



## FOUNDERS BANQUET HALL

# Booking Guide

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**Founders Irish Pub | 110 1st St SE, Bondurant, IA 50035 | 515-918-7178**

### **Contact Information:**

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## Rental Fee

A RENTAL FEE OF \$300 FOR WEDDING RECEPTIONS AND \$100 FOR ALL OTHER PARTIES IS REQUIRED. THE ROOM WILL BE RESERVED FOR YOU ONCE THE ROOM RENTAL PAYMENT HAS BEEN RECEIVED.

THE ROOM RENTAL FEE INCLUDES ALL OF THE SET UP OF THE TABLES AND CHAIRS AND ALL OF THE TEAR DOWN OF THE TABLES AND CHAIRS. WE ALSO DO ALL OF THE CLEANING BEFORE AND AFTERWARDS.

YOU WILL BE RESPONSIBLE FOR CLEANING/REMOVING ALL ITEMS AND DECORATIONS THAT YOU BRING IN.

BARTENDERS, WAITSTAFF AND TABLEWARE ARE INCLUDED.

FOUNDERS BANQUET HALL SEATS UP TO 200 PEOPLE, BUT ALSO HAS A DIVIDER THAT MAKES THE ROOM GREAT FOR SMALLER CELEBRATIONS AS WELL.

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## Speakers

WE HAVE A SPEAKER SYSTEM AVAILABLE TO YOU TO USE FREE OF CHARGE. YOU WILL NEED TO BRING IN YOUR OWN DEVICE TO PLUG IN TO IT. PHONES, LAPTOPS, IPADS, ETC WILL ALL WORK.

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## WiFi

WE HAVE FREE WIFI FOR YOU TO CONNECT TO.

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## Chair Lift

A CHAIR LIFT IS AVAILABLE FOR YOUR GUESTS TO EASILY ACCESS THE SECOND LEVEL.

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## Linens

FOUNDERS RENTS LINEN TABLECLOTHS FOR \$6 EACH. WE HAVE WHITE AND BLACK. WE ALSO RENT WHITE OR BLACK CHAIR COVERS FOR \$1.50 EACH. YOU CAN RENT OUR TABLECLOTHS OR BRING IN YOUR OWN. IF YOU CHOOSE TO RENT OURS PLEASE LET US KNOW WHEN YOU PLACE

YOUR FOOD ORDER. IF YOU ARE USING FOUNDERS LINENS WE WILL HAVE THEM PLACED ON TABLE AND CHAIRS AND READY UPON YOUR ARRIVAL.

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## Payment

CASH AND CHECK IS PREFERRED. ANY PAYMENTS WITH A CARD WILL BE CHARGED A 4% PROCESSING FEE.

FOOD AND BEVERAGE BILL MUST MEET A MINIMUM OF \$500 COMBINED ON FRIDAY AND SATURDAY NIGHTS.

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## Damages to Our Property

YOU ARE RESPONSIBLE FOR ANY DAMAGES CAUSED BY YOU OR YOUR GUESTS. THE HOST WILL TRY TO NOTE ANY DAMAGES TO, OR LOSS OF, EQUIPMENT ON THE DAY OF THE EVENT, HOWEVER, SOME THINGS MAY NOT BE NOTICED FOR SEVERAL HOURS OR DAYS AFTER THE EVENT ENDS. THE HOST RESERVES THE RIGHT TO MAKE A THOROUGH INSPECTION OF THE EQUIPMENT PRIOR TO THE START OF THE NEXT SCHEDULED EVENT OR WITHIN (10) BUSINESS DAYS AFTER THE EVENT DATE, AND TO ASSESS CHARGES FOR DAMAGES OR LOSS. CHARGES FOR DAMAGE OR LOSS MAY INCLUDE THE COST TO REPLACE THE TIME IF IT IS DAMAGED BEYOND REPAIR OR LOSS, AND/OR THE COST OF LABOR TO REPAIR OR CLEAN.

THE CLIENT IS RESPONSIBLE FOR ANY DAMAGES TO THE BUILDING, GROUNDS, FIXTURES, APPLIANCES OR EQUIPMENT THAT MAY HAVE BEEN USED BY ANY GUEST OR PROVIDER.

ALL LIABILITIES AND CLAIMS THAT MAY ARISE AGAINST THE HOST FROM CLIENT USAGE ARE RELEASED UNDER THE TERMS OF THE RELEASE AND INDEMNITY CONTRACT SIGNED BY THE CLIENT AND INCORPORATED HEREIN BY REFERENCE.

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## Food

ALL FOOD HAS TO BE PURCHASED THROUGH US, EXCEPT FOR CAKE, DESSERTS, MINTS AND NUTS. A FULL CATERING MENU IS AVAILABLE. DAILY MENUS ARE ALSO AVAILABLE FOR YOU TO ORDER FROM AS WELL. WE ARE VERY FLEXIBLE SO IF YOU WOULD LIKE SOMETHING THAT IS NOT ON THE MENU..JUST ASK!

CATERING ORDERS NEED TO BE PLACED 2 WEEKS BEFORE THE EVENT

WITH AN APPROXIMATE HEADCOUNT. 1 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 AMOUNT THAT ATTENDS. IF YOU HAVE MORE ATTENDEES THAN EXPECTED, YOU WILL BE REQUIRED TO PAY FOR THEM AS WELL.

PAYMENT FOR FOOD IS DUE THE WEEK OF THE EVENT, BEFORE THE EVENT.

ALL ITEMS INCLUDING TABLEWARE, NAPKINS, KNIFE, PLATE, SPOONS AND FORKS WILL BE PROVIDED FOR THE FOOD THAT WE SERVE. YOU WILL BE REQUIRED TO BRING IN YOUR OWN TABLEWARE FOR CAKE AND DESSERTS.

THE ITEMS THAT ARE SERVED ON THE APPETIZER MENU AS PLATTERS, TRAY AND DIPS SERVE 30 TO 50 PEOPLE APPETIZER SIZE PORTIONS. DEPENDING ON THE TIME OF DAY, WHETHER IT IS SERVED AS A MEAL OR AS A SNACK, AND HOW MANY OTHER APPETIZER ITEMS YOU ARE OFFERING WILL DETERMINE THE NUMBER OF PEOPLE IT WILL SERVE. FOR THE ITEMS THAT HAVE QUANTITIES, SUCH AS MEATBALLS AND SHRIMP COCKTAIL, YOU CAN FIGURE 2-4 PER PERSON. IF YOU ARE SERVING APPETIZERS AS A MEAL, YOU WILL WANT TO SPEND \$12-\$15 PER PERSON. FOR A HEAVY SNACK YOU WILL FIGURE \$5-\$8 PER PERSON, AND FOR A LIGHT SNACK YOU SHOULD FIGURE \$3 TO \$5 PER PERSON.

TAX (6%) AND GRATUITY (18%) WILL BE ADDED.

ALL MEALS ARE SERVED BUFFET STYLE.

MINIMUM OF 15 PEOPLE FOR A DINNER.

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## Beverages

BARTENDERS WILL BE ON DUTY THROUGHOUT YOUR EVENT AT NO ADDITIONAL CHARGE.

A FULL BAR IS AVAILABLE FOR YOU AND YOUR GUESTS. ALL BEVERAGES, INCLUDING SODA, TEA AND LEMONADE MUST BE PURCHASED THROUGH US. YOU ARE WELCOME TO STRUCTURE THE PAYMENT OF THE BAR HOWEVER YOU SEE FIT FOR YOU AND YOUR GUESTS.

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## Beverage Suggestions

YOU CAN CHOOSE TO HAVE A FULL CASH BAR. IN THIS CASE EVERYONE IS ON THEIR OWN FOR PAYMENT AND CAN ORDER AS THEY WISH FROM THE BARTENDER. WE ACCEPT CASH AND CARDS IN THE BANQUET HALL.

YOU CAN HOST PART OF THE BAR. YOU CAN CHOOSE TO PAY FOR CERTAIN ITEMS. IN THIS CASE THE EASIER WAY IS FOR YOU TO DETERMINE THE AMOUNT THAT YOU WOULD LIKE TO SPEND ON THE BAR AND THEN SET GUIDELINES AND PARAMETERS FOR THE WAY THAT YOUR MONEY IS SPENT. FOR EXAMPLE: YOU PUT \$500 TOWARDS THE BAR BILL. YOU CAN THEN TELL US THAT YOU WANT ALL OF THAT MONEY TO GO TOWARDS KEG BEER. **OR** YOU CAN HAVE YOUR MONEY GO TOWARDS KEG BEER AND WINE. **OR** MAYBE YOU ARE OK WITH YOUR MONEY GOING TOWARDS EVERYTHING EXCEPT SHOTS. **YOU CHOOSE!** YOU WILL ALWAYS ONLY PAY FOR WHAT YOU ACTUALLY CONSUME. IF YOUR BAR BILL FALLS SHORT AT \$400, THEN YOU WILL ONLY PAY THE \$400. YOU GET TO PICK THE GUIDELINES AND THE WAY YOUR MONEY IS SPENT. WE WILL FOLLOW IT. EVERYTHING OUTSIDE OF THE HOSTED TAB CAN BE PURCHASED BY YOUR GUESTS INDIVIDUALLY.

THE BAR BILL CAN BE PAID THE NIGHT OF THE EVENT.

TAX (6%) AND GRATUITY (18%) WILL BE ADDED.

## Room Layout

WE HAVE 7 ROUND TABLES THAT SEAT 5 PEOPLE EACH. THESE TABLES CAN BE USED FOR GUEST SEATING OR ARE NICE FOR CAKE TABLES AND NON-ALCOHOLIC BEVERAGE STATIONS.

OUR OTHER TABLES ARE STANDARD 6 FOOT BANQUET TABLES. WE HAVE ENOUGH OF THESE TABLES FOR UP TO 200 PEOPLE. THESE ARE USED FOR FOOD TABLES AS WELL AS GUEST SEATING. THESE TABLES SEAT 6 PEOPLE PER TABLE.

AT THE TIME OF SHARING YOUR CELEBRATION DETAILS WE WILL ALSO PLAN A TABLE LAYOUT TOGETHER. THE ROOM WILL BE SET AND READY FOR YOU UPON YOUR ARRIVAL TO DECORATE ACCORDING TO THE LAYOUT WE DESIGN TOGETHER.

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## Decorations

ABSOLUTELY NO HOLES INTO THE WALLS. THIS INCLUDES, BUT IS NOT LIMITED TO THUMB TACKS, NAILS AND STAPLES.

NO TAPE ON THE WALLS. NO COMMAND HOOKS. PICTURE PUTTY IS ALLOWED.

NO CONFETTI, GLITTER OR OTHER SMALL LOOSE DECORATIONS.

CANDLES ARE WELCOME AS LONG AS THE FLAME IS ENCLOSED IN GLASS OR ANY NON-FLAMABLE OBJECT THAT IS TALLER THAN THE FLAME.

YOU ARE WELCOME TO DECORATE EARLY AS LONG AS NO OTHER EVENTS ARE SCHEDULED. WEDDINGS ARE ALSO WELCOME TO CLEAN UP THE NEXT DAY AS LONG AS NOTHING IS SCHEDULED. ARRANGEMENTS MUST BE MADE IN ADVANCE.

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## Other Vendors

THERE ARE NO STIPULATIONS ON DJ'S, PHOTO BOOTHS, BANDS, ETC. YOU ARE FREE TO BRING IN WHOMEVER YOU WOULD LIKE TO. YOU WILL BE HELD COMPLETELY RESPONSIBLE FOR THEIR ACTIONS AND ANY DAMAGES THEY MAY CAUSE.

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## Timeframe

YOU HAVE THE SPACE ON THE DAY OF YOUR EVENT FROM 11AM TO 2AM. OTHER TIME ARRANGEMENTS CAN BE MADE UPON REQUEST. IF NO OTHER EVENTS ARE SCHEDULED THE WEEK/DAY BEFORE YOUR EVENT YOU MAY COME IN TO DECORATE ANY TIME. ARRANGEMENTS MUST BE MADE IN ADVANCE.

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## Parking

PLENTY OF PARKING IS AVAILABLE ON THE STREETS AROUND FOUNDERS.

**Please sign and return this confirmation  
with your room rental payment:**

I HAVE READ, AGREE AND UNDERSTAND THE POLICIES AND TERMS OF THE FOUNDERS BANQUET HALL BOOKING GUIDE. 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. PAYMENT FOR THE FOOD AND BEVERAGE MUST BE MADE AS STATED IN THE HANDBOOK. I AM RESPONSIBLE FOR DAMAGES.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE OF MY EVENT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_