

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

1. The total hall rental amount is \$375 plus \$275 refundable cleanup fee if there is no damage. This includes small square tables, banquet tables, and chairs. To receive the refundable fee, you must take down and dispose of decorations, clear off tables, sweep floors, and put back tables and chairs 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. This hall 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 plus \$100 refundable cleanup charge if there is no damage.
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:
 - Caterer_____
 - Entertainment_____
 - 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 by 11 A.M. of the following day of the event. If the wedding party wishes to open presents at the hall the next day, there will be a \$75 fee charged.
9. Your deposit is $\frac{1}{2}$ refundable if canceled 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 \$10.50/hour rate. Ask management for details.
12. **NO DRINKS ON THE DANCE FLOOR- PLEASE REMIND YOUR GUESTS OF THIS.** You will be charged an additional \$75 fee for cleanup.
13. If you need additional time for decorating other than provided above,, there will be a \$10 per hour charge (with a \$20 minimum. This fee is to cover utilities and employee wages.
14. Payment types are cash, check, or credit card. For credit cards there will be a 5% processing fee charged.

Signature

Print Names (Bride and Groom)

Address & Phone No.

Date of Event