

## FAQ's:

**1. Can we bring in our own alcohol?** No. All alcohol must be purchased through the venue bar. It is suggested you contact the bar manager a minimum of 1 month prior to your scheduled event to make arrangements for bar service. Their contact information is located on the back of your rental agreement. **Please note:** no person under the legal drinking age of 21 will be permitted to purchase/consume alcohol and if they are found to be in possession of alcohol they WILL be asked to leave. It is advisable to inform everyone attending the event to have proper ID available or they WILL be denied service. This includes every member of the wedding party – absolutely **No exceptions** will be made.

**2. Do I have to use one of the licensed and designated caterers for my event?** Yes, only caterers that are licensed through the City of Le Mars are authorized to provide service at the Le Mars Convention Center and Willow Creek Golf Course. These select caterers pay an annual fee and collect a 10% per plate charge payable to the City based on catering invoice. If there is another caterer you would like to use, they will have to complete the licensing process. **No exceptions.**

**3. Decorations?** There is absolutely **NO HANGING ANYTHING** from either the ceiling or walls at the Willow Creek Golf Course or the Le Mars Convention Center. Items such as confetti, loose glitter and party poppers are also prohibited in all venues. Fog machines, ground foggers or smoke fog machines are prohibited. Failure to comply with these rules may result in part of or all of your damage/cleaning deposit to be forfeit.

**4 May we burn candles at the venue?** Per IFC 2009, no open flames shall be allowed. This includes candles, smoking material, lighters, matches or any pyrotechnics. The only open flame allowed is a food pan warming device for buffet lines.

**5. Do you provide linens and what are the table sizes at the Golf Course Banquet Hall & Convention Center?** No, we do not provide linens. Round tables are 60" diameter and banquet tables are 8' in length.

**6. What are the room dimensions at the Golf Course Banquet Hall & Convention Center?**

### Convention Center:

Upper (seats 477) - 112' x 64' = 7,168 sq ft with a ceiling height of 9' - 6"

Lower (seats 450) - 110' x 62' = 6,820 sq ft with a ceiling height of 9' - 1" (to beams) and 10' - 5" (between)

Board Room (seats 75) - 40' x 32' = 1,280 sq ft

**Golf Course Banquet Hall:** (seats 250) - 70' x 50' = 3,500 sq ft. Ceiling height of 13' (peak) and 8' (sides).

**7. Who is responsible for setting up and taking down tables and chairs?** The renter is responsible for setting up/taking down all tables and chairs at the Le Mars Convention Center and Willow Creek Golf Course. Tear down is to be done immediately following the conclusion of the event. A clean up check list will be provided for you. Failure to complete the clean up requirements may result in part of or all of your damage/cleaning deposit to be forfeit.

Questions, contact the CVB Manager, Jessica Brownmiller at (712) 548-4971. Thank you.

