

Founders Banquet Hall

Things you need to know.

Founders Irish Pub
110 1st St SE
Bondurant, IA 50035
515-918-7178
Contact Person:
Nicki Romare 515-419-7124
drink@whiskeyriveronmain.com

Rental Fee

A rental fee of \$300 for wedding receptions and \$100 for all other parties is required. The room will be reserved for you once the payment is received.

The room rental fee includes all the set up of the tables and chairs and all the tear down of the tables and chairs. We also do all of the cleaning before and afterwards.

You will be responsible for cleaning/removing all items/decorations that you bring in.

Bartenders, waitstaff and tableware are included.

Founders Banquet Hall seats up to 200 people, but also has a divider that makes the room great for smaller groups as well

Beverages

Bartenders will be on duty throughout your event for no additional charge.

A full bar is available for you and your guests. All Beverages must be purchased through us. You are welcome to structure the payment of the bar however you see fit for you and your guests.

Some Suggestions:

You can choose to have a full cash bar. In this case everyone is on their own for payment and can order as they wish from the bartender. We accept cash and cards in the banquet hall.

You can choose to pay for certain items. In this case the easiest way is for you to determine the amount that you would like to spend on the bar and then set guidelines and parameters for the way that your money is spent. For example: You put \$500 towards the bar bill. You can then tell us that you want all of that money to go towards keg beer. OR you can have your money go towards keg beer and wine. OR maybe you are ok with your money going towards everything except shots. **YOU CHOOSE!** You will always only pay for what you actually consume. If your bar bill falls short at \$400, then you will only pay the \$400. You get to pick the guidelines and the way your money is spent. We will follow it!

Keg beer is sold by the pitcher so that you only have to pay for what you actually consume. There are 30 pitchers in a keg. Five glasses of beer in each pitcher. Each pitcher costs \$10.50.

The bar bill can be paid on the night of the event.

Tax (6%) and Gratuity (18%) will be added.

Food

All food has to be purchased through us, except for cake, desserts, mints and nuts. A full catering menu is available. Daily menus are also available for you to order from as well. We are very flexible so if you would like something that is not on the menu....just ask!

Catering orders need to be placed at least 2 weeks before the event with an approximate headcount. 1 week before the event the final headcount is due. After the final headcount is given the headcount can go up, but not down. The final headcount will need to be paid regardless of the actual amount that attends. If you have more attendees than expected, you will be required to pay for them as well.

Payment for food is due the week of the event, before the event. Usually the first night/day you come in to begin decorating.

All items including tableware, napkins, knife, plate, spoons and forks will be provided for the food that we serve. You will be required to bring in your own tableware for cake/desserts.

For the Appetizer Menu the items that are served as platters/trays/dips serve 30 to 50 people appetizer size portions. Depending on time of day, whether it is served as a meal or as a snack will determine the number of people it will serve. For the items that have quantities, such as meatballs and shrimp cocktail, you can figure 1-3 each per person. Another way is to determine what the appetizers purpose is...If it is for a meal then you will want to spend about \$8 to \$10 per person. For a heavy snack you would figure \$5 to \$8 per person and then for a light snack \$2 to \$5 per person.

All meals are served buffet style.

Minimum of 15 people for a buffet style meal.

Tax (6%) and Gratuity (18%) will be added.

Room Layout

We have 7 round tables that seat 5 people each. These tables can be used for guest seating or are nice for cake tables and non-alcohol beverage stations.

We have enough 6 foot standard banquet tables for up to 200 people. These are also used for food tables and nice for the guest book table. These tables seat 6 people each.

Before the event when we are planning the menu we will go over the table layout. The room will be ready for you upon your arrival according to the table layout that we design together.

Decorations

No holes in to the walls. This includes, but is not limited to: thumbtacks, nails and staples.

No tape on the walls. Command Hooks and Picture Putty ARE allowed.

You are welcome to use paper clips to hang things from the ceiling tiles. A ladder is available for you to use.

NO confetti, glitter, bird seed or other small loose decorations.

Candles are welcome as long as the flame is enclosed in glass or something else that is non-flammable.

You are welcome to decorate early as long as no other events are scheduled. You are also welcome to clean up the items that you brought in the next day as long as nothing is scheduled.

Other Vendors

There are no stipulations on DJ's, Photo Booths, etc. You are free to bring in whomever you would like. You will be held completely responsible for their actions and any damages.

Timeframe

You have the space on the day of your event from 11am to 2am. Other time arrangements can be made upon request. If no other events are scheduled the week/days before your event you may come in to decorate at any time. Arrangements must be made in advance.

Parking

Plenty of parking is available on the streets around Founders.

Speakers

We have a speaker system available for you to use free of charge. You will need to bring in your own device to plug in to it. Phones, laptops, iPads, etc. will all work.

WiFi

We have free WiFi for you to connect to.

Chair Lift

A chair lift is available for your guests to use to get to the second floor.

Linens

Founders rents linen tablecloths for \$6 each. We have white and black. We also rent white or black chair covers for \$1.50 each. You can rent ours or bring in your own. If you choose to rent ours please let us know when you place your food order. If you are using Founders linens we will have them placed on tables and chairs and ready upon your arrival.

Payment

Cash and check is preferred. Any payments with a card will be charged a 4% processing fee.

Food and beverage bill must meet a minimum of \$500 combined on Friday and Saturday nights.

Damages to our Property

The Host will try to note any damages to, or loss of, equipment on the day of the Event, however, some things may not be noticed for several hours or

days after the Event ends. The Host reserves the right to make a thorough inspection of the equipment prior to the start of the next scheduled event or within ten (10) business days of the Event date, and to assess charges for damages or loss. Charges for damage or loss may include the cost to replace the item if it is damaged beyond repair or lost, the cost of labor to repair or clean.

The Client is responsible for any damages to building, grounds, fixtures, appliances or equipment that may have been caused by any Guest or Provider.

All liabilities and claims that may arise against the Host from Client usage are released under the terms of the Release and Indemnity contract signed by the Client and incorporated herein by reference.

Bring in this confirmation with your Room Rental Fee:

Room Rental Confirmation

I have read, agreed and understand the policies and terms of the Founders Banquet Hall. Upon payment of the Room Rental Fee my date will become secure. Until the Room Rental Payment is received my date may be released to someone else. There are no refunds for the Room Rental Fee. Payment for the Food and Beverage must be made as stated in the handbook. A receipt for the Room Rental Fee will be emailed to you.

Name: _____

Today's Date: _____

Date of my event: _____

Email Address: _____