

*A Wedding  
To Remember...*

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AT THE HY-VEE CONFERENCE CENTER

# Welcome...

## Welcome to the Hy-Vee Conference Center!

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 no detail is forgotten. We offer the widest selection of menu options, letting you pick the menu that is just right for you and your guests. Because we have prepared this wedding package with your needs in mind, the following are complimentary to you:

- Attentive coordination of your wedding reception from beginning to end
- Table service including linens, china, and glassware
- Staging for the head table
- Set-up and tear-down of banquet room
- Dance floor
- Menu tasting event for the bride, groom, and parents
- 16" square mirror and 3 votive candles for each table
- 28" raised round mirror for display of the wedding cake
- Wedding cake service
- Wireless microphone for toasts and announcements
- Gift table, DJ table, and guestbook table
- Use of the video projection system (with select packages)
- Bridal suite the night of the reception (with select packages)

To enhance your evening, ask us about our finishing touches!

- Door swag - \$250.00++
- Ceiling swag - \$1000.00++ (four swags), \$500.00++ (two swags)
- Lighted black or white skirting of head table - \$25.00++
- Lighted black or white skirting of cake table - \$25.00++
- Lighted black or white backdrop for head table - \$150.00++
- Clouding and skirting of stage - \$150++

Black chair covers with black tie - \$3.00++ per chair

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

- Ice sculptures – starting at \$250.00++
- Spotlight lighting - \$1000.00++ (four lights)
- Customized spotlight lighting images - \$250.00++
- Video projection system (video must be in DVD format) - \$200.00++

- Chocolate Fountain - \$4.95/person
- Assorted Cheesecakes - \$4.95/person

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

# Plated Dinner Packages

**A Wedding to Remember**

Choice of Salad: (please select one)

- Mandarin salad of assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing
- Fresh seasonal salad with homemade buttermilk ranch

Choice of Entrée: (please select one)

- Filet mignon.....\$34.95
- Duet plate of a lean garlic encrusted beef tenderloin and sautéed breast of chicken.....\$34.95
- Sautéed breast of chicken.....\$22.95
- Sliced roasted loin of pork.....\$22.95
- Chicken Wellington - 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.....\$24.95

Garlic Encrusted Beef Tenderloin Sauces

*Wild Mushroom Sauce* – Exotic Mushrooms in a Demi Glace

*Bordelaise Sauce* – Mushrooms and Shallots

*Béarnaise Sauce* – A reduction of butter, wine, tarragon, and shallots

Sautéed Breast of Chicken Sauces

*Poulette Sauce* – Chicken Consommé, Mushrooms, Shallots, Cream and Sherry

*Mandarin Champagne Sauce* – Mandarin Oranges, Orange Juice, Brown Sugar, Champagne and Grand Marnier

*Lemon Chicken* – Chicken Consommé with Mushrooms and Lemon accents

*Tuscan Chicken* – Diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roast Loin of Pork Sauces

*Diane Sauce* – Demi Glace accented with Mushrooms, Tomatoes, and Green Onions

*Plum Sauce* – Fresh plums accented with port wine

Choice of Accompaniment: (please select one)

- Garlic whipped potatoes
- Parmesan encrusted baby baker potatoes
- Rosemary roasted potatoes
- Double baked potato
- Vegetable blend rice pilaf

Chef's selection of fresh seasonal vegetables

Fresh warm dinner rolls with butter

Coffee, iced tea, milk

Cake service

Please ask us to customize this menu for your special event!  
 Please add a 22% service charge and 6% sales tax to all above prices.  
 Prices valid through calendar year 2009  
 All prices subject to change due to market

## A Wedding That Gleams

One hour hors d'œuvre display including:

- Fresh fruit display
- Fresh vegetable crudités with dips
- International cheese board

Champagne Toast

Choice of Salad: (please select one)

- Mandarin salad of assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing
- Fresh seasonal salad with homemade buttermilk ranch

Choice of Entrée: (please select one)

- Filet mignon.....\$37.95
- Duet plate of a lean garlic encrusted beef tenderloin and sautéed breast of chicken.....\$36.95
- Sautéed breast of chicken.....\$28.95
- Sliced roasted loin of pork.....\$28.95
- Chicken Wellington - 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.....\$30.95

### Garlic Encrusted Beef Tenderloin Sauces

*Wild Mushroom Sauce* – Exotic Mushrooms in a Demi Glace

*Bordelaise Sauce* – Mushrooms and Shallots

*Béarnaise Sauce* – A reduction of butter, wine, tarragon, and shallots

### Sautéed Breast of Chicken Sauces

*Poulette Sauce* – Chicken Consommé, Mushrooms, Shallots, Cream and Sherry

*Mandarin Champagne Sauce* – Mandarin Oranges, Orange Juice, Brown Sugar, Champagne and Grand Marnier

*Lemon Chicken* – Chicken Consommé with Mushrooms and Lemon accents

*Tuscan Chicken* – Diced tomatoes, onion, garlic, fresh herbs, and olive oil

### Sliced Roast Loin of Pork Sauces

*Diane Sauce* – Demi Glace accented with Mushrooms, Tomatoes, and Green Onions

*Plum Sauce* – Fresh plums accented with port wine

Choice of Accompaniment: (please select one)

- Garlic whipped potatoes
- Parmesan encrusted baby baker potatoes
- Rosemary roasted potatoes
- Double baked potato
- Vegetable blend rice pilaf

Chef's selection of fresh seasonal vegetables

Fresh warm dinner rolls with butter

Coffee, iced tea, milk

Cake Service

*Special with this package:*

Use of the Video Projection System for \$100.00

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**A Wedding That Dazzles**

One hour hors d'œuvre display including:

- Fresh fruit display
- Fresh vegetable crudités with dips
- International cheese board

Champagne toast

Wine service with dinner

Choice of Salad: (please select one)

- Mandarin salad of assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing
- Fresh seasonal salad with homemade buttermilk ranch

Choice of Entrée: (please select one)

- Filet mignon.....\$42.95
- Duet plate of a lean garlic encrusted beef tenderloin and sautéed breast of chicken.....\$40.95
- Sautéed breast of chicken.....\$34.95
- Sliced roasted loin of pork.....\$34.95
- Chicken Wellington - 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.....\$36.95

Garlic Encrusted Beef Tenderloin Sauces

*Wild Mushroom Sauce* – Exotic Mushrooms in a Demi Glace

*Bordelaise Sauce* – Mushrooms and Shallots

*Béarnaise Sauce* – A reduction of butter, wine, tarragon, and shallots

Sautéed Breast of Chicken Sauces

*Poulette Sauce* – Chicken Consommé, Mushrooms, Shallots, Cream and Sherry

*Mandarin Champagne Sauce* – Mandarin Oranges, Orange Juice, Brown Sugar, Champagne and Grand Marnier

*Lemon Chicken* – Chicken Consommé with Mushrooms and Lemon accents

*Tuscan Chicken* – Diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roast Loin of Pork Sauces

*Diane Sauce* – Demi Glace accented with Mushrooms, Tomatoes, and Green Onions

*Plum Sauce* – Fresh plums accented with port wine

Choice of Accompaniment: (please select one)

- Garlic whipped potatoes
- Parmesan encrusted baby baker potatoes
- Rosemary roasted potatoes
- Double baked potato
- Vegetable blend rice pilaf

Chef's selection of fresh seasonal vegetables

Fresh warm dinner rolls with butter

Coffee, iced tea, milk

Cake Service

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**Complimentary with this package:**

- Bridal suite the night of the reception
- Video projection system
- Lighted backdrop, cake table, and head table
- Black chair covers at each place setting

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Please ask us to customize this menu for your special event!  
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# *Buffet Dinner Packages*

**Carving Stations are available with each buffet package upon request:**

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

**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
- Chef's choice of seasonal vegetables
- Served with toasted garlic breadsticks
- Coffee, iced tea, milk
- Cake Service

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**Gold Buffet**  
**\$26.95**

Champagne Toast

Choice of Salad: (please select one)

- Mandarin salad of assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing
- Fresh seasonal salad with homemade buttermilk ranch

Choice of Entrée: (please select one)

- Sautéed breast of chicken
- Sliced roasted loin of pork
- Sliced premium beef sirloin

Sautéed Breast of Chicken Sauces

*Poulette Sauce* – Chicken Consommé, Mushrooms, Shallots, Cream and Sherry

*Mandarin Champagne Sauce* – Mandarin Oranges, Orange Juice, Brown Sugar, Champagne and Grand Marnier

*Lemon Chicken* – Chicken Consommé with Mushrooms and Lemon accents

*Tuscan Chicken* – Diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roast Loin of Pork Sauces

*Diane Sauce* – Demi Glace accented with Mushrooms, Tomatoes, and Green Onions

*Plum Sauce* – Fresh plums accented with port wine

Sliced Premium Beef Sirloin Sauces

*Wild Mushroom Sauce* – Exotic Mushrooms in a Demi Glace

*Bordelaise Sauce* – Mushrooms and Shallots

*Béarnaise Sauce* – A reduction of butter, wine, tarragon, and shallots

Choice of Accompaniment: (please select one)

- Garlic whipped potatoes
- Parmesan encrusted baby baker potatoes
- Rosemary roasted potatoes
- Double baked potato
- Vegetable blend rice pilaf

Chef's selection of fresh seasonal vegetables

Fresh warm dinner rolls with butter

Coffee, iced tea, milk

Cake Service

*Special with this package:*

Use of the Video Projection System for \$100.00

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**Platinum Buffet**  
**\$32.95**

One hour hors d'œuvre display including:

- Fresh fruit display
- Fresh vegetable crudités with dips
- International cheese board

Champagne Toast

Choice of Salad: (please select one)

- Mandarin salad of assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing
- Fresh seasonal salad with homemade buttermilk ranch

Choice of Entrée: (please select one)

- Sautéed breast of chicken
- Sliced roasted loin of pork
- Sliced premium beef sirloin

Sautéed Breast of Chicken Sauces

*Poulette Sauce* – Chicken Consommé, Mushrooms, Shallots, Cream and Sherry

*Mandarin Champagne Sauce* – Mandarin Oranges, Orange Juice, Brown Sugar, Champagne and Grand Marnier

*Lemon Chicken* – Chicken Consommé with Mushrooms and Lemon accents

*Tuscan Chicken* – Diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roast Loin of Pork Sauces

*Diane Sauce* – Demi Glace accented with Mushrooms, Tomatoes, and Green Onions

*Plum Sauce* – Fresh plums accented with port wine

Sliced Premium Beef Sirloin Sauces

*Wild Mushroom Sauce* – Exotic Mushrooms in a Demi Glace

*Bordelaise Sauce* – Mushrooms and Shallots

*Béarnaise Sauce* – A reduction of butter, wine, tarragon, and shallots

Choice of Accompaniment: (please select one)

- Garlic whipped potatoes
- Parmesan encrusted baby baker potatoes
- Rosemary roasted potatoes
- Double baked potato
- Vegetable blend rice pilaf

Chef's selection of fresh seasonal vegetables

Fresh warm dinner rolls with butter

Coffee, iced tea, milk

Cake Service

*Special with this package:*

Use of the Video Projection System for \$100.00

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**Diamond Buffet**  
**\$36.95**

One hour hors d'œuvre display including:

- Fresh fruit display
- Fresh vegetable crudités with dips
- International cheese board

Champagne Toast

Wine service with meal

Choice of Salad: (please select one)

- Mandarin salad of assorted crisp garden greens tossed with mandarin oranges, julienne sweet red onions, caramelized walnuts and poppy seed dressing
- Fresh seasonal salad with homemade buttermilk ranch

Choice of Entrée: (please select one)

- Sautéed breast of chicken
- Sliced roasted loin of pork
- Sliced premium beef sirloin

Sautéed Breast of Chicken Sauces

*Poulette Sauce* – Chicken Consommé, Mushrooms, Shallots, Cream and Sherry

*Mandarin Champagne Sauce* – Mandarin Oranges, Orange Juice, Brown Sugar, Champagne and Grand Marnier

*Lemon Chicken* – Chicken Consommé with Mushrooms and Lemon accents

*Tuscan Chicken* – Diced tomatoes, onion, garlic, fresh herbs, and olive oil

Sliced Roast Loin of Pork Sauces

*Diane Sauce* – Demi Glace accented with Mushrooms, Tomatoes, and Green Onions

*Plum Sauce* – Fresh plums accented with port wine

Sliced Premium Beef Sirloin Sauces

*Wild Mushroom Sauce* – Exotic Mushrooms in a Demi Glace

*Bordelaise Sauce* – Mushrooms and Shallots

*Béarnaise Sauce* – A reduction of butter, wine, tarragon, and shallots

Choice of Accompaniment: (please select one)

- Garlic whipped potatoes
- Parmesan encrusted baby baker potatoes
- Rosemary roasted potatoes
- Double baked potato
- Vegetable blend rice pilaf

Chef's selection of fresh seasonal vegetables

Fresh warm dinner rolls with butter

Coffee, iced tea, milk

Cake Service

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**Complimentary with this package:**

- Bridal suite the night of the reception
- Video projection system
- Lighted backdrop, cake table, and head table
- Black chair covers at each place setting

\* \* \*

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# Hors d'œuvres

Signature Hors d'œuvres

50 piece minimum for Cold and Hot Hors d'œuvre selections

Hot Hors d'œuvres

- 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

*Choose one item above for \$2.00 per piece*

Cold Hors d'œuvres

- 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

*Choose one item above for \$2.50 per piece*

**Jumbo Shrimp Cocktail.....\$3.00 per piece**

**Bacon Wrapped Scallops.....\$3.00 per piece**

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# *Hors d'œuvres Displays*

Seasonal Fruit Display

Hand selected, served with Honey Chutney Dressing

**\$4.95 per person**

Fresh Vegetable Crudités

A mélange of fresh Garden Vegetables with a Country style Ranch Dip

**\$3.95 per person**

Gourmet Marinated Vegetables

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

**\$4.95 per person**

International Cheese Board

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

**\$4.95 per person**

Italian Antipasto Display

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

**\$6.95 per person**

Assorted Display

Fresh Seasonal Fruit, Fresh Vegetables Crudités and International Cheeses

**\$8.95 per person**

South of the Border

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

**\$5.95 per person**

**Add an Ice Sculpture to your Hors d'œuvres package starting at \$250.00 each**

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# *Hors d'œuvres Packages*

A Classic Package

One Hot Hors d'œuvres  
One Cold Hors d'œuvres

One Display

\$15.95 per person

An Elegant Package

Two Hot Hors d'œuvres  
One Cold Hors d'œuvres

One Display

\$18.95 per person

A Traditional Package

Two Hot Hors d'œuvres  
Two Cold Hors d'œuvres

Two Displays

\$23.95 per person

An Unforgettable Package

Three Hot Hors d'œuvres  
Three Cold Hors d'œuvres

Three Displays

\$29.95 per person

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# Wedding Beverage Service

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 unique menu package.

Our standard liquors include, but are not limited to, *Jim Beam bourbon, J&B and Chivas scotch, Beafeater gin, Bacardi rum, Canadian Club and Black Velvet whiskey, Smirnoff vodka, Jose Cuervo Gold tequila* and quality-brand cordials. Our premium liquors include, but are not limited to, *Dewars scotch, Tanqueray gin, Crown Royal whiskey and Absolut vodka.*

## HOSTED OPEN BAR OPTION

The 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 non-alcoholic beverages are \$1.75 per person.

## CASH SERVICE OPTION

The cash bar provides each guest with the opportunity to purchase his or her own beverages. A bartender charge of \$35.00+ per hour will be charged if a \$100.00 per hour average is not met on a cash bar. Hosted non-alcoholic beverages and keg beer do not apply to the \$100.00 per hour average. Bartender charges will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Each drink may be purchased at the following prices:

	Hy-Vee Premium	Hy-Vee Standard
Mixed Drinks	\$5.00	\$4.00
House Wine		\$4.00 / glass \$18.95 / bottle
Domestic Beer		\$3.00 / bottle
Premium Beer		\$4.00 / bottle
Keg Beer		\$225 / keg
Non-Alcoholic Beer		\$3.00 / bottle
Soft Drinks		\$1.00

## TICKET SERVICE OPTION

The Hy-Vee Conference Center also offers drinks to be purchased with tickets in combination with or without a cash bar. Tickets are charged at \$5.00 per beverage for liquor, beer, and wine service. Tickets are charged at \$4.00 per beverage for beer and wine service only. All liquor must be purchased through the Conference Center. It is a violation of Iowa state law to bring alcoholic beverages into the Conference Center. If alcoholic beverages are brought into the Conference Center, they will be confiscated and a fee of \$50.00++ may be added to the bill for each bottle or can.

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# Wedding Policies

## **FACILITY PRICING**

### **-Space to accommodate up to 150 individuals:**

This requires a \$4000.00 food minimum to waive the room rental fee. In the event that the food minimum of \$4,000 is not met, the difference between the actual cost of the purchased food and the \$4,000 minimum will be charged as a room rental fee.

### **-Space to accommodate 150-350 individuals:**

This requires a \$6000.00 food minimum to waive the room rental fee. In the event that the food minimum of \$6,000 is not met, the difference between the actual cost of the purchased food and the \$6,000 minimum will be charged as a room rental fee.

### **-Space to accommodate 350-600 individuals:**

This requires an \$8000.00 food minimum to waive the room rental fee. In the event that the food minimum of \$8,000 is not met, the difference between the actual cost of the purchased food and the \$8,000 minimum will be charged as a room rental fee.

**\*Dates are reserved on a first come, first serve basis. A hold can be placed on a date for 1 week. If there is other interest for the date that you have placed on hold, you will be notified. If no contact has been made by the end of the 1 week timeframe, the held date will be released to another interested party. It is your responsibility to notify the Hy-Vee Conference Center if you have booked elsewhere during that time period.**

**FOOD AND BEVERAGE:** Only the Hy-Vee Conference Center (HVCC) may provide any and all beverages and food 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 Conference Center at the Conference Center'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. 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 charge of \$35.00++ per hour will be charged if a \$100.00 per hour average is not met on a cash bar. Bartender charges will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Hosted non-alcoholic beverages and keg beer do not apply to the \$100.00 per hour average. If alcoholic beverages are to be served on the Hy-Vee Conference Center premises, HVCC allows only its servers and bartenders to dispense the beverages. All beverages must be consumed inside the 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 Conference Center. If alcoholic beverages are brought into the Conference Center, they will be confiscated and a fee of \$50.00++ will be added to the bill for each bottle or can. 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. The Conference Center also requires the right to use hand stamps for functions that have mixed age guests.

**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 the meeting coordinator and 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. *If more or less space is required; the room minimum charges will be adjusted accordingly.* HVCC requests that the client provide us with a tentative meeting program and banquet schedule (which includes attendance figures) **at least two to four weeks prior to the event date.** Room space and food/beverage rates are as quoted. Should client's requirements change, prices will be adjusted accordingly. A 22% service charge and applicable sales tax will automatically be added to all billable items and services that occur during the function. Service charge and sales tax are subject to change. We reserve the right to refuse rental of the Conference Center for any reason.

**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 Conference Center pending availability. **All prices for A/V equipment are for single day use.** The Conference Center'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) are available upon request. All specialized labor must be booked through and/or approved by the Conference Center 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 or any other clients or organizations contracted by the customer to provide any services or goods before, during, and after the function.

**ENTERTAINMENT:** Musicians, bands, orchestras, etc. are booked by the host of each function and will be solely their responsibility. The Hy-Vee Conference Center director must approve entertainment programs. Rental of instruments (pianos, etc.) is the responsibility of the booking host. **The Hy-Vee Conference Center management 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 Conference Center. Sound, lights, and video through the house system must be operated by a Conference Center employee. Additional charges will apply for any electrical needs above a single 120v, 20amp. Estimates are available upon request.

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

**SECURITY:** The Hy-Vee Conference Center shall not assume responsibility for any damage or loss incurred before, during, or after an event. The Conference Center 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.*

**GUARANTEES:** Your guarantee is the number of guests for your event. This guarantee will be the same number of meals and seats. All details (including the menu) must be submitted **at least two weeks prior to your function.** For standard menus, the final guarantee is required **five business days prior to your function.** For customized menus, the final guarantee is required **seven business days prior to your function.** The guarantee is the minimum number your group will be charged for your event. We will prepare meals for 3% over your guarantee up to a 10 meal maximum. 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. Our buffets provide you and your guests with a one-time-through-the-line dinner. The food minimum is based on space required by the function.

**MISCELLANEOUS PROVISIONS:** Both parties understand that our 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 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 Conference Center or to hold your scheduled events. Due to the layout, security personnel and storage capabilities of the Conference Center, HVCC will not be responsible for the storage or security of your display material 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 Conference Center. Client will indemnify and hold the 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 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.

**SHIPPING AND RECEIVING:** If it is necessary for you to ship materials to the Conference Center, 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 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 Conference Center must arrive at the Conference Center 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 may be charged a \$10.00 per box/day storage fee and any boxes left after one business day may also be charged \$10.00 per box/day storage fee.** These fees will be applied to the event's final bill.

**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.

**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 minimum rental listed in your contract based on the cancellation date and percentages shown below:

<b>0-3 months prior</b>	100% of the food/room minimum fee
<b>3-6 months prior</b>	75% of the food/room minimum fee
<b>6-12 months prior</b>	50% of the food/room minimum fee

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 owing hereunder.

**WEDDING RECEPTION DEPOSITS/BILLING:** The deposit schedule is as follows:

<b>Booking Deposit:</b>	<b>\$1000.00</b>
<b>Two months prior to event date:</b>	<b>\$1000.00</b>
<b>One month prior to event date:</b>	<b>\$1000.00</b>

**The estimated balance is due prior to your event date.** The Hy-Vee Conference Center requires a credit card on file and any additional purchases after the invoice is issued will be charged to that credit card. The deposits can be made via check or credit card. However, the Credit Card Authorization Form is required to be filled out and returned with the contract and will be kept on file for function billing. Deposit schedule is subject to change and modification. A service charge of 22% and applicable sales tax will be added to all items and services provided. All prices are subject to change.

<b>CONSUMER ADVISORY</b>
<p>'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.'</p> <p>[Iowa Code section 137F.2(10)]</p>