

The Venue

307 Walnut Street
PO Box 403
Atlantic, Iowa 50022

Special Event Agreement

General Information

The Venue facility is available for rent from 7am - 11pm. 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 Pricing – 2018/2019

2018/2019 PRICES:

Sunday – Thursday Rental:	\$50.00 - \$125.00	(1-4hrs=\$50, 4-8hrs=\$100, Day=\$125)
Friday Rental:	\$200.00	
Saturday Rental:	\$500.00	(See note below to decorate on Friday)
Damage Deposit:	\$200.00	(Required for all reservations)

OPTIONS:

Kitchen	(Per day)	\$25.00	
Audio/Video	(Per day)	\$25.00	
Popcorn Maker	(Per day)	\$50.00	
Water & Coffee Station	(Per day)	\$50.00	(Includes cups, sugar & creamer) or (Ice Tea)
Table Linens	(Per table)	\$8.00	(Ivory & Black)
21' Pleated Skirting	(Per table)	\$20.00	(Ivory & Black)
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.)(No dry events, bar is always open.)

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 rental fee of \$200.00 must be paid in advance. If you plan to have a rehearsal dinner on the Friday night before, kitchen fee for that night will be waived.

Email: thevenue@metc.net

www.thevenueatlanticiowa.com

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(Rev. 11/2018)

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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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Tell Us About Your Event

This page is intended to provide us with detailed information about your event and vendors. It will be utilized as a guide to assist you if needed and as a record of who was hired for this event.

Name(s) of Renter:		Address:	
Primary Phone:			
Email:			
Date of Event:	Type of Event:	Number of Guests:	
Caterer	Florist		
Decorator	DJ/Band		
Photographer	Event Coordinator		
Additional Outside Contractors			
Please provide us with two contact names, phone numbers, and roles for primary parties involved in planning the event.			Additional Information we should know:
_____	_____		
Name	Name		
_____	_____		
Role	Role		
_____	_____		
Phone Number	Phone Number		



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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 – (Bags of ice available for purchase from The Venue) - \$2per bag or \$10 for unlimited ice for event.

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 damage deposit.

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

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Preferred Vendor List:

Catering

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

Videographer

Mockingbird Productions
Justice Simpson
515-776-9938
Email: justicejsimpson@gmail.com
Website: justicesimpson.com

DJ and Photo Booth

Chaos Productions
Jesse Swanson
712-254-0200
Email: 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.)

(Rev. 1/2018)

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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!

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