



Event Rental Guidelines

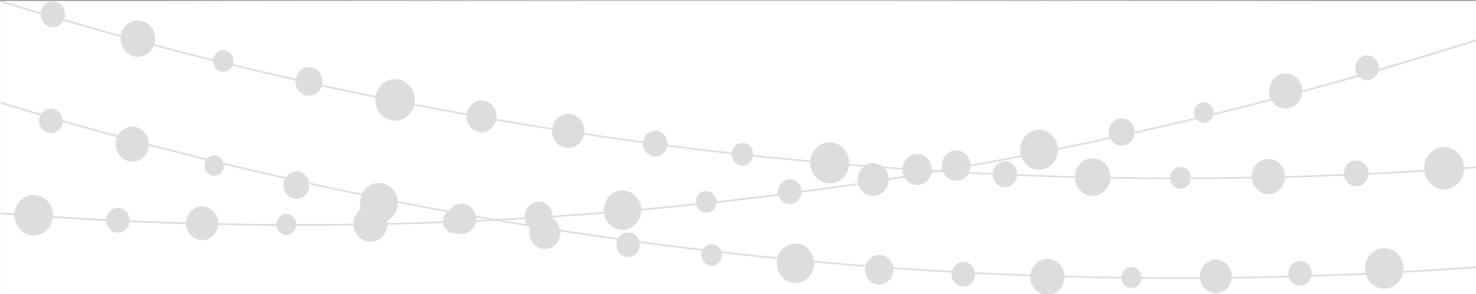
(Weddings) (Meetings)

(Corporate Functions) (Holiday Parties)

(Anniversaries)



THE DISTRICT
V E N U E



1350 SW Vintage Parkway
Ankeny, IA 50023

515.490.6655
party@districtvenueankeny.com

Thank You

Thank you for considering The District Venue for your upcoming event. We look forward to working with you to make it a success. Below are our current guidelines and some tips to make sure your event is as seamless as possible.

Audio/Visual Equipment

State-of-the-art audiovisual equipment is available to share your treasured memories.



For a \$100 fee, you may use our projection screen, which is hidden when not in use, to show photos or videos during your event.

Beverage Service

A full bar is available for you and your guests. We will provide bartenders throughout your event at no additional charge. *All beverages* must be purchased through us.

For the convenience of you and your guests, you can choose a full cash bar or an open bar.

Cash Bar

In this case, everyone can order as they wish from the bartender and pay for their own drinks with cash or cards.

Open Bar

You can choose to pay for all your guests' drinks or for certain beverages. In this case, simply determine the amount you would like to spend on the bar and set guidelines for the way your money is spent.

How Our Pricing Works

Unlike other rental halls, at The District Venue you only pay for what you drink, so you and your guests have more options.



Beverage sales must meet a minimum of \$1,500 on Friday and Saturday nights. Hosted beverages and cash sale beverages can be combined to meet the minimum. If the total beverage sales do not meet \$1,500, you must pay the difference. The bar bill must be paid on the night of the event. Tax (6%) and gratuity (20%) will be added.

Cake Cutting/Dessert Plating

Let us do the work! The District Venue will professionally cut and plate your cake and/or desserts for you.



Cancellations

Unfortunately, your deposit will not be refunded if you need to move or cancel an event. An additional \$350 fee will apply for rescheduling.

Catering

To make your event as special as possible, we offer a full menu with on-site catering. All beverages and food – except specialty cakes – must be purchased through us. Bartenders, wait staff, tables, chairs, linens and napkins, tableware, glassware, and silverware are included at no additional charge when you rent the facility.

Catering orders and an approximate headcount need to be placed at least four weeks before the event. Two weeks before the event, the final headcount is due. After the final headcount is given, the headcount can go up but not down. The final headcount will need to be paid regardless of the actual number that attend. If you have more attendees than expected, you will be required to pay for them as well.

Payment for food is due two weeks before the event when the final headcount is given. Minimum 175 people in attendance.

Ceremonies

Wedding ceremonies are welcome at The District Venue. Ceremonies take place on the mezzanine level and seat up to 170 people. If your guest list is over 170 and you are in need of the mezzanine level for dinner, a fee of \$300 will be charged for re-setting the mezzanine level.

Coffee Bar

Our one-of-a-kind, unlimited coffee bar is available for \$100. Guests can help themselves and customize with options like: Vanilla, Hazelnut, and Cinnamon to name a few.

Damage Charges

You are responsible for any damages to the building grounds, fixtures, appliances, or equipment caused by any guest or 3rd party vendor. We will note any damages to, or loss of, equipment on the day of the event. However, some issues may not be noticed for several hours or days after your event. We reserve the right to make a thorough inspection of the equipment prior to the start of the next scheduled event or within ten (10) business days of the event date. We reserve the right to assess charges for damages or loss, including: cost to replace any item damaged beyond repair, any lost items, repairs, or cleaning.

Deliveries

If deliveries take place, please connect with our event coordinator.



Decorations

In addition to our beautifully appointed facility with vintage lighting, you are welcome to bring additional decorations.



Please follow these guidelines:

- ⊗ No holes in the walls, including but not limited to, thumbtacks, nails, and staples
- ⊗ No tape on the walls
- ⊗ No hanging from the fire sprinkler pipes
- ⊗ No confetti, glitter, bird seed, or other small loose decorations
- ✔ Command hooks and picture putty are allowed
- ✔ You may hang decorations from the ceiling
- ✔ Candles are welcome as long as the flame is enclosed in glass or other non-flammable material.

You are welcome to decorate early if there are no scheduling conflicts. All outside items must be cleaned up the day of your event or the following day if nothing is on our calendar.

Dessert Station

Custom desserts are available through The District Venue. Tell us your ideas and we can quote you a price. If you choose to bring in outside desserts, there will be a charge of \$1 per person service fee. This will include plates, silverware, napkins, and table service.

Event Coordinator

A professional member of our staff is available at no extra cost to help you plan and carry out every detail, from catering and beverage service to our complimentary set-up and tear-down services.

Floor Plan

Our multi-level, 5,000 open square foot facility provides enough room for celebrations up to 300+ people. Our main level, measuring 33' x 100', accommodates 170+ people. With elevator and stairwell access, our mezzanine level measures 33' x 48' and accommodates up to 144+ of your guests.

Food

All food — excluding specialty cakes — must be purchased from us and can be served either buffet style or plated and served. Select your favorites from our full catering menu comprised of cold and hot appetizers and entrées which include a salad, potato, vegetable, and one or two main dishes of your choice (beef, chicken, pork, seafood, pasta, and vegetarian options). Food tastings on certain items are available and must be scheduled in advance.



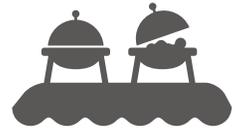
Food Continued...

How many appetizers should I order?

Determine the appetizer's purpose.

Is it a meal, heavy snack, or light snack?

In general, plan \$15 to \$20/person for appetizers intended as a meal. For a heavy snack, plan \$8 to \$12/person and \$5 to \$8/person for light snacks.

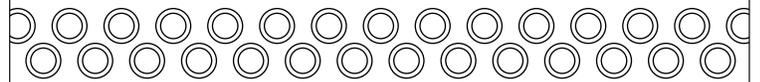


Appetizers served as platters, trays, or dips typically serve 30–50 people. For menu items with quantities (e.g. meatballs, shrimp cocktail, etc.), plan 1 to 3 pieces/person.

Please ask our event coordinator to see our full menu or pre-view it on our website at thedistrictvenue.com.

Leftovers cannot be taken out of the building.

Tax (6%) and gratuity (20%) will be added.



Furniture

We will provide all tables and chairs for your event. Available for your use:

- ✔ 72" round tables seating 10 to 12 people each
- ✔ Small rectangle tables
(i.e. cake or guest book)
- ✔ 6' standard banquet tables seating six people each
(i.e. head table, buffet, or dessert station)

When we plan your menu, we will also discuss table layout. All tables and chairs will be set up for you upon your arrival according to the design we agree upon. However, you are welcome to adjust the layout if your plans change.

Linens

Your choice of white or black tablecloths is included in your rental fee.



Please let us know your color choice when you place your food order. Linen napkins will also be used at no extra charge. All chairs and tables (including tablecloths, napkins, and place settings) will be fully prepared upon your arrival.

Music

Our venue has a sound system that is available for use during your event. We offer Pandora Internet radio or bring in your own personal device, which gives you the option of providing us with a customized play-list.



Network Access Technology

Enjoy free Wi-Fi to stay connected.



Outdoor Patio



We offer stairwell and elevator access to our stunning rooftop patio with bar access.

The outdoor rooftop patio will remain open to the public during all events.

Parking

We have plenty of street parking in front of The District Venue and in our parking lot behind the building with front and back doors available for all of your guests to use.

Payments



Cash or checks are preferred to rent The District Venue for your event. All credit card payments for your rental fee, food and beverage charges during your event will be charged a 4% processing fee.

Rental Fee

The cost to rent our full-service facility for your event varies on day of the week.

- Friday night, \$3,500
- Saturday, \$4,000
- Sunday, \$1,500

Upon receiving your full payment and signed confirmation, the facility will be reserved for your selected date. Until your payment and confirmation are received, your date is available to others. Full room rental payment is due at the time of booking.

The room rental fee includes:

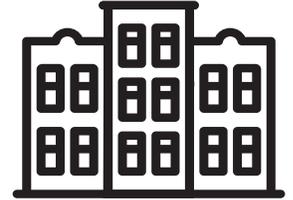
- Access to main level, mezzanine level, and full bar
- Cleaning the facility before and after your event
- Table and chair set-up and tear-down service
- All tables, chairs, table linens, napkins, glassware, silverware, and tableware
- Bartenders and wait staff during your entire event
- Insurance and liquor license necessary for alcohol to be served at your event

You are responsible for removing all items, including decorations, that you bring and for cleaning up after yourself.

Set-Up/Clean-Up Time

When you rent The District Venue, complimentary table/chair set-up and tear-down service is included in your rental fee.

You generally have the space on the day of your event from 8 a.m. to 2 a.m. Other time arrangements can be made upon request. You may decorate the venue at any time the week of or days before your event if no other events are scheduled. Arrangements with our event coordinator must be made in advance.



Site Visits

We'd love to show you all

The District Venue has to offer. Please contact us at 515-490-6655 to schedule a tour of our event space.

Valuables

We cannot be responsible for damaged, lost or stolen items, valuables brought in, or anything left on-site.



Vendors

There are no stipulations on DJs, photo booths, or other third-party vendors. You are free to bring in whomever you would like, except for food and beverages. You will be held completely responsible for their actions and any damages.

Preferred Vendors

A Special Event DJ (ASE DJ)

When it comes to music, we've done the work for you. ✨

The District Venue DJ Package - \$1,195

Hire ASE DJ for up to six hours, and enjoy preferred pricing when you book The District Venue for your event.

- ✓ Over 20,000 songs with custom lighting
- ✓ Sleek, wireless sound system – already in place
- ✓ Live video streaming so no one misses a minute of toasts or speeches
- ✓ In-person consulting for personal planning and walk through ahead of time

The District Venue DJ + Photo Booth Package - \$2,000

On top of the perfect music, add a top-quality photo booth from ASE DJ for up to five hours of special memories.

- ✓ 5' x 5' booth – fits up to 10
- ✓ Digital images with customized photo strip graphics
- ✓ Props for extra fun pics!
- ✓ Attendant, memory book, & unlimited sessions/prints

Call 515.971.5482 to book ASE DJ w/preferred pricing today!

Room Rental Confirmation

I have read, agreed, and understand the policies and terms of The District Venue. Upon payment of the Room Rental Fee, my date will become secure. Until the Room Rental Payment is received, my date may be released to someone else.

There are no refunds for the Room Rental Fee. No exceptions. Payment for the food and beverages must be made as stated in our guidelines.

A fully signed copy of this confirmation serves as the receipt that the Room Rental Fee has been paid in full.

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Today's Date: _____

Date of Event: _____

Representative of Event Signature/Date: _____

Representative of The District Venue Signature/Date: _____

(Representative Copy)

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