

Le Mars Convention Center FAQ's:

- 1. Do I have to use a designated caterer?** No. You are allowed to choose any caterer you would like for your event. The individual or entity holding an event will be charged a \$1.00 per guest fee when food is served during their event and will be based on the estimated number of guests for the event. This fee is due with the final rental payments and is non-refundable. The individual or entity holding an event is allowed to bring in prepackaged items such as: snack mix, pretzels, chips and crackers. **No exceptions.**
- 2. What is included with the facility rental?** tables, chairs, pipe kit for hanging your backdrop, podium, Wi-Fi stage with black skirting (Upper - 36'Lx8'Wx16"H/Lower - 24'Lx8'Wx 16"H),
- 3. What are the table sizes and do you provide linens/dishes?** Round tables are 60" diameter and will seat 8 guests. Banquet tables are 8' in length and can seat 4 per side. No, we do not provide linens, table skirting, napkins or tableware.
- 4. Decorations?** There is absolutely NO HANGING ANYTHING from either the ceiling or walls. Items such as confetti, silly string, loose glitter, helium balloons, party poppers, tape, staples and tacks are prohibited in all venues. Fog machines, ground foggers or smoke fog machines are also prohibited. Failure to comply with these rules may result in part of or all of your damage/cleaning deposit to be forfeit.
- 5. May we burn candles at the venue?** Per IFC 2015, no open flames shall be allowed inside or outside of our facilities. This includes candles, sparklers, smoking material, lighters, matches or any pyrotechnics. The only open flame allowed is a food pan warming device for buffet lines.
- 6. Who is responsible for setting up and taking down tables/chairs and clean-up?** The individual or entity holding an event is responsible for setting up/taking down all tables and chairs. Tear down/clean-up 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.
- 7. What is the cancellation policy?** When a reservation is made, (¹/₂) of the **non-refundable** rental fee is collected. This amount **will not** be refunded due to a cancellation. Payments made in excess of the required (¹/₂) rental fee may be refunded at the discretion of the CVB manager.
- 8. Who is responsible for damage?** The contracted individual or entity holding the event assumes responsibility for any damage found to have occurred to the facility except for normal wear and tear. This includes but is not limited to ceilings, walls, windows, doors, floors, fixtures, furniture and equipment. Damage caused during the rental may result in part of or all of the damage/cleaning deposit to be forfeit. There may be additional charges for damage caused in excess of the damage deposit.
- 9. What are the room dimensions?**
Upper (seats 475) - 112' x 64' = 7,168 sq ft. Ceiling height: 9' - 6"
Lower (seats 450) - 110' x 62' = 6,820 sq ft. Ceiling height: 9' - 1" (to beams) and 10' - 5" (between)
Board Room (seats 75) - 40' x 32' = 1,280 sq ft
- 10. When do holiday rates apply?** An additional \$115.00 will be added to rental fees for observed holidays: New Year's Day, Easter Sunday, Memorial Day Weekend (Fri-Mon), Fourth of July (week/weekend), Labor Day Weekend (Fri-Mon), Thanksgiving Weekend (Fri-Sun), Christmas (week/weekend) and New Year's Eve.
*We do not rent our facilities on Thanksgiving Day or Christmas Day.
- 11. When should event details be finalized with the CVB Manager?** Event details which include: set up/tear down plans, event schedule, final attendance numbers, vendor information (caterer, entertainment, florist, etc.) are to be provided to the CVB Manager (10) days prior to the reservation.

12. Can we bring our own alcohol? Beer and wine may be brought onto the unlicensed premises and served to guests at no charge to the guests, per Iowa Code. Alcoholic liquor can only be sold and consumed on a licensed premise. If the individual or entity holding an event in this facility wishes to serve alcoholic liquor, that service must be provided by a state liquor license holder, per Iowa Code and approved by the Le Mars City Council prior to the event.

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

