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THE DISTRICT  
V E N U E

EVENT RENTAL  
**GUIDELINES**

1350 SW Vintage Pkwy • Ankeny, IA 50023

515.490.6655

[celebrate@districtvenueankeny.com](mailto:celebrate@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.

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## EVENT COORDINATOR

A professional member of our staff is available at no extra cost to help you determine catering and beverage details as well as complimentary set-up and tear-down specifics.

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## AUDIO/VISUAL

State-of-the-art audiovisual equipment is available to share your presentations. For a \$100 fee, you may use both of our projector screens, our wireless microphones and 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. Our venue sound system can play Pandora Radio, at no additional charge, or music off of your own personal device if you wish to play a personalized playlist.

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## WI-FI

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

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## 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. The bar bill must be paid on the night of the event. Tax (6%) and Service Charge (21%) will be added.



## 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.

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## DESSERTS

Select desserts are available through The District Venue. Ask your Event Coordinator for our dessert menu.

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## 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 us and can be served either buffet, plated, or family style. No matter which service style you choose, there is no additional charge. Your Event Coordinator 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 (20%) will be added.*

### APPETIZERS

If any appetizers provided are meant to be served as a meal and are your only source of food provided to guests, a minimum of \$25 per person must be spent. Appetizers served before a meal have no minimums.

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## 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.

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## 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
  - 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.
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## 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 six people each

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.

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## LINENS

Your choice of white or black tablecloths and linen napkins are included in your rental fee. Any unique napkin folds outside of our standard folds, such as menu fold, tri-fold, & draped fold, will cost \$1/napkin. Contact your Event Coordinator for pricing details if you would like additional linen colors/styles or unique napkin folds.

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## SET-UP & CLEAN-UP

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.

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## 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.

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## 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 are responsible for removing all items and decorations that are brought-in.

## PARKING + HANDICAP ACCESSIBILITY

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

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## 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.

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## RENTAL FEE

**The District Venue Room Rental Fee includes the following:**

- 5,000 square feet of open space
- Capacity for up to 350 guests
- Event Coordinator
- Free Wifi
- Ample Parking
- Elevator/Wheelchair Accessible Bathrooms
- Tables and Chiavari Chairs
- Your choice of black or white tablecloths and matching linen napkins
- Chinaware, Flatware and Glassware
- Full-Service Bar - Mixed, Cash and Hosted options
- Security/Dram Insurance
- Room Set-Up
- In-House Catering
- Wait Staff & Bartenders
- Any Type 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 by the day of the week and time. Please contact us for pricing.***

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## CANCELLATIONS

Unfortunately, your room rental fee will not be refunded if extenuating circumstances arise and you must cancel or reschedule an event. A service fee of \$350 will apply for rescheduling.

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## 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 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.

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## PREFERRED VENDORS

### A SPECIAL EVENT DJ (ASE DJ)

When it comes to entertainment, we've done the work for you and partnered with ASE DJ to bring you professional services for your event.

#### **The Game Show Pack**

Hire ASE DJ to host a variety of Game Shows to entertain and/or educate your guests/employees...

- Family Feud
- Jeopardy
- Trivia Squares

#### **The Game Pack**

- Jenga
- Giant Connect 4
- Bag Toss
- Ping Pong
- Shuffle Board and more!

**DJ Services** - Bring life to your event after all of the business presentations are completed by having our DJ entertain your guests.

**Photo Booth** - Capturing your team with office mates is a great way to build team spirit.

**Slo-Motion Video Booth** - A unique experience for your guests and a great way for continued corporate branding when the videos are shared instantly through social media.

**Emcee Services** - Break up training sessions and build your speakers up with grand introductions, trivia, and sessions recaps.

**Carpool Karaoke** - A new twist on an old favorite giving even the most shy individuals a little courage! Guests can bring a guest to join them in the "car" for extra fun. Add this to your next event for great crowd interaction and fun memories!

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

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## HOTEL

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

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## 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 to vases. Please see our rental menu for more information.