

Lakeside Preservation Committee L.L.C.
P.O. Box 723
Guttenberg, IA
52052-0723

1. The hall rental amount is \$375. If you do not clean up the ballroom after your event, there will be an additional \$375 cleanup fee. If you elect to clean up the ballroom, this additional \$375 cleanup fee will be waived. Cleaning of the ballroom for your event includes taking down and disposing of decorations, clear off tables, sweep floors, and put tables and chairs back into their original places. We require \$250 to hold the date of your event and a signed contract to ensure your reservation date and time. Your rental fee does not include the Lakeside Sports bar although your guests are welcome to come and go as they please in this bar. The hall rental includes small square tables, banquet tables, and chairs that are currently onsite. No extra tables and chairs from other rental facilities will be provided by Lakeside. This rental fee also includes the day prior to the wedding for decorating and from 8 a.m. until Midnight on your wedding day.
 2. There is a drop curtain to separate the dance floor. You can reserve this section a rate of \$250. An additional \$100 cleanup fee will be charged if the ballroom is not cleaned up at the end of the event.
 3. All damages to Lakeside Ballroom and/or missing items incurred during this event will be billed directly to the signer of this contract. Please go over the decorating guidelines with those helping you decorate the hall.
 4. If you are using an outside catering service, the caterer must show proof of Liability insurance and food licenses.
 5. We also require the following information:
Name, phone number, and contact person for:
 - a Caterer_____
 - b Entertainment_____
 - c Cake Person_____
 6. Because Lakeside Ballroom is a licensed beer and liquor establishment, the following will be strictly enforced:
 - a. All beverages will be purchased through Lakeside Ballroom (except non-alcoholic punch).
 - b. All alcohol will be consumed inside the building unless otherwise discussed and approved by management.
 - c. You or your guests will NOT be allowed to bring drinks in. If alcohol is found which was not purchased at Lakeside, additional charges will be billed.
 - d. MINORS CANNOT CONSUME ALCOHOL (EVEN WITH THEIR PARENTS PRESENT) If they are found drinking or appear to be already under the influence, they will be asked to leave and the local authorities will be notified.
 - e. WE DO CHECK IDENTIFICATIONS. Please inform your guests they must have a picture ID available.
 7. Please remind your caterer, DJ, etc to bring their own extension cords for their use.
 8. All fees will be due at the conclusion of your event, with no exceptions. Failure to do so will result in immediate LEGAL ACTION. We request that all cleanup shall be completed immediately after your event. If the wedding party wishes to open presents at the hall the next day, there will be a \$100 fee charged.
 9. Your deposit is ½ refundable if cancelled prior to 6 months of the event date. If cancelled within 6 months of the date, the deposit is non-refundable.
 10. Keg beer is NOT available. Can beer only.
 11. You may provide responsible bartenders for the side bar. We can provide them at an additional \$10.75/ hour rate. Ask management for details.
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Signature

Print Names (Bride and Groom)

Address & Phone No.

Date of Event