

## Alcohol

Prairie Winds Event Center is responsible for the sale and service of any alcoholic beverages in accordance with the State of Iowa Alcohol Beverage Division Regulations. In compliance with state law, all alcoholic beverages must be supplied by Prairie Winds Event Center. Guest must be prepared to show proper and valid identification, upon request, when ordering or consuming alcoholic beverages. **If no ID is shown when requested, no service will be provided.** Any guest that appears to be 40 years of age or under must be able to show proof of birth date. The following are, but not limited to, the policies of PWEC for the use of bar services:

- The maximum length of bar service is seven hours and no later than 11:30pm.
- Provision of food must accompany any provision of alcohol.
- The State of Iowa prohibits the sale and consumption of alcoholic beverages to persons under the age of 21, **No Exceptions.**
- The bartender reserves the right to refuse service to any guest.
- No alcohol may be removed from the premises or brought onto the premises.
- PWEC reserves the right to suspend liquor service at any time for any reason without warning.
- Each event with bar service requires a deposit of \$150, which will be returned in full if bar sales exceed \$500 that day.
- All bar contracts must be received 20 days prior to the event or beverage service may be denied.

## Property of Prairie Winds Event Center

PWEC equipment such as tables, chairs, audio/visual equipment, etc., is not allowed to leave the premises.

## Clean Up Information

All clean up after an event must be completed after the event is over. Cleanup is not allowed the next day or at a later time; otherwise the host may be subject to additional charges.

## Event Related Equipment

The renter holds responsibility for the removal of any personal property, equipment, and decorations from Prairie Winds Event Center (PWEC) at the end of the event. PWEC management may remove said property from the premises and discard of it if it is not addressed within a timely manner following a warning from PWEC.

## Audio System

The PWEC staff is responsible for the house audio system and must supervise any connection made to the system.

## Sound Levels

PWEC management reserves the right to require sound levels to be lowered, if requested.

## Banners & Signage

Banners, signs, pictures, notices, or advertisements may only be placed in locations, and by methods, approved in advance. Staples, tacks, and/or nails are prohibited and are not to be used on any building surface or equipment.

## Decorations

Specific decorations and installation methods must first be approved by PWEC management in advance. General list of decorating guidelines:

- Decorations may not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits, or lighting systems.
- All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed by the Orange City Fire Department.
- No one may use adhesive-backed decals or stickers nor may they be distributed anywhere on the premises.
- Any form of tape used must be approved in advance by PWEC management
- Glitter may not be used in any part of the building.
- Confetti of any type must be approved by PWEC management before use.
- The use of and distribution of helium balloons in PWEC is allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the renter. Compressed gas (helium) cylinders used to inflate balloons must be properly secured to prevent toppling.
- Use of open-flame candles is allowed. All candles must be placed in a votive, on a plate, and/or away from any flammable materials.

## Hazardous Materials Labeling

For the safety of the public and all employees, OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Any exhibitor/renter displaying or using hazardous chemicals must submit Material Safety Data Sheets and manifests to PWEC management no less than 60 days prior to event.

## Security

PWEC requires that no doors, hallways, or fire exits can be blocked or obstructed when the area is occupied. Event security requirements are subject to PWEC approval and must be submitted 30 days prior to the event.

## Safety and Fire Code Requirements

The safety of all occupants of PWEC is of primary concern. Any unsafe condition or activity should be immediately reported to PWEC management and supervisory personnel of the responsible party for corrective measures. In case of an emergency, call 911.

## Fog and Smoke Machines

For public safety, fog/smoke usage is restricted to water-based chemicals. Approval must be obtained from PWEC and the Orange City Fire Department.

## Lasers and Laser Lights

For public safety reasons, only Class I lasers will be permitted. Class II or greater are prohibited within the building.

## Pyrotechnics

The use of pyrotechnics is not allowed on the property of PWEC.

## Fire Arms

Under no circumstances is any form of firearm allowed on PWEC property. The only possible exception is on-duty law enforcement professionals.

## Sale of Merchandise and Novelty Items

PWEC retains all rights and permissions for the sale of merchandise and novelty items sold within the facility and on the premises. Merchandise and novelty products include, but are not limited to, T-shirts, programs, pictures, records, tapes, and miscellaneous show promotional items. All negotiations to arrange for event sales and compensation procedures are to be directed to PWEC management.

## Package Inspection

For safety and security reasons, cartons, packages, or other containers brought in or removed from PWEC may be subject to inspection.

## Rigging

PWEC must approve all rigging and reserves the right to retain consultants at the guest's expense to review or verify rigging specifications. Nothing may be attached to any PWEC electrical or mechanical systems. This includes, but is not limited to, ducts, electrical conduit or raceways, plumbing, acoustical baffles, or sprinkler pipes. All rigging at PWEC must be in accordance with all national, state, and local safety codes, including, but not limited to, OSHA, BOCA, and Prairie Winds Event Center policies.

## Surface Drilling

Floor, wall and/or ceiling drilling are strictly prohibited.

## Utilities

Installation of all utility services involving electrical, air, water, water drainage, or internet/telephone connections must be performed or supervised by PWEC management. PWEC electrical equipment, such as extension cords, electrical panels, spotlights, and fixtures are not to be removed by the renter or any unauthorized persons. Violators will be assessed an appropriate charge for any removals. Under no circumstance shall distribution panels or mechanical equipment be blocked or access impeded. Floor boxes may not be accessed by anyone other than PWEC personnel.

## Animals

For the safety and comfort of all our visitors, animals are not permitted in PWEC except in conjunction with an approved exhibit, display or performance, which absolutely requires the use of an animal. The renter is responsible for obtaining all appropriate permits. Guide dogs, signal dogs, or service dogs (as defined by law) are allowed in PWEC at any time. All sanitary needs for animals are the responsibility of the renter.

## Capacities

All rooms have a maximum occupancy, which may not be exceeded. PWEC reserves the right to deny further entry into these spaces in order to protect public safety.

## Parking

Options for the rental of the parking lot areas for outside exhibits and/or guest parking are available.

## Smoking

As designated under the State of Iowa law, PWEC is a non-smoking facility. No smoking will be allowed within 100 feet of all entrances and exits to PWEC.

## Damage to Property & Facility

The renter is responsible for all damages to PWEC property while the event is in process. The renter will be informed of all damages which occur during and after the event with written reports and photographs as soon as they are documented.

## Billing

Upon booking an event, the renter is required to pay a deposit of 50% of the total rental cost. An invoice will be provided 30 days prior to the event showing remaining rental cost. This amount will be due ten days prior to the event. Any additional charges and fees accrued during or after the event will be charged to the renter. These charges may include, but are not limited to:

- Additional electrical service
- Additional telecommunications service
- Security or police officer services
- Emergency Medical Technician Services
- Damages to PWEC property, facility, and/or equipment
- Additional equipment rental
- Removal of personal property cost or fees

## Payment

Accepted payments are cash, check, money order, cashier's check, or credit card. PWEC reserves the right to request payment in advance for estimated additional cost beyond minimum rental. In the event a renter fails to pay an invoice when due, PWEC reserves the right to pursue any legal action to collect the balance due.

## Event Estimates

PWEC management will provide an estimate and detailed Rental Agreement to the renter prior to the event. The renter will be asked to sign the Rental Agreement and agree to the charges prior to the event. Charges are subject to change.

## Behavior

Rude behavior directed towards PWEC staff or other hired staff will not be tolerated. Repeat offenders may be barred from use of PWEC facilities. The State of Iowa Anti-Bullying/Anti-Harassment laws will be strictly enforced, and any violation of these will be severely punished. For more information of said laws, please visit [www.iowa.gov](http://www.iowa.gov).

## Americans with Disabilities Act (ADA)

As a facility of public accommodation, PWEC is aware of those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our guests to comply with all provisions of the ADA.