



## WEDDING & EVENT PACKAGE

*Thank you for your interest in the Veterans Reception Center!*

Located just west of Des Moines, the Veterans Reception Center has “state of the art” audio and video capabilities, on-site catering, DJ and event planning services, and enough room to host events for up to 500 people. Our full banquet can accommodate 300 guests banquet style or 500 theater style.

We are excited for the opportunity to work with you to plan the perfect event. The following information will help you decide what works best for your occasion. Select from three rental packages or pick and choose from our ala cart list.

If you have any questions or concerns, please contact our office at (515) 996-9166.

*When you are a patron of the Veterans Reception Center, you are helping to support the efforts in providing a free service to the families of our Veterans!*

# PACKAGE A

## PREMIUM RENTAL PACKAGE

Let us bring your special day to life with the Veterans Reception Center's Premium Rental Package. This package enables "one-stop shopping" for the bride and groom and is not offered by our competition!

The following items are included:

- Rental of Full Banquet Room
- Friday set-up (*banquet and north entryway only*)
- Wedding/Event Planning Services (*see attachment*)
- Wedding dance DJ services
- One Keg of Domestic Beer & One Case of House Wine
- Table Linens (*includes table cloths & napkins*)\*
- Friday set-up (*banquet and north entryway only*)
- Use of AV equipment (*microphones, projector/screens*)
- Dance Floor (*includes installation*)
- Cleaning following event (*contract labor*)
- Decorative lighting
- Room Set-up/Tear down
- Sunday morning gift opening (*10:00 a.m. to 12:00 p.m.*)
- Two Bartenders
- Dishwashers & Table Bussers
- Security

Package A - \$5,750.00



*\*Linens – Maximum of 39-90" rounds, 6-120" rectangular and 300 napkins. Does not include skirting for head table.*

## **PACKAGE B**

### **FULL BANQUET PLUS PACKAGE**

The following items are included:

- Rental of Full Banquet Room
- Friday set-up (*banquet and north entryway only*)
- Linens (*table cloths only*)\*
- Use of AV equipment (*microphone, projector/screens*)
- Dance Floor (*includes installation*)
- Cleaning following event (*contract labor*)
- Decorative lighting
- Two Bartenders
- Security

Package B - \$3,250.00

*\*Linens – Maximum of 39-90” rounds and 6-120” rectangular. Does not include napkins or head table skirting.*

## **PACKAGE C**

### **BASIC FACILITY PACKAGE**

The following items are included:

- Rental of Full Banquet Room
- Use of AV equipment (*microphone, projector/screens*)
- Dance Floor (*includes installation*)
- Cleaning following event (*contract labor*)
- Decorative Lighting

Package B - \$2,150.00

# ALA CART

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You have the option of picking out the items that best suits your need. The following items listed below are priced individually:

## FACILITY ONLY PRICING

Full Facility ( <i>Saturdays only – 8:00 a.m. to Midnight</i> )	\$2,500.00
Full Banquet (Hourly Rate)	\$ 100.00
Half Banquet (Hourly Rate)	\$ 50.00
Friday Set-up ( <i>10:00 a.m. to 5:00 p.m.</i> )	\$ 750.00

## AMENITIES ONLY PRICING

Event Planning Services*	\$1,000.00
DJ Service	\$1,100.00
Linen Package**	\$800.00
Room Set-up/Tear down	\$100.00
Dance Floor	\$200.00
Cleaning Fee	\$300.00
Decorative Lighting ( <i>includes installation</i> )	\$100.00
Keg of Domestic Beer	\$250.00
Case of House Wine	\$150.00
AV Equipment	\$ 50.00
Security	\$ 35.00/Hour
Bartender	\$ 25.00/Hour
Dishwasher	\$ 20.00/Hour
Table Busser	\$ 20.00/Hour

*\*See attached sheet for description of available event planning services.*

*\*\*Linen package consists of 39-90" round table cloths, 6-120" rectangular tablecloths, 2 Head Tablecloths (156") and 300 napkins.*

# WEDDING & EVENT PLANNING

*(Services Included in Package A)*

Let our Event Planner assist in making your event perfect and carefree! Her services include the following:

Reception Set-up

Tear Down

Up to two 2-hour face-to-face meetings

Day of the event coordination

Unlimited e-mail, text and phone calls

## ADDITIONAL SERVICES

You can contract separately with our Event Planner for the following services:

Additional Hours

Design Assistance

Ceremony Set-up/Tear-down

Ceremony Coordination

Rentals

Appetizer & Dinner Staffing Services





## *PAYMENT TERMS*

Security Deposit	Due at signing
25% Down	Due 30 days after signing
25% Down	Due 120 days prior to event
Balance	Due 30 days prior to event



VETERANS RECEPTION CENTER

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***THE RIGHT PLACE FOR YOUR  
CELEBRATION!***

