

# SWEET CAROLINES

KITCHEN & COCKTAILS

## SPECIAL EVENT BOOKING GUIDELINES

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# – THANK YOU –

Thank you for considering Sweet Carolines 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 Sweet Carolines. We will also be on site throughout the duration of your event to ensure everything happens perfectly and as planned.

## **WI-FI**

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

## **DESSERT SERVICE**

Sweet Caroline's has a great dessert menu, but you are also welcome to bring in your own dessert as well! If you bring in your own you will be responsible for providing the service wear necessary for the items you bring in. We would be happy to provide service wear if needed. The fee is \$1 per person and includes plates, napkins, silverware and maintaining and replenishing of desserts throughout your event. There is no charge for service wear if dessert is provided through Sweet Caroline's.

## **FLOOR PLAN**

Our facility provides enough room for celebrations up to 150 people. Round tables seat 6 to 8 people per table.

## **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 actually consume. The bar bill must be paid on the night of the event. Tax (7%) and Service Charge (21%) will be added to all hosted tabs.

## CATERING

To make your event as smooth as possible, we offer a full menu with on-site catering. Bartenders, wait staff, tables, chairs, 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 two weeks before the event. One week 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 Sweet Carolines. Your meal will be served buffet style. Complimentary food tastings are available for weddings 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 one week before the event when the final headcount is given. Tax (7%) and Service Charge (21%) will be added.

## PARKING

We have ample street parking and parking lot space in front of as well as behind Sweet Carolines with handicap accessible parking spots. The venue has both front and back entrances.

## 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.

## DECORATIONS

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.

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## SET-UP & CLEAN-UP TIME

When you rent Sweet Carolines, complimentary set-up of tables, chairs and place settings as well as complimentary tear-down and clean-up services are included in your rental fee. Contact event coordinator for venue access time frame.

## FURNITURE

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

- 15 Round tables seating 6 to 8 people
- 4 Standard cocktail tables
- 4 Standard banquet tables

All tables and chairs will be set up for you upon your arrival.

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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.

## **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.

## **CANCELLATIONS**

Room Rental fees are non-refundable. We would be happy to re-book your event free of charge with a 7 day or more notice. Food invoice must be paid 7 days before the event. No refunds on food if the event is cancelled less than 7 days before the event.

In the circumstance of a short term booking less than 7 days, food invoices are due 48 hours prior to event.

## **RENTAL FEE**

Sweet Caroline's Rental Fee includes:

- Capacity for up to 150 guests
- Event Coordinator
- Free Wifi
- Ample Parking
- Tables
- Chairs
- Chinaware
- Flatware
- Glassware
- Full-Service Bar
- Mixed Cash and Hosted Options
- Dram Insurance
- Room Set-Up
- In-House Catering
- Wait Staff & Bartenders
- 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

## **Site Visits**

We'd love to show you all Sweet Carolines has to offer.

Email us at [celebrate@sweetcarolinesames.com](mailto:celebrate@sweetcarolinesames.com) 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.