



307 Walnut Street  
PO Box 403  
Atlantic, Iowa 50022

## Holiday Party Agreement

### General Information

The Venue can accommodate up to 250 people for a seated dinner or 350 people for a cocktail style reception. The Venue rental fee varies depending on day of the week and duration of event.

### Set-up

Facility rental includes 10 - 60" round tables, 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.

### 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. You or your caterers are responsible for bringing their own ice for the event.

### 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 events, bar is always open.

### Deposit

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, inclement weather or the parties' change of plans.

### Additional Information

A charge of \$100/hour will be assessed for every hour past contract limit.

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

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

Confetti, glitter, fog machines, bubble machines, or other residue leaving substances are not permitted.

A Venue representative will be present at all functions.

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 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.

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 Holiday Party Pricing – 2018/2019

### 2018 PRICES

Sunday – Thursday Rental:	\$50.00 - \$125.00	(1-4hrs=\$50, 4-8hrs=\$100, Day=\$125)
Friday - Saturday Rental:	\$200.00	(Evening rental only)
Damage Deposit:	\$200.00	(Required for all reservations)

### OPTIONS:

Kitchen	(Per event)	\$25.00	
Audio/Video	(Per event)	\$25.00	
Popcorn Maker	(Per event)	\$50.00	
Water & Coffee Station	(Per event)	\$50.00	(Includes cups, sugar & creamer) or (Iced Tea)
Table Linens	(Per table)	\$8.00	(Ivory & Black)
21' Pleated Skirting	(Per table)	\$20.00	(Ivory & Black)
Ice	(10 lb. bag)	\$1.00	(\$1 per bag or \$10 for unlimited ice for event)

**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 extra charge for bartenders/waitresses.)

### 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.

Email: [thevenue@metc.net](mailto:thevenue@metc.net)

[www.thevenueatlanticiowa.com](http://www.thevenueatlanticiowa.com)

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(Rev. 6/2018)

# The Venue

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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](mailto: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	
<b>Total Rental Fee:</b>			
\$			

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Date



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## **The Venue Kitchen Regulations**

### **Available Items:**

- \* Commercial stove/oven
- \* 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) - \$1
- \* 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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# The Venue

## Preferred Vendor List:

### Catering

Downtowner Café & Catering  
Carol Johnson  
222 Chestnut Street  
Atlantic, Iowa 50022  
712-243-2183  
Email: [dcc@metc.net](mailto:dcc@metc.net)

### Videographer

Mockingbird Productions  
Justice Simpson  
515-776-9938  
Email: [justicejsimpson@gmail.com](mailto:justicejsimpson@gmail.com)  
Website: [justicesimpson.com](http://justicesimpson.com)

### DJ and Photo Booth

Chaos Productions  
Jesse Swanson  
712-254-0200  
Email: [djchaosproductions@gmail.com](mailto:djchaosproductions@gmail.com)

(The Venue is supplying this list as a reference only. It is recommended that customers check references and get more than one estimate. The Venue assumes no liability for unsatisfactory service or contract disputes.)

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## **Atlantic's Full Service Event Center:**

Wedding Receptions	Commercial Kitchen Rental
Baby Showers	Audio/Video Rental
Bridal Showers	Full Service Bar
Office Meetings	Free Wi-Fi
Holiday Parties	ADA Restrooms
Club Meetings	Popcorn Machine Rental
Graduations	Table Linen Rental
Private Parties	Water/Coffee or Tea Station Rental
Family Reunions	Private Bridal/Wedding Party Suite
Class Reunions	
Birthday Parties	
Anniversary Parties	
Funeral Receptions	
Corporate Events	
Charity Events	

*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**