300	\$100
		Private Event - YES food and/or YES alcohol. **	\$400	\$200
Kitchen		Warming, refrigeration, or staging only.	\$50	
2nd Floor		Limited preparation (requires use of stove).	\$100	
Room 4	35	Max w/tables and chairs		
1st Floor	46	Max at any time, no tables and chairs		
		Free Public Event - With or without food and/or non-alcoholic drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays \$50 Weekends	
		Free Public Event - YES food and/or YES alcohol.	\$50 Weekdays \$100 Weekends	\$100
ROOM	CAPACITY	LAYOUT OR USE	RENTAL	DEPOSIT

Room 4 (cont'd)		Community Group – With or without food and/or non-alcoholic drinks. Charging admission.	\$100	\$50 (only if there is food and/or drink)
		Community Group – YES food and/or YES alcohol. Charging admission.	\$150	\$100
		Private Event - With or without food and/or non-alcoholic drinks.	\$150	\$50 (only if there is food and/or drink)
		Private Event - YES food and/or YES alcohol.**	\$200	\$100
Room 22	35	Max w/tables and chairs		
2nd Floor	46	Max at any time, no tables and chairs		
		Free Public Event - With or without food and/or non-alcoholic drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays \$50 Weekends	
		Free Public Event - YES food and/or YES alcohol.	\$50 Weekdays \$100 Weekends	\$100
		Community Group – With or without food and/or non-alcoholic drinks. Charging admission.	\$100	\$50 (only if there is food and/or drink)
		Community Group – YES food and/or YES alcohol. Charging admission.	\$150	\$100
		Private Event - With or without food and/or non-alcoholic drinks.	\$150	\$50 (only if there is food and/or drink)
		Private Event - YES food and/or YES alcohol.**	\$200	\$100
Room 30	50	Max w/tables and chairs		
3rd Floor	80	Chairs only		
	150	Max at any time, no tables and chairs		
		Free Public Event - With or without food and/or non-alcoholic drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays \$75 Weekends	
		Free Public Event - YES food and/or YES alcohol	\$75 Weekdays \$150 Weekends	\$150
ROOM	CAPACITY	LAYOUT OR USE	RENTAL	DEPOSIT

Room 30 (cont'd)		Community Group - With or without food and/or non-alcoholic drinks. Charging admission.	\$150	\$100 (only if there is food and/or drink)
		Community Group – YES food and/or YES alcohol. Charging admission.	\$200	\$150
		Private Event - With or without food and/or non-alcoholic drinks.	\$200	\$100 (only if there is food and/or drink)
		Private Event - YES food and/or YES alcohol.**	\$250	\$150
* Any room		Serving alcohol increases fees and must comply with all insurance requirements.		
**		Private events serving alcohol require no Village liquor license, but applicant still must provide Host Liquor Liability insurance showing “Riverside Township” as an additional insured. Such coverage is generally available through your homeowner’s insurance.		

Payments can be made at the Township Office during regular business hours, either in cash or via check.

Checks should be made payable to **“Riverside Township”**. **All payments must be made at least 1 week prior to the event.** The Township does not accept credit card payments.

(The Township may, at its discretion, grant fee waivers)