

HyVee.
Conference Center

Wedding Guide

5820 Westown Parkway | West Des Moines, IA 50266

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Welcome...

At the Hy-Vee Conference Center, our goal is to create the wedding reception you have always dreamed of. Our banquet professionals will make your event personal and unforgettable! We will provide you with the finest cuisine, serve you in a courteous manner, and make sure that no detail is forgotten. Because we have prepared these packages with your needs in mind, the following amenities are complimentary to you:

- Attentive coordination of your wedding reception from beginning to end
- Set-up and tear-down of the banquet room
- Table service including tables, chairs, china, silver and glassware
- Select table linens (see Rental Options- Page 14)
- Select napkins (see Rental Options- Page 14)
- Staging for the head table
- Dance floor
- Centerpiece for each table (square mirror and 3 votive candles)
- Wedding cake display table
- Wedding cake service
- Wireless microphone for toasts and announcements
- Guestbook table
- Gift tables
- Table for your DJ
- Use of the video projection system (with select packages)
- Bridal suite at one of our partnering hotels (with select packages)
- You will also be invited to an exclusive menu tasting event!

Whether you desire an intimate reception with a sit-down dinner or a large wedding celebration with hors d'oeuvres and a buffet, the Hy-Vee Conference Center can accommodate all of your needs!

Signature Hors d'oeuvres

50 piece minimum for selections

Hot hors d'oeuvres (\$2.00/piece)

Mini crab cakes with lemon pepper aioli
Boursin stuffed mushrooms
Chicken Yakatori
Beef Satay
Chicken Spedinni
Crab Puffs
Chicken Florentine stuffed mushrooms
Petite quiche
Pot stickers with teriyaki ginger sauce
Chinese vegetable or pork egg roll
Buffalo style chicken drummies, hot or mild
Swedish, Italian, or BBQ meatballs
Jalapeno poppers with ranch and salsa
Crab rangoons with sweet and sour sauce and hot mustard
Bacon wrapped water chestnuts

Cold hors d'oeuvres (\$2.50/piece)

Seasonal melon wrapped in prosciutto
Assorted gourmet canapés
Smoked salmon pin wheels
Smoked honey turkey roulades
Assorted silver dollar sandwiches with accompaniments
Stuffed strawberries
Bruschetta with garlic crostini
Fresh fruit and cheese skewers

Jumbo Shrimp Cocktail (\$3.00/piece)

Bacon Wrapped Scallops (\$3.00/piece)

22% service charge and 6% sales tax apply to total
All prices subject to change

Hors d'oeuvres Displays

Fresh Vegetable Crudités (\$3.95/person)

Fresh garden vegetables, served with a country style ranch dip

Seasonal Fruit Display (\$4.95/person)

Hand selected fruit, served with Honey Chutney Dressing

Gourmet Marinated Vegetables (\$4.95/person)

Includes asparagus spears, button mushrooms, baby carrots, broccolini, sweet onions, peppers, and tomatoes

International Cheese Board (\$4.95/person)

A selection of sliced imported cheeses, presented with toasted pita chips, assorted gourmet crackers and fresh fruit garnish

South of the Border (\$5.95/person)

Assorted gourmet chips served with sour cream, salsa, guacamole and nacho cheese sauce

Italian Antipasto Display (\$6.95/person)

An array of Italian meats, cheeses and vegetables served with fresh crusted Italian Bread

Assorted Display (\$8.95/person)

Includes the Seasonal Fruit Display, Fresh Vegetables Crudités and the International Cheese Board

*Ask about getting a customized Ice Sculpture!
(Starting at \$250.00 each)*

Hors d'oeuvres Packages

A Classic Package (\$15.95/person)

- 1 signature hot hors d'oeuvres selection
- 1 signature cold hors d'oeuvres selection
- 1 hors d'oeuvres display selection

An Elegant Package (\$18.95/person)

- 2 signature hot hors d'oeuvres selections
- 1 signature cold hors d'oeuvres selection
- 1 hors d'oeuvres display selection

A Traditional Package (\$23.95/person)

- 2 signature hot hors d'oeuvres selections
- 2 signature cold hors d'oeuvres selections
- 2 hors d'oeuvres display selections

An Unforgettable Package (\$29.95/person)

- 3 signature hot hors d'oeuvres selections
- 3 signature cold hors d'oeuvres selections
- 3 hors d'oeuvres display selections

*** Each package offers an unlimited amount of hors d'oeuvres, replenished as needed for the display time.**

22% service charge and 6% sales tax apply to total
All prices subject to change

Plated Dinner Packages

A Wedding to Remember

Choice of Salad: (please select one)

Choice of a **fresh seasonal salad** with homemade buttermilk ranch or a **mandarin salad** with assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing.

Choice of Entrée: (please select one)

Sautéed Breast of Chicken- \$22.95

Poulette – chicken consommé, mushrooms, shallots, cream and sherry

Mandarin Champagne– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

Lemon– chicken consommé with mushrooms and lemon accents

Tuscan – diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roasted Loin of Pork- \$22.95

Plum– fresh plums accented with port wine

Diane– Demi glace accented with mushrooms, tomatoes, and green onions

Chicken Wellington- \$24.95

A sautéed breast of chicken stuffed with spinach, Boursin cheese and mushrooms wrapped in a flaky puff pastry, served with a unique green onion sauce.

Duet Plate- \$34.95

Lean garlic encrusted beef tenderloin and sautéed breast of chicken

Filet Mignon- \$34.95

Bordelaise– mushrooms and shallots

Wild Mushroom– exotic mushrooms in a Demi glace

Béarnaise– a reduction of butter, wine, tarragon, and shallots

Fresh Fish Option- Market Price

Choice of Accompaniment: (please select one)

Choice of garlic whipped potatoes, parmesan encrusted baby baker potatoes, rosemary roasted potatoes, double baked potato, or vegetable blend rice pilaf.

Served with Chef's selection of fresh seasonal vegetables and warm dinner rolls with butter
All guests are offered coffee, iced tea and water

Plated Dinner Packages

A Wedding that Gleams

Hors d'oeuvres display (for one hour) including:

Seasonal fruit display, fresh vegetable crudités and the international cheese board

Champagne Toast

Choice of Salad: (please select one)

Choice of a **fresh seasonal salad** with homemade buttermilk ranch or a **mandarin salad** with assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing.

Choice of Entrée: (please select one)

Sautéed Breast of Chicken- \$28.95

Poulette – chicken consommé, mushrooms, shallots, cream and sherry

Mandarin Champagne– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

Lemon– chicken consommé with mushrooms and lemon accents

Tuscan – diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roasted Loin of Pork- \$28.95

Plum– fresh plums accented with port wine

Diane– Demi glace accented with mushrooms, tomatoes, and green onions

Chicken Wellington- \$30.95

A sautéed breast of chicken stuffed with spinach, Boursin cheese and mushrooms wrapped in a flaky puff pastry, served with a unique green onion sauce.

Duet Plate- \$36.95

Lean garlic encrusted beef tenderloin and sautéed breast of chicken

Filet Mignon- \$37.95

Bordelaise– mushrooms and shallots

Wild Mushroom– exotic mushrooms in a Demi glace

Béarnaise– a reduction of butter, wine, tarragon, and shallots

Fresh Fish Option- Market Price

Choice of Accompaniment: (please select one)

Choice of garlic whipped potatoes, parmesan encrusted baby baker potatoes, rosemary roasted potatoes, double baked potato, or vegetable blend rice pilaf.

Served with Chef's selection of fresh seasonal vegetables and warm dinner rolls with butter

All guests are offered coffee, iced tea and water

Special with this package

Use of the Video Projection System- \$100

22% service charge and 6% sales tax apply to total

All prices subject to change

Plated Dinner Packages

A Wedding that Dazzles

Hors d'oeuvres display (for one hour) including:

Seasonal fruit display, fresh vegetable crudités and the international cheese board

Champagne Toast and Wine Service with dinner

Choice of Salad: (please select one)

Choice of a **fresh seasonal salad** with homemade buttermilk ranch or a **mandarin salad** with assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing.

Choice of Entrée: (please select one)

Sautéed Breast of Chicken- \$34.95

Poulette – chicken consommé, mushrooms, shallots, cream and sherry

Mandarin Champagne– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

Lemon– chicken consommé with mushrooms and lemon accents

Tuscan – diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roasted Loin of Pork- \$34.95

Plum– fresh plums accented with port wine

Diane– Demi glace accented with mushrooms, tomatoes, and green onions

Chicken Wellington- \$36.95

A sautéed breast of chicken stuffed with spinach, Boursin cheese and mushrooms wrapped in a flaky puff pastry, served with a unique green onion sauce.

Duet Plate- \$40.95

Lean garlic encrusted beef tenderloin and sautéed breast of chicken

Filet Mignon- \$42.95

Bordelaise– mushrooms and shallots

Wild Mushroom– exotic mushrooms in a Demi glace

Béarnaise– a reduction of butter, wine, tarragon, and shallots

Fresh Fish Option- Market Price

Choice of Accompaniment: (please select one)

Choice of garlic whipped potatoes, parmesan encrusted baby baker potatoes, rosemary roasted potatoes, double baked potato, or vegetable blend rice pilaf.

Served with Chef's selection of fresh seasonal vegetables and warm dinner rolls with butter

All guests are offered coffee, iced tea and water

Complimentary with this package

Bridal suite the night of the reception

Video Projection System

Lighted backdrop, head table, and cake table

Black chair covers at each place setting

22% service charge and 6% sales tax apply to total

All prices subject to change

Buffet Dinner Packages

Silver Buffet- \$21.95

Fresh seasonal tossed greens with assorted dressings
Two types of pasta served with marinara and alfredo sauces
Grilled marinated boneless breast of chicken with herbs and spices
Toasted garlic breadsticks
Served with Chef's selection of fresh seasonal vegetables
All guests are offered coffee, iced tea and water

Carving Stations (available upon request with each buffet package):

Baked Virginia Ham- \$4.95/person
Roasted Honey Glazed Turkey Breast- \$4.95/person
Prime Rib- \$6.95/person
Beef Tenderloin- \$9.95/person

Buffet Dinner Packages

Gold Buffet- \$26.95

Champagne Toast

Choice of Salad: (please select one)

Choice of a **fresh seasonal salad** with homemade buttermilk ranch or a **mandarin salad** with assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing.

Choice of Entrée: (please select one)

Sautéed Breast of Chicken

Poulette – chicken consommé, mushrooms, shallots, cream and sherry

Mandarin Champagne– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

Lemon– chicken consommé with mushrooms and lemon accents

Tuscan – diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roasted Loin of Pork

Plum– fresh plums accented with port wine

Diane– Demi glace accented with mushrooms, tomatoes, and green onions

Sliced Lean Beef Sirloin

Bordelaise– mushrooms and shallots

Wild Mushroom– exotic mushrooms in a Demi glace

Béarnaise– a reduction of butter, wine, tarragon, and shallots

Fresh Fish Option

*price of buffet may increase due to market price

Choice of Accompaniment: (please select one)

Choice of garlic whipped potatoes, parmesan encrusted baby baker potatoes, rosemary roasted potatoes, double baked potato, or vegetable blend rice pilaf.

Served with Chef's selection of fresh seasonal vegetables and warm dinner rolls with butter
All guests are offered coffee, iced tea and water

Special with this package

Use of the Video Projection System- \$100

22% service charge and 6% sales tax apply to total

All prices subject to change

Buffet Dinner Packages

Platinum Buffet- \$32.95

Hors d'oeuvres display (for one hour) including:

Seasonal fruit display, fresh vegetable crudités and the international cheese board

Champagne Toast

Choice of Salad: (please select one)

Choice of a **fresh seasonal salad** with homemade buttermilk ranch or a **mandarin salad** with assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing.

Choice of Entrée: (please select two)

Sautéed Breast of Chicken

Poulette – chicken consommé, mushrooms, shallots, cream and sherry

Mandarin Champagne– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

Lemon– chicken consommé with mushrooms and lemon accents

Tuscan – diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roasted Loin of Pork

Plum– fresh plums accented with port wine

Diane– Demi glace accented with mushrooms, tomatoes, and green onions

Sliced Lean Beef Sirloin

Bordelaise– mushrooms and shallots

Wild Mushroom– exotic mushrooms in a Demi glace

Béarnaise– a reduction of butter, wine, tarragon, and shallots

Fresh Fish Option

*price of buffet may increase due to market price

Choice of Accompaniment: (please select one)

Choice of garlic whipped potatoes, parmesan encrusted baby baker potatoes, rosemary roasted potatoes, double baked potato, or vegetable blend rice pilaf.

Served with Chef's selection of fresh seasonal vegetables and warm dinner rolls with butter

All guests are offered coffee, iced tea and water

Special with this package

Use of the Video Projection System- \$100

22% service charge and 6% sales tax apply to total

All prices subject to change

Buffet Dinner Packages

Diamond Buffet- \$36.95

Hors d'oeuvres display (for one hour) including:

Seasonal fruit display, fresh vegetable crudités and the international cheese board

Champagne Toast and Wine Service with dinner

Choice of Salad: (please select one)

Choice of a **fresh seasonal salad** with homemade buttermilk ranch or a **mandarin salad** with assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing.

Choice of Entrée: (please select two)

Sautéed Breast of Chicken

Poulette – chicken consommé, mushrooms, shallots, cream and sherry

Mandarin Champagne– mandarin oranges, orange juice, brown sugar, champagne and Grand Marnier

Lemon– chicken consommé with mushrooms and lemon accents

Tuscan – diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roasted Loin of Pork

Plum– fresh plums accented with port wine

Diane– Demi glace accented with mushrooms, tomatoes, and green onions

Sliced Lean Beef Sirloin

Bordelaise– mushrooms and shallots

Wild Mushroom– exotic mushrooms in a Demi glace

Béarnaise– a reduction of butter, wine, tarragon, and shallots

Fresh Fish Option

*price of buffet may increase due to market price

Choice of Accompaniment: (please select one)

Choice of garlic whipped potatoes, parmesan encrusted baby baker potatoes, rosemary roasted potatoes, double baked potato, or vegetable blend rice pilaf.

Served with Chef's selection of fresh seasonal vegetables and warm dinner rolls with butter

All guests are offered coffee, iced tea and water

Complimentary with this package

Bridal suite the night of the reception

Video Projection System

Lighted backdrop, head table, and cake table

Black chair covers at each place setting

22% service charge and 6% sales tax apply to total

All prices subject to change

Beverage Services

The Hy-Vee Conference Center offers several beverage options for your wedding reception. We offer standard and premium brand liquors along with a selection of fine wines to compliment your menu.

Our standard liquors include, but are not limited to:

Jim Beam bourbon, J&B scotch, Beefeater gin, Bacardi rum, Canadian Club and Black Velvet whiskey, Smirnoff vodka, Jose Cuervo Gold tequila

Our premium liquors include, but are not limited to:

Dewars and Chivas scotch, Tanqueray gin, Crown Royal whiskey and Absolut vodka

Our house wines include:

Cabernet, Chardonnay, Merlot, Pinot Grigio and White Zinfandel

Hosted Bar

A hosted bar is sponsored and paid for by the host of the function. **Service is charged on consumption.** As a host you can choose to host the bar for one hour or throughout your event. Hosted unlimited soft drinks are \$1.75/person based on the guaranteed number.

Cash Bar

A cash bar provides each guest with the opportunity to purchase his or her own beverages. A **bartender fee** of \$35/hour will be charged if a \$100/hour average is not met (bartender fees will be waived if the *bar is hosted for at least 1 hour* or if *at least 80 tickets are purchased*). Hosted soft drinks and keg beer do not apply to the \$100/hour average.

Ticket Service Option

Guests can use tickets to purchase drinks and the host of the function will be charged for the amount redeemed. **The host of the function is responsible for providing tickets.**

Tickets are charged at:

\$5.00/beverage for liquor, beer, and wine service

\$4.00/beverage for beer and wine service only

\$1.00/beverage for soft drinks

Drink Pricing

Mixed Drinks- \$5.00/standard, \$6.00/premium

House Wine- \$5.00/glass, \$18.95/bottle

Domestic Beer- \$4.00/bottle

Premium/Import Beer- \$5.00/bottle

Keg Beer- \$225/domestic keg, \$275/import, premium, or micro-brew keg

Non-Alcoholic Beer- \$4.00/bottle

Soft Drinks- \$1.00/each

All beverages must be purchased through the Hy-Vee Conference Center. It is a violation of Iowa state law to bring alcoholic beverages into the Hy-Vee Conference Center. If alcoholic beverages are brought in, they will be confiscated and a fee of \$50.00/bottle or can may be added to the bill.

22% service charge and 6% sales tax apply to total
All prices subject to change

Finishing Touches

We offer the following decoration options to enhance your evening:

Skirting and Back Drops (Black or White)

Lighted skirting of head table- \$25.00
Lighted skirting of cake table- \$25.00
Lighted backdrop for head table- \$150.00
Clouding and skirting of stage- \$150.00

Centerpiece Options

3 large glass goblets with floating candles- \$18.00/table
Eiffel tower vase- \$10.00/table
Eiffel tower vase with three fresh flowers-starting at \$25.00/table
Additional votive candles- \$1.00 each

Photo Slideshows

Video projection system (video must be in DVD format)- \$200.00

Swags

Ceiling swag- \$1,000.00 (four swags), \$500.00 (two swags)
Door swag- \$250.00

Lighting

Design-spot movable lighting (four lights)- \$600.00
Monograms & customized images- \$250.00
Stationary monogram spotlight- \$50.00
Uplighting for ceiling swags (white drape with colored uplight)- \$20/light
Lighted drape panels (white drape with colored uplight)- \$60/panel

Ice Sculptures, Desserts, and Snacks

Custom Design Ice Sculptures- starting at \$250.00
Chocolate Fountain- \$4.95/person
Assorted Cheesecakes- \$4.95/person
Salty Snacks- \$14.95/pound
Honey Roasted Mixed Nuts- \$16.95/pound
Assorted Gourmet Pizzas- \$18.95/each
Punch- \$25.00/gallon

22% service charge and 6% sales tax apply to total
All prices subject to change

Rental Options

Add color to your room with linens, napkins, chair covers, chair sashes and table runners!

Complimentary Table Linens

Black, White, Beige

Variety of other colors/materials available to rent (please see below)

Complimentary Napkins

Bright Red, Brick Red, Goldenrod, Mint Green, Kelly Green, Royal Blue, Navy, Pink, Old Rose, Ivory, Black, White, Beige

Variety of other colors to rent for \$1.00 each

Chair Covers to Rent

Black with black tie (\$3/each)
White (\$5/each), White Satin Stripe (\$5/each)
Ivory (\$5/each), Ivory Satin Stripe (\$5/each)

Chair Sashes to Rent- 7x108

Satin- shiny material (\$1.50/each)
Taffeta- dull/matte material (\$1.50/each)
Organza- sheer material (\$1.50/each)

Variety of colors available

Table Runners to Rent- 15x115

Satin (\$8/each)
Taffeta (\$8/each)

Variety of colors available

Table Linens to Rent

Polyester- knee length rounds (\$16/each), floor length rounds (\$20/each), floor length 8 foot tables (\$16/each)
Satin- overlays (\$17/each), floor length rounds (\$25/each), floor length 8 foot tables (\$25/each)
Plain Taffeta- overlays (\$17/each), floor length rounds (\$22/each), floor length 8 foot tables (\$22/each)
Crushed Taffeta- overlays (\$17/each), floor length rounds (\$22/each), floor length 8 foot tables (\$22/each)
Pin Tuck Taffeta- floor length rounds (\$28/each)
Iridescent Crushed (Crinkled & Shiny)- overlays (\$18/each), floor length rounds & 8 foot tables (\$25/each)
Organza Sheers- satin border-corner tassels (\$18/each), plain or crushed-corner acrylic balls (\$18/each)
Sheer Stripe- overlays (\$18/each), floor length 8 foot tables (\$22/each)

Variety of colors available

22% service charge and 6% sales tax apply to total
All prices subject to change

Facility Pricing/Policies

Facility Pricing

Pricing for the Hy-Vee Conference Center is based on the **food/room rental minimums** listed below (all food purchases go towards the minimum; beverages purchased and dispensed at the bar do not apply). If the required food minimum is not met, the difference between the minimum and the actual cost of the purchased food will be charged as a room rental fee. All rentals are for single-day use.

Space to accommodate **up to 150 individuals**- \$4,000 food/room rental minimum

Space to accommodate **150-350 individuals**- \$6,000 food/room rental minimum

Space to accommodate **350-600 individuals**- \$8,000 food/room rental minimum

Food and Beverage

Only the Hy-Vee Conference Center (HVCC) may provide any and all food and beverage for the client's event. The only exceptions are wedding cakes and mints associated with weddings. **Due to various health code issues, removal of food and/or beverages from the facility is not allowed.** All food and beverage services must be provided by the HVCC at the HVCC's prevailing prices for such services. **Lunch menus/prices are only available from 10am-2pm; after that time, lunch menus may not be purchased at their regular lunch prices.** Our buffets provide you and your guests with a one-time-through-the-line meal. All prices are subject to change.

Bar Service

Bar hours of service will open and close in accordance with state laws. A **hosted bar** is sponsored and paid for by the host of the function and service is charged on consumption. A **cash bar** provides guests the opportunity to purchase drinks individually or by using tickets. A **bartender fee** of \$35/hour will be charged if a \$100/hour average is not met on a cash bar. Bartender fees will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Hosted soft drinks and keg beer do not apply to the \$100/hour average. If alcoholic beverages are to be served on the Hy-Vee Conference Center premises, the HVCC allows only its servers and bartenders to dispense the beverages. All beverages must be consumed inside the Hy-Vee Conference Center and no beverages of any kind (alcoholic or non-alcoholic) may be brought into the Hy-Vee Conference Center. **It is a violation of Iowa state law to bring alcoholic beverages into the Hy-Vee Conference Center. If alcoholic beverages are brought in, they will be confiscated and a fee of \$50/bottle or can may be added to the bill.** The HVCC's alcoholic beverage license requires it to **(1)** request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be provided, and **(2)** refuse alcoholic beverage service to any person who, in our judgment, appears intoxicated.

Banquet and Meeting Rooms

Please adhere to the times agreed upon as other guests may be utilizing the facilities prior to or following your function. Should your time schedule change, please contact our Banquet Manager and the HVCC will make every effort to accommodate you. The Hy-Vee Conference Center reserves the right to assign room space for your group suitable to your function's size; *the room minimum charges will be adjusted accordingly if more or less space is required.* A 22% **service charge** and applicable **sales tax** will be applied to all billable items (if you are a tax-exempt organization, we require a current copy of your Iowa Sales Tax Exemption certificate in order to waive tax charges). Service charge and sales tax are subject to change. We reserve the right to refuse rental of the Hy-Vee Conference Center for any reason.

Auctions

Clients are allowed to hold live and/or silent auctions at the Hy-Vee Conference Center. There are a number of vendor services that are offered including vendor tables, auction tables, vendor booths, electricity for vendor tables and booths, phone lines for vendor tables and booths, pipe and drape, etc. Charges for such equipment and services are billed at going Hy-Vee Conference Center rates. Due to the Iowa Alcoholic Beverages Division policy, **wine/alcohol is not allowed to be displayed, auctioned, or sold at events. It is also a violation of the Iowa Alcoholic Beverages Division's policy to auction off a photograph of wine/alcohol and pick up the wine/alcohol after the event.** The following are acceptable items to be put on display- gift cards from a wine vendor, corkscrews, wine stoppers, glasses, etc.

22% service charge and 6% sales tax apply to total

All prices subject to change

Audio/Visual Equipment

Audio/Visual (A/V) equipment and services, booths, tables, booth electricity, special effects and other items are available for rental through the Hy-Vee Conference Center pending availability. Charges for **A/V equipment/services and technician time** will be billed at going Hy-Vee Conference Center rates. **All prices for A/V equipment are for single-day use.** The HVCC's A/V service team must handle any adjustments to A/V equipment. Prices for specialized labor (i.e. electricians, security guards, audio/visual technicians, etc.) are available upon request. All specialized labor must be booked through and/or approved by the HVCC's Director. Client is responsible and shall reimburse the Hy-Vee Conference Center for any damage, loss, or liability incurred by any of the client's guests and/or any other clients or organizations contracted by the customer to provide any services or goods before, during or after the function.

Entertainment

DJs, musicians, bands, orchestras, etc. must be booked by the host of the function and are solely the responsibility of the client. The Director of the Hy-Vee Conference Center must approve all entertainment programs. Rental of instruments (pianos, etc.) is the responsibility of the booking host. **The Hy-Vee Conference Center reserves the right to control the entertainment and the volume level of music or activities during any function. Any entertainment coming to the facility must submit a contract rider to the Hy-Vee Conference Center two weeks prior to the event for our review of the equipment.** Any outside electrical or sound equipment must be approved by the Hy-Vee Conference Center. Sound, lights and video through the house system must be operated by a HVCC employee. Additional charges will apply for any electrical needs above a single 120v, 20amp. Estimates are available upon request.

No-Smoking Policy

The Hy-Vee Corporate Office and Conference Center is a smoke-free facility.

Decorations

All decorations must be pre-approved by the Director of the Hy-Vee Conference Center. **Set-up charges may apply.**

Clean Up Fee

Any group that creates an excessive mess and/or uses glitter, confetti or sparkles of any kind will be charged a clean-up fee (to be determined by the Hy-Vee Conference Center) on their invoice.

Security

The Hy-Vee Conference Center shall not assume responsibility for any damage or loss incurred before, during or after an event. The HVCC may require additional security for your function. If additional security is required, charges will be added to your invoice. *The Hy-Vee Conference Center reserves the right to change or modify this policy at any time.*

Shipping and Receiving

If it is necessary for you to ship materials to the HVCC, each item must be properly packed and marked with **(1)** the organization name and contact, **(2)** date of the function, and **(3)** name of the Hy-Vee Conference Center contact. **Boxes, packages and/or display materials will be accepted no earlier than one day prior to the scheduled event date.** The Hy-Vee Conference Center reserves the right to refuse packages which appear damaged and assumes no liability for the condition of the contents of such packages. All items shipped to the Hy-Vee Conference Center must arrive at the HVCC one business day prior to the date of the event and must be picked up one business day after the event. Any boxes left at the Hy-Vee Conference Center must be labeled appropriately. The Hy-Vee Conference Center is not responsible for any vendor boxes that are shipped, left or need to be picked up. All shipping costs associated with any vendor boxes must be paid by the vendor. **Any boxes shipped prior to one business day and/or any boxes left after one business day may be charged a \$10.00/box/day storage fee.** These fees will be applied to the event's final bill.

Miscellaneous Provisions

Both parties understand that this agreement is subject to all applicable federal, state and local laws including health and safety codes, alcoholic beverage control laws and the like. Client agrees to cooperate with the HVCC to ensure compliance with such laws. Both parties understand that the performance of this agreement by either party is subject to acts of God, war, government regulation, strikes, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or impossible to provide the Hy-Vee Conference Center to hold your scheduled events. Due to the layout, security personnel and storage capabilities of the Hy-Vee Conference Center, the HVCC will not be responsible for the storage or security of your display materials and/or show merchandise. Client assumes responsibility for obtaining proper insurance and assumes liability for losses or damages to the equipment and to the property brought onto the premises of the Hy-Vee Conference Center. Client will indemnify and hold the

22% service charge and 6% sales tax apply to total
All prices subject to change

Hy-Vee Conference Center and its employees harmless from any and all such losses, damages and claims, except to the extent caused by the gross negligence of the Hy-Vee Conference Center. Under no circumstances will the HVCC be liable for the criminal acts of another. If any provision of this agreement is held to be invalid, illegal or unenforceable, the remaining provisions will remain in full. **This document and attachments hereto contain all the terms of our agreement and supersede any prior agreements we may have had.** Any changes to the terms of this agreement must be in writing and signed/initialed by both parties.

Finalization Meeting and Guarantee

The Hy-Vee Conference Center requires the client to have a **finalization meeting** with the HVCC’s Banquet Manager to discuss event details **at least two to four weeks prior to the event date**. Event details include food/beverage menu, room setup, decorations, timeline, A/V needs, etc. **All details (including the menu) must be submitted at least two weeks prior to your function**. The **final guarantee** is required **five business days prior to your function for standard menus and seven business days prior to your function for customized menus**. Your guarantee is the minimum number of guests for your event; this guarantee will be the same number of meals and seats. If attendance exceeds the guarantee, we will make every effort to take care of your guests but we may not be able to provide the same menu.

Cancellation Policy

If we are advised that a signed booking is cancelled, a cancellation fee will be charged. **You agree to pay the food/room rental minimum listed in your contract based on the cancellation date and percentages shown below:**

- 0-3 months prior to event date* *100% of the food/room rental minimum*
- 3-6 months prior to event date* *75% of the food/room rental minimum*
- 6-12 months prior to event date* *50% of the food/room rental minimum*

The cancellation fee shall constitute full settlement of any and all obligations arising out of the nonperformance of this agreement. Provided, however, in the event of default, client shall pay all reasonable attorney fees and court costs incurred in connection with the collection of such amounts owed hereunder.

Deposit/Billing Schedule

- Booking Deposit:* *\$1,000.00*
- Six months prior to event date:* *\$1,000.00*
- One month prior to event date:* *\$1,000.00*

Deposits can be made via check or credit card but the **Credit Card Authorization Form** must be filled out and returned with the contract. The **estimated invoice balance** is due **prior to your wedding reception** and any and all billable items ordered after the printing of the invoice will be billed at going Hy-Vee Conference Center rates following the event. Deposit schedule is subject to change and modification.

CONSUMER ADVISORY	
‘Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry, or shellfish reduces the risk of foodborne illness. Individuals with certain health conditions may be at higher risk if these foods are consumed raw or undercooked. Consult your physician or public health official for further information.’	
[Iowa Code section 137F.2(10)]	

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