

# TOURNAMENT CLUB OF IOWA

## 2012 WEDDING SEASON

### POLICIES & FEES INFORMATION SHEET

*Tournament Club of Iowa offers the best in meeting, banquet, reception and wedding facilities. Our banquet facility, sitting high above our golf course, captures nature and beauty through large picturesque windows creating a fresh and modern ambiance. With a full service bar and kitchen, an award winning chef, and professional event planners, your experience at Tournament Club of Iowa will be a true success.*

#### CAPACITY & ROOM RENTAL

##### WEDDING RECEPTIONS

| Room Options     | Capacity   | Rental Amount |
|------------------|--|---------------|
| Oak Room         | Up to 250 guests   | \$1,000.00    |
| Add King Room    | Up to 50 guests  | \$250.00      |
| Wedding Ceremony | 250+ seating<br><b>*Chairs must be secured by Event Holder</b> | \$500.00      |

- ❖ Tournament Club of Iowa can refuse the rental of any banquet room.

##### DEPOSIT

An initial non-refundable deposit is required to hold and book your wedding and reception. The deposit for the Oak Room is \$1,000.00, if adding the King Room, a deposit of \$1,250.00 is required. An additional deposit of \$500.00 is required if also booking a ceremony.

##### SECURITY

Tournament Club of Iowa requires a security fee of \$150.00 if the event is 100 people or greater.

#### FOOD & BEVERAGE

- ❖ All food and beverage, including snacks, must be purchased through Tournament Club of Iowa. Exceptions are wedding cakes and mints.
- ❖ A food and beverage minimum is required. Minimum for Oak Room is \$3,000.00 and no addition minimum will be added if the King Room is used.
- ❖ All food and beverages are subject to a service charge of 20% and applicable tax of 7%.
- ❖ Our buffet provides enough food for a one time through dinner.
- ❖ Food and beverage prices are subject to change.
- ❖ Guests may not remove any food or beverage from the premises.
- ❖ All state laws pertaining to the drinking age will be enforced. ID's are required. Tournament Club of Iowa staff reserves the right to refuse service to anyone.

**GUARANTEED NUMBER**

- ❖ A detailed list of food and beverage is required 14 days prior to the function.
- ❖ The food and beverage guaranteed amount is due 7 days prior to the function.
- ❖ A guaranteed number of guests is required 7 days prior to the function. Charges will be based on no less than this number.

**FOOD SAMPLING**

- ❖ Once the event is booked a food sampling can be arranged by contacting Megan Ripperger at 515-984-7183; [meganripperger@tcofiowa.com](mailto:meganripperger@tcofiowa.com).
- ❖ Food menu for sampling is due 7 days prior to scheduled sampling

**CENTERPIECES & DECORATIONS**

- ❖ We will provide round mirrors and either votive candles or hurricane globes with tapered candles. You are also welcome to bring your own centerpieces.
- ❖ Decorating may be done through prior arrangements with the Events Coordinator. Confetti is not to be used in decorating or a \$50.00 fee is applied.
- ❖ Permission must be granted to attach anything to the walls or ceilings.
- ❖ Any damage or replacement items will be deducted from the deposit. If the charges are in excess to the deposit, a bill for the balance will be issued.
- ❖ It is the responsibility of the Event Holder for all set-up of decorations, centerpieces, flowers, party favors, etc. except for what Tournament Club of Iowa provides.
- ❖ Event Holder and Vendors are required to remove items from the dining room within one hour of the departure time, unless prior arrangements have been made with the Events Coordinator.

**ADDITIONAL SERVICES & RENTALS**

|                       |                 |
|-----------------------|-----------------|
| Dance Floor           | \$100.00        |
| Ceremony Chair Set-Up | \$.50 per chair |
| TV Use                | \$30.00         |
| Screen                | \$15.00         |

- ❖ If you wish to show a DVD at Tournament Club of Iowa, it must be in DVD-R format. Please schedule a time with the Events Coordinator to review this.
- ❖ Tournament Club of Iowa offers free wireless internet.

**CONTACT INFORMATION**

Megan Ripperger  
 Events Coordinator  
[meganripperger@tcofiowa.com](mailto:meganripperger@tcofiowa.com)  
 515-984-7183

Ephraim Malag  
 Executive Chef  
[ephraimmalag@tcofiowa.com](mailto:ephraimmalag@tcofiowa.com)  
 515-984-7194

*On behalf of everyone at Tournament Club of Iowa, we look forward to serving you and your guests providing only the very best service and hospitality to ensure your experience is memorable. Please call with any questions to finalize your planning needs.*