



307 Walnut Street
PO Box 403
Atlantic, Iowa 50022

Wedding Reception Agreement

General Information

The Venue facility is available for rent from 7am - 11pm. The Venue can accommodate up to 240 people for a seated dinner or 340 people for a cocktail style reception.

Set-up

Facility rental includes 10 – 60” round tables, 18 - 36”x96” banquet tables and chairs to be used during event. A date and time for decorating must be predetermined. No tape, staples, and other potentially damaging adhesives may be used on the walls. If a different floor plan is requested, it must be submitted at least one week prior to the event and be approved by The Venue. Table and chairs will be set up accordingly.

Decorating

Decorating must be performed during the rental agreement times agreed upon. No decorations are allowed that leave any kind of residue; this includes confetti, glitter, silly string, tacks, staples, and all types of tape or other items inside or outside The Venue. No candles are allowed in The Venue without special written permission. No small candy is allowed to be scattered on tables for decorations. All decorations will be removed at the end of the event.

Food

We work with several different caterers or you may bring in your own food. Caterers should contact The Venue at least 2 weeks prior to the event, and it is strongly suggested they visit our facility prior to the event. If the kitchen is rented, the caterer or you may use the kitchen areas for prepping the food. All are responsible for removing their garbage from the premises. Your caterer is responsible for bringing their own ice for the event.

Music and Entertainment

All musicians and/or DJs must cease playing by 11pm. This will allow time for musicians and/or DJs to dismantle their equipment and be off the premises by 12 midnight. Bubble machines, fog machines, dance wax or any other compound or substance spread on the floor is not allowed. It is strongly suggested they visit our facility prior to the event. Musicians/DJs may use our back parking lot to unload their vehicles.

Alcohol Policy

Liquor, wine and beer must be purchased through **The Venue**. Beer & Wine is charged at the retail price rate. No outside alcohol may be brought onto the premises. Legal restrictions regarding underage drinking will be strictly enforced. The Venue assumes no responsibility or liability for underage drinking and reserves the right to ask entire party to leave if unlawful activity is observed. Bar service is included in your rental fee. No charge for bartenders. No dry weddings, bar is always open.

Wedding Reception Agreement - continued

Deposit and Payment

To confirm the date of your event, both rent and damage deposit must be paid at the time of reservation. **THE RENT / ANY PAYMENTS MADE ARE NOT REFUNDABLE UPON CANCELLATION OF THE EVENT.** The Venue cannot and will not be responsible for acts of God, epidemics, pandemics, inclement weather or the parties' change of plans. A charge of \$50/hour will be assessed for every hour past contract limit (this includes all guests/DJ/band/caterers/etc.) For your protection, all guests should be notified of these hours. Additional fees may be assessed for extra cleaning.

Additional Information

Audio/video system if rented, a HDMI hookup on your Windows based laptop is needed to connect to our system.

This is a smoke free facility, smoking allowed outside only.

Absolutely no weapons or firearms are allowed on The Venue property.

Children must be supervised at all times.

A Venue representative will be present at all weddings.

BY LAW, NO ONE UNDER 21 YEARS OF AGE MAY CONSUME OR TASTE ALCOHOLIC BEVERAGES. The management may ask guests for identification to verify age. The Venue reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The party renting the facility shall ensure that no underage drinking is allowed.

The Venue is unable to assume responsibility for damage or loss of any merchandise or articles left on premise before, during, or after your event. The Venue personnel have the authority to contact law enforcement officials, if necessary, to protect The Venue and its personnel.

The Venue will not be held liable for injuries or property damage/loss during this function, including, but not limited to: death, personal injury, property damage, and any other incidents that may occur to any person(s) by use of the building and premises during the term of this agreement. The term of this agreement begins when the first person arrives on the property and concluded when the last person leaves the property.

Hold Harmless and Indemnification

The Venue shall not be liable for any claim, loss, injury, damage or expense, either with respect to person or property, sustained by you, or by any of your employees, agents, invitees and guests due to your use of the facilities, or arising out of the use, operation or condition of any equipment, machines or appliances used in the facilities, or arising from any acts of negligence or the negligence of any employees, agents, invitees or guests of yours. It is agreed and understood that you hereby expressly release and discharge The Venue and its owners, officers, employees and agents from any and all demands, claims and actions arising out of any such causes. Moreover, it is agreed and understood that you shall defend, indemnify and hold harmless The Venue and its officers, directors, employees and agents from and against any and all claims, demands, actions, losses, costs, damages and expenses (including, without limitation, reasonable attorney's fees) or any cause or action occasioned by or arising out of any accident or other occurrence whatsoever causing or inflicting injury and/or damage to any person or property and/or occurring in, upon or about the facilities due directly or indirectly to your use of the facilities. This obligation of yours to protect, indemnify and hold harmless The Venue shall include the obligation to pay all reasonable expenses incurred by The Venue in defending any of such claims, including reasonable attorney's fees. The Venue reserves the right to change the conditions of, or cancel, this agreement up to 60 days prior to rental. All deposits and payments will be returned in the event The Venue cancels the event.

Once you have read and fully understand the terms above, please sign, date and return enclosed contract with your damage deposit and rental payments. By signing enclosed contract you agree to the above terms and conditions.



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The Venue Pricing

PRICES:

Sunday – Thursday Rental:	\$85.00 - \$255.00	(1-4hrs=\$85, 4-8hrs=\$170, Day=\$255)
Friday - Saturday AM Rental:	\$85.00 - \$170.00	(Morning / Day rental only) - (Done by 4pm)
Friday - Saturday PM Rental:	\$200.00	(Evening rental 4-11pm) or (7 hrs. Max)
Saturday All Day Rental:	\$650.00	(See below to set up on Friday, Includes Bridal Suite)
Bridal Suite Rental Only:	\$170.00	(Morning / Day rental – Done by 4pm)

Monthly or Weekly Rental Discounts Available – Ask for Details!!

Rental Date Hold / Damage Deposit:	\$100.00	(Required for all non-business reservations) (No refunds when cancelled less than 90 days before)
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OPTIONS:

Kitchen	(Per day)	\$20.00	(See kitchen regulations sheet)
Audio/Video	(Per day)	\$20.00	(Windows based laptop)
Popcorn Maker	(Per day)	\$60.00	
Water & Coffee Station	(Per day)	\$50.00	(We setup, you maintain, includes cups, creamer, etc.)
Table Linens	(Per table)	\$8.00	(Ivory, Black, & Navy) (Silver-Rounds only)
21' Pleated Skirting	(Per table)	\$20.00	(Ivory & Navy)
Ice	(10 lb. bag)	\$2.00	(Unlimited Ice - \$10- Does not include weddings)

BAR SERVICE: Alcohol cannot be brought into the building. Alcohol must be purchased from **The Venue** (Bar service is included in your rental fee. No charge for bartenders.)

BOTH RENT AND DAMAGE DEPOSIT MUST BE PAID AT TIME OF RESERVATION

(Deposit check will be held for damages, and returned once building has passed inspection and all charges are paid in full.)

PLEASE SUBMIT TWO SEPARATE CHECKS FOR RENTAL FEES AND DAMAGE DEPOSIT

(Make checks payable to: The Venue)

Name on Rental Check _____ **Check #** _____ **Amount \$** _____

Name on Deposit Check _____ **Check #** _____ **Amount \$** _____

Rent and damage deposit must be paid at time of reservation. Reservations will be made on a first come first serve basis. If an individual or organization requests a rental date and no monies and contract have been received, no reservation will be made and the date will remain open for other renters. Renters will NOT be allowed to sub-lease the building. Damage check returned to renter after event if no damages. The building will only be rented for the day of your event. If you would like to set-up, decorate, etc. the day before your Saturday event, the Friday PM rental fee of \$200.00 must be paid in advance.

Email: thevenue@metc.net

www.thevenueatlanticiowa.com

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(Rev. 1/2023)

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Contract

Please complete the following information. This is a legally binding contract. If you have any questions please contact us at 515.360.5875 or thevenue@metc.net

Name(s) of Renter:		Address:	
Primary Phone:			
Alternate Phone:			
Email:			
Date of Event:	Type of Event:	Number of Guests:	
Hours of Event			
		Date and Time for Decorating (not to exceed 1 hour)	
		Is the Table/Floor Plan Attached?	
		Miscellaneous	

Total Rental Fee:

\$

I have read and agree to all terms in this contract.

Signature

Date

Approved by Date



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The Venue Kitchen Regulations - Rental = \$20.00

Available Items:

- * Commercial stove/ovens
- * Commercial refrigerator
- * Microwave
- * Small chest freezer
- * 2 - Electric roasters
- * 1 - 100 cup coffee pot
- * 4 Kitchen dish tubs
- * Salt & pepper shakers
- * 2 – Cold beverage dispensers
- * Thermos coffee servers
- * Water pitchers
- *Stainless steel service cart

Not Available - Please plan to bring these items if they will be needed.

- * Disposable drinking cups – (Hot / Cold)
- * Disposable plates – (Dinner / Desert)
- * Disposable silverware
- * Napkins
- * Dishtowels, dish cloths, hot pads, etc.
- * Cooking / Serving utensils
- * Pots & pans
- * Cleaning supplies- wash rags, dish soap, etc.
- * Ice – (10lb Bags of ice available for purchase from The Venue) - \$2
- * Ice – (Unlimited ice for your event – Does not include weddings) - \$10

Kitchen Rental / Caterer Requirements

Dispose of garbage in rear dumpster.

No roasting of meat is allowed directly on oven racks. All cooking must be done in a pan / sheet in oven.

Grease must be in container before placing in dumpster. Grease dumped into any drain will cause forfeiture of deposit.

Kitchen must be left clean and in same condition it was found - **INCLUDING** stoves, appliances, sinks.

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Atlantic's Full Service Event Center:

Wedding Receptions

Baby Showers

Bridal Showers

Office Meetings

Holiday Parties

Club Meetings

Graduations

Private Parties

Family Reunions

Class Reunions

Birthday Parties

Anniversary Parties

Funeral Receptions

Corporate Events

Charity Events

Commercial Kitchen Rental

Audio/Video Rental

Full Service Bar

Free Wi-Fi

ADA Restrooms

Popcorn Machine Rental

Table Linen Rental

Water/Coffee or Tea Station Rental

Private Bridal/Wedding Party Suite

We are building our business on integrity and service. The highest compliment we can receive is the referral of friends, family, and business associates. Thank you for your trust!

THE VENUE