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THE DISTRICT  
V E N U E

*Wedding*  
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 treasured memories. 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. Beverage sales must meet a minimum of \$1,500. 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 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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## CAKE CUTTING/DESSERT

You are welcome to use an outside vendor of your choice at no additional cost to you.

The District Venue provides the optional service of \$1 per person to professionally cut and plate your cake and/or desserts. Dessert service is inclusive of plates, silverware, napkins, as well as the maintaining and replenishing of all desserts through out your event.

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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. 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 (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'x48' and accommodates up to 144 of your guests.



## CEREMONIES

Wedding ceremonies are welcome at The District Venue. Ceremonies can take place on the mezzanine level only and seat approximately 250 people. If your guest list is over 175 and you are in need of the mezzanine level for dinner, a fee of \$300 will be charged for re-setting the mezzanine level.

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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 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.

## 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.

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

## RENTAL FEE

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

- Time Block from 10am to 2am (16hr block) on your wedding day
- 5,000 square feet of open space
- Reception 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
- Security/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:***

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

*Holiday pricing upon request*

In order to rent The District Venue, you must provide a non-refundable deposit of \$2,000 for Fridays and Saturdays and the full rental for Sundays. Upon receiving your non-refundable deposit and signed confirmation, the venue will be reserved for your selected date. Until your deposit and confirmation are received, your date is available to others. Six months before your event date, you must provide the remaining, non-refundable, room rental amount.

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## OFF-SEASON RATES

From January 1st to March 31st, the venue offers off-season rates for renting the venue.

- **Friday:** \$1,950
- **Saturday:** \$2,750
- **Sunday:** \$950

*Holiday pricing upon request*

## 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 \$350.00 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.

For example, you book your wedding with us on May 19th, 2017, and your wedding will take place on June 1st, 2018. On March 1st, 2018 (90 days or more before your event), something arises and you must reschedule your wedding. You have until October 1st, 2018, to use your Booking Credit and reschedule your event with us at no additional charge.

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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.

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## 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

#### **The District Venue DJ + Photo Booth Package**

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

- 5'x5' 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 with preferred pricing today!***