



2017 Wedding Day Information Sheet

Table linens color?

Table napkins color?

Wedding Date:

Bride's Name:

Email:

Phone:

Alternate Contact: _____

Email: _____

Phone: _____

Groom's Name:

Email:

Phone:

Billing Address: _____

Address: _____

City: _____ ST: _____ Zip: _____

Ceremony:

Wedding Ceremony Location:

Wedding Ceremony Time: _____ - _____

Estimated Time of Arrival of Guests after Ceremony (Offsite ceremonies only):

Bridal Party will be using Prairie Winds dressing room: YES NO

If yes, arrival time:

Will photos be taken previous to the ceremony: YES NO

Photographer Name:

If yes, start time of photos:

Caterer Information:

Name of Caterer:

Contact Person:

Estimated Arrival Time:

Approx. Serving Time:

Buffet? Plated? Or Family style? (Specify how many buffet tables are required for food service)

Guest Information:

(Please provide final guest count at least 2 weeks before wedding date, in order to finalize floor plans and order custom linens)

Estimated number of guest:

- Event Registered
- Event Recorded on Calendar
- Updated Web Site Calendar
- Permission to use names on Website

Vendors:

DJ Company:

Arrival time:

DJ Contact Number:

Name of Wedding Cake Service:

Arrival time:

Cake Contact Number:

Cake require use of cooler space in Prairie Winds Kitchen: YES NO

Name of Florist Service:

Arrival time:

Florist contact number:

Set up Details:

Bar Service: yes No Time frame of bar service:

(Please remember all alcohol and bar services are provided through Blue Mountain Restaurant, services will need to need to be arranged with them)

Dance: Yes No

Sound System: Yes No

CD DVD IPod

Microphones: Yes No

Projector: Yes No

Final Number of Guest:

Total Number of tables:

Total number of ceremony chairs/ rows:

(Outdoor chairs will need to be rented from an outside vendor)

Head Table Count:

Cake Table Requirements? YES NO

Non Alcoholic Beverage Table? YES NO

Gifts Table? YES NO

Sign- In Table? YES NO

Comments:

Billing and Scheduling form 2017 Pricing

Event Information:

Date of Event: ___/___/___ Day: _____ Event Time (Start / Finish) _____

Rates: Entire Facility \$1,395.00 Wedding Pavilion \$200.00 Banquet Charge \$3.97 per place setting

Reset Fee \$200.00 (If ceremony is scheduled indoors a reset fee/ transition fee into reception will apply)

Light rental \$40.00

Reservation Information:

Total Rental Fee \$ _____

Rental Deposit \$ _____ Paid Date ___/___/___ Check Cash Other
50% of above rental fee

Balance Due \$ _____ Paid Date ___/___/___ Check Cash Other

Security Deposit **\$250.00** (due before the event) Paid Date ___/___/___ Check Cash Other

Banquet Charge \$ _____ Paid Date ___/___/___ Check Cash Other

Order of Events

Set up day and time:

Photo start time:

Guest arrival:

Ceremony start time/end time:

Ceremony location:

Cocktail hour?

Serve time?

Cutting cake before or after dinner?

Toast?

Dance start time:

PowerPoint? (Start time)

Rehearsal (if applies)- ***If no event is scheduled the day before*** your ceremony you may decorate from 10 a.m. to 4 p.m. and all rehearsals must conclude before 6 p.m. – free of charge!

Start time:

End time:

Dinner:

Dinner location:

Terms & Conditions: 2017

This agreement pertains to the rental of **Prairie Winds Event Center (PWEC)**. The signature below acknowledges that the individual or the entity on whose behalf this agreement is signed has read the following terms and conditions and agrees to be bound by each of them.

1. A non-refundable deposit in an amount equal to 50% of the rental fee must be paid at the time of reserving PWEC. The remaining balance of the rental fee will be due **10 days prior** to the scheduled event.
2. The **renter** understands and agrees that the total rental as set out herein, is an estimate of the cost of rental of PWEC and that there may be additional charges to be paid by **renter** to PWEC for items set out on page 10 of PWEC's policies and procedures.
3. In addition to the rental fee, **renter** shall pay a security deposit of \$250.00 at least 10 days prior to the scheduled event. If PWEC's equipment and facilities are damaged during the event, or PWEC is required to clean up the premises after the event, PWEC will notify the **renter** of the cost of repairing the damage/clean up of the premises which will be taken out of the security deposit. If the cost of repairing the damage/clean up of the premises exceeds \$250.00, the **renter** will pay the same within 10 days of receipt of an invoice from PWEC showing the balance due. The unused portion of the security deposit will be returned to the **renter** within 30 days of the date of the event.
4. Excessive noise or loud and raucous activities will not be permitted or tolerated. Should PWEC, in its sole and absolute discretion, decide a violation of the provision, any ordinance, or law has taken place or has not been corrected after a warning; PWEC has the right to have the violator expelled from the facility. Individual parties or groups found in violation may be permanently banned from further use if the facility if necessary.
5. All rules, ordinances, policies, and building codes must be adhered to at all times.
6. The individual or group signing this agreement must be 18 years of age or older and shall accept responsibility for the conduct and activity of all those attending any event or activity covered by this agreement. The individual signing this agreement **MUST** be in the facility for supervision of the scheduled event at all times.
7. It is agreed that the individual or entity holding an event or activity in this facility shall utilize the city designated caterers and licensed bar holder in the event such services are to be utilized. Catering licenses may be obtained from the City of Orange City if other catering services are desired. No food service or liquor service other than that designated by the City of Orange City may be utilized.
8. It is understood and agreed by and between the parties that the estimated rental fee set out herein and above shall be good for a period of 12 months from the date of execution of this agreement subject only to price changes established by the City of Orange City Council in January of each year.
9. The parties acknowledge and agree that the terms and conditions of PWEC's policies and procedures, a copy of which the **renter** acknowledges receipt of contemporaneously with the execution of this agreement, are incorporated into this rental agreement as though set out in full.
10. It is agreed that the entity holding the event or activity understands that all bar services carried out by Blue Mountain Restaurant will come to a close no later than 11:30 p.m. Last call for all events serving alcohol will be made at 11:15 p.m. there after the **bar will close at 11:30 p.m.** this allows the **renter** the time frame from 11:30 p.m. to 12:00 a.m. to clean and take out all belongings/decorations that was brought into PWEC. Bar services can be stopped any time prior to last call. Events without a bar will follow the same closing time frame allowing for cleanup from 11:30 p.m. to 12:00 a.m. as well.

Please review this contract carefully. Sign and include a deposit. By signing this agreement, the renter does contract with the City of Orange City for the use of Prairie Winds Event Center's facilities on said date and also agrees to all term and conditions.

Print Name: _____

Signature: _____ Date: _____

Manager: Chantell Hanke

Signature: _____ Date: _____

Prairie Winds Event Center 908 8th St SE

Orange City, IA 51041

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