

Lakeside Ballroom LLC, Venue Contract
PO Box 262/ 1202 North 4th St. Guttenberg, IA 52052/ Phone #563-252-1355

This agreement is made effective as of _____, by and between,
Lakeside Ballroom LLC and _____, the Client(s).

The client(s) represent that they desire to hold a special event or reception on _____
at Lakeside Ballroom. Therefore, the parties agree as follows:

1) Venue Rental Fee-circle one:

NOTE: These are our rates from March 1 through October 31. From November 1 through February 28, the rental fee for options A, B and C are reduced by \$200 and the guaranteed minimum is negotiable.

- A. entire Ballroom with stage and side bar- \$700 plus guaranteed minimum Lakeside purchases of \$5000
- B. north area of Ballroom (north of dropdown curtain) with stage and side bar-\$450 plus guaranteed minimum Lakeside purchases of \$5000
- C. south area of Ballroom (south of dropdown curtain)-\$300 plus guaranteed minimum Lakeside purchases of \$5000
- D. Side bar only- \$50
- E. Entire Ballroom and Sports Bar-\$1500 and guaranteed minimum of \$7500 food/drink purchase.

The client(s) or representative for the client(s), agree to pay an initial non-refundable reservation deposit of 1/2 the rental fee at the time of reservation. This reservation deposit will be applied to the rental fee. The remainder of the rental fee is due 3 weeks prior to the event.

An additional deposit of equal amount is due 3 weeks prior to the event for clean-up and for honoring other contractual obligations. If the client(s) fully clean-up after the party and no contract provisions have been violated, this deposit will be refunded. In addition, 1/2 of the guaranteed minimum Lakeside purchases is due three weeks prior to the event.

If Lakeside Ballroom is catering food for the event, those costs will be due no later than 3 weeks prior to the date of the event.

Payment may be via cash, check or debit/credit card.

Please note that the bathroom facilities will remain available to Lakeside Sports Bar guests.

2) Date Changes:

In the event the client(s) is forced to change the date of the event every effort will be made by Lakeside Ballroom to transfer reservations to support the new date. The client(s) agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the client(s). The Client(s) further understands that last minute changes can impact the quality of the event and that Lakeside Ballroom is not responsible for these compromises in quality.

3) Cancellations:

In the event of a cancellation of special event, all payments made to date are non-refundable. If the cancellation occurs within 3 weeks of the event, and all outstanding payments will be due immediately.

4) Liability:

The clients agree to reimburse the Lakeside Ballroom for any material loss or damage caused by guests. The clients are responsible for good conduct of guests. Lakeside Ballroom is not liable for any injuries or damage caused by other providers you arrange (caterer, etc).

5) If you are using an outside catering service, the caterer must show proof of Liability Insurance and Food License.

6) Candles are permitted IF they are fully enclosed within a glass container. No other type of fire devices are permitted.

7) 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

(B) All alcohol will be consumed inside the building unless otherwise discussed and approved by management.

(C) You or your guest are NOT allowed to bring in alcohol. If alcohol is found which was not purchased at Lakeside, additional charges will be billed.

(D) Minors cannot consume alcohol (even with their parents). 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. NO ID, NO SERVE

8) Please remind your caterer, band, DJ etc to bring their own extension cords and other equipment for their use.

9) List other event providers, including phone numbers, below:

(a) Caterer _____

(b) Entertainment _____

(c) Cake Person _____

(d) Approximate Number of Guests Invited For This Event _____

Please sign below to bind this contract:

Print Name _____

Print Address & Phone Number _____

Signature of Client(s)

Signature of Lakeside Ballroom
