THE DISTRICT VENUE



– Thank you –

Thank you for considering The District Venue for your upcoming event! We take great pride in our facilities and the amenities that we have to offer. We appreciate the opportunity to tell you a little bit about us and what we have to offer. We are committed to making your day a success. We look forward to the opportunity to work with you!

EVENT COORDINATOR

A professional member of our staff is available at no extra cost to you. We will work closely with you to plan catering, beverage plans and all the specifics of your day within The District Venue. We will also be on site throughout the duration of your event to ensure everything happens perfectly and as planned.

AUDIO/VISUAL

State-of-the-art audiovisual equipment is available for a \$100 fee. You may use both of our projector screens, our wireless microphones or lapel microphones connected to a sound system throughout the building, as well as an HDMI hookup. Our projectors can be used to show photos, videos, or a live stream of your event.





WI-FI

Enjoy free Wi-Fi and stay connected. Ask staff during your event for the network password.

COFFEE BAR

Our one-of-a-kind, unlimited coffee bar is available for \$100. Guests can help themselves and customize with options such as vanilla, hazelnut, and cinnamon – to name a few.

DESSERT SERVICE

You are welcome to use an outside vendor of your choice, or order from the dessert menu provided by The District Venue. Dessert service is inclusive of plates, silverware, napkins, as well as the maintaining and replenishing of desserts through out your event.

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 loft level measures 33'x48' and accommodates up to 144 of your guests.



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 cash bar, a hosted bar, or a combination of both.

CASH BAR

Everyone can order as they wish from the bartender and pay for their own drinks with cash or card.

HOSTED BAR

You pay for all of your guests' drinks up to a specific dollar amount.

COMBINATION CASH/HOSTED BAR

You choose certain beverages or types of beverages (for example,domestic beers & house wines) to pay for up to a specific dollar amount. This option allows you to determine how your hosted bar is spent. Any options that are not hosted may still be purchased by guests with cash or card.

HOW OUR PRICING WORKS

Since you are able to set a dollar amount for the hosted bar, you only pay for what you consume. Beverage sales must meet a minimum of \$2,000. Hosted beverages and cash sale beverages can be combined to meet the minimum. If the total beverage sales do not meet \$2,000, you must pay the difference. The bar bill must be paid on the night of the event. Tax (6%) and Service Charge (21%) will be added.

CATERING

To make your event as smooth as possible, we offer a full menu with on-site catering. Bartenders, wait staff, tables, chiavari chairs, linens, 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.

All food, excluding desserts, must be purchased from The District Venue. Your meal can be served either buffet, plated, or family style. There are no additional charges for method of service. Complimentary food tastings are available and must be scheduled through your Event Coordinator who will assist you in developing a menu that fits your event.

Payment for food is due two weeks before the event when the final headcount is given. Tax (6%) and Service Charge (21%) will be added.





In addition to our beautifully appointed facility with glowing 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 screws
- No tape on the walls
- No hanging from the fire sprinkler pipes
- No confetti, glitter, bird seed, or other small loose decorations
- No command hooks or picture putty allowed
- No decorations hung from the ceiling they must be free-standing
- Candles are welcome as long as the flame is enclosed in glass or another non-flammable material
- All outside items must be cleaned up the day of your event or the following day if no events are scheduled.

PARKING

We have ample street parking and parking lot space in front of as well as behind. The District Venue with handicap accessible parking spots. The venue has both front and back entrances with elevator access up to our loft level.

PAYMENTS

Cash or checks are preferred to complete payment for your event. Any credit card payments made for your rental fee, food, or beverage cost will be charged a 4% processing fee in addition to tax and service charge.

HOTEL

A Marriott Residence Inn is located just across the parking lot within walking distance to our venue

RENTAL ITEMS

The District Venue has a wide array of reasonably priced rental items to make your day flawless. These items are kept in house and put out by our team. We offer everything from backdrops and lanterns to vases and arbors. Please see our rental menu for more information.

LINENS

Your choice of white or black tablecloths and linen napkins are included in your rental fee. Contact your Event Coordinator for pricing details if you would like additional linen colors/styles or unique napkin folds.

SET-UP & CLEAN-UP TIME

When you rent The District Venue, complimentary set-up of tables, chairs, linens, and place settings as well as complimentary tear-down and clean-up services are included in your rental fee. You have access to the venue on the day of your event from 10am to 2am.

FURNITURE

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

- 72" round tables seating 8 to 12 people
- Standard cocktail tables
- 6' Standard banquet tables seating 6 people

Your Event Coordinator will work with you to design a custom room layout for your event. All tables and Chiavari chairs will be set up for you upon your arrival according to the agreed upon design.



RENTAL FEE

The District Venue Room Rental Fee includes the following:

- Time Block from 10am to 2am (16hr block)
- 5,000 square feet of open space
- Capacity for up to 350 guests
- Event Coordinator
- Free Wifi
- Ample Parking
- Elevator/Wheelchair Accessible Bathrooms
- Tables
- Chiavari Chairs
- Your choice of black or white tablecloths & matching linen napkins
- Chinaware
- Flatware
- Glassware
- Full-Service Bar
- Mixed cash and hosted options
- Dram Insurance
- Room Set-Up
- Complimentary Tastings
- In-House Catering
- Wait Staff & Bartenders
- Your choice of Food Service (Buffet, Family Style, or Plated)
- Room Clean-Up & Teardown
- Open Vendor Policy (with the exception of catering and beverage)

The cost to rent our full-service venue varies on the day of the week and time, please contact us for pricing





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 within ten business days of the event date. We reserve the right to assess charges for damages or loss, including: repairs, cost to replace any item damaged beyond repair, any lost items, or intensive cleaning.

VALUABLES

We are not responsible for damaged, lost, or stolen items that are brought in, and we are not responsible for anything left on-site. You and your vendors and responsible for removing all items and decorations that are brought in.

CANCELLATIONS (Booking Credit)

Unfortunately, your room rental fee will not be refunded if extenuating circumstances arise and you must cancel or reschedule an event. However, if you need to reschedule your event, The District Venue offers a Booking Credit for you to use. Within 500 days of the date that your event was booked with us, you can reschedule your event. A \$1,000.00 fee will apply. The act of rescheduling must take place 90 days before an event, at which point the room rental fee has already been paid in full.

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.

Vendors

There are no stipulations on cake vendors, florists, or other third-party vendors. You are welcome to bring in whomever you would like, with the exception of food and beverages. You will be held 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 and partnered with ASE DJ to bring you exclusive District Venue packages. You are not required to use ASE DJ, although we do highly recommend them.

The District Venue DJ Package

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

Call (515) 971-5482 to book ASE DJ with preferred pricing today!