



**PO Box 403
Atlantic, Iowa 50022**

The Venue Pricing

PRICES:

Sunday – Thursday Rental:	\$65.00 - \$180.00	(1-4hrs=\$65, 4-8hrs=\$125, Day=\$180)
Friday - Saturday AM Rental:	\$65.00 - \$125.00	(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:	\$500.00	(See note below to decorate on Friday)

Damage Deposit:	\$200.00	(Required for all reservations)
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OPTIONS:

Kitchen	(Per day)	\$20.00	(See kitchen regulations sheet)
Audio/Video	(Per day)	\$20.00	
Popcorn Maker	(Per day)	\$50.00	
Water & Coffee Station	(Per day)	\$60.00	(Includes cups, sugar & creamer) or (Ice Tea)
Table Linens	(Per table)	\$8.00	(Ivory & Black)
21" Pleated Skirting	(Per table)	\$20.00	(Ivory)
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 rental fee of \$200.00 must be paid in advance.

Email: thevenue@metc.net

www.thevenueatlanticiowa.com

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