

PRIVATE EVENT PACKAGES

BRIGGS WOODS CONFERENCE CENTER



EVENTS PERFECTED



2501 BRIGGS WOODS TRAIL - WEBSTER CITY, IOWA 50595

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www.briggswoodsconferencecenter.com

Briggs Woods Conference Center

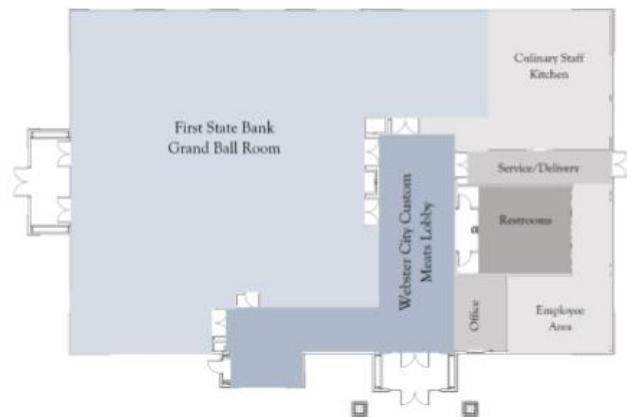
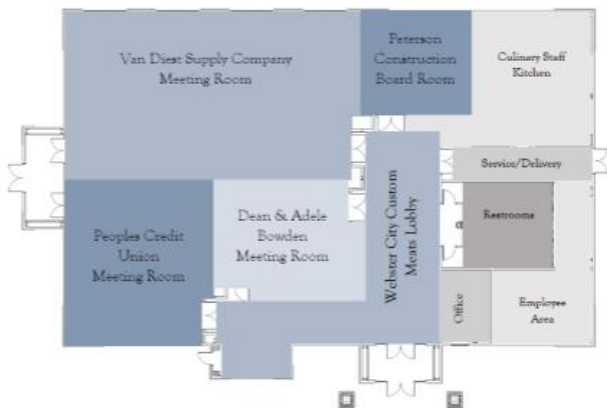
We are honored that you are considering the Briggs Woods Conference Center to host your event. From your arrival at the Briggs Woods Conference Center in preparation for your event to the last guest departure, we are committed to creating an over-the-top experience for you and your guests. Thank you for allowing us to provide you with information, pricing and menus to review. This is only an example of what can be provided to you, so if you do not see something that fits you and your needs, please let us know so we can get you more information! At the Briggs Woods Conference Center, we strive to make your event nothing short of amazing.

We are proud to include the following services in our Event Packages:

- Event Coordinator Services to assist you in planning the perfect event.
- Setup and tear down of Conference Center Items
- 6 hours of event time in addition to 1 hour of decorating and 1 hour of clean up
- Limited Audio/Visual Services
 - 2-hour use of our laser projector and screens
 - Background music available
 - 1 wireless handheld microphone (for adult use only)
- Linen Napkins & Table Cloths
- China, Glassware, Silverware
- Bar service available - \$300 minimum spend required



BRIGGS WOODS CONFERENCE CENTER PRIVATE EVENTS – FLOOR PLANS/ROOM ADDITONS



First State Bank Grand Ball Room
400 capacity

Van Diest Supply Company Meeting Room
150-175 capacity

Combination Bowden & People's Meeting Room
150 capacity

Dean & Adele Bowden Meeting Room
50 capacity

People's Credit Union Meeting Room
85 capacity

Peterson Construction Board Room
25 capacity

BRIGGS WOODS CONFERENCE CENTER - ROOM ADDITIONS

Your event is unique, and we want to make sure that we plan ample space for all of the extras you want to include in your floor plan. Below is a guide to square foot allocations needed for all of those meeting and conference necessities and special touches. Your Briggs Woods Conference Center Events Coordinator will assist you in planning the perfect event layout.

1. **Space needed for the head table.** If you decide that you want to add an elevated head table for you and your bridal party of 16 consider adding an additional 400 square feet to your minimum space requirements.
2. **Space needed for the dance floor.** Our 20 x 20 dance floor requires 400 square feet of floor space. We recommend allowing 500 square feet to ensure guest tables are not directly next to the dance floor.
3. **Space for the band or the DJ.** Typically, a 4-piece band with amps requires a 12' x 20' stage. Work closely with your DJ's agent or leader to discuss their rider. This document should include their stage requirements and any other space needs required. Your deejay may need a 10' x 10' space for table, speaker and equipment set-ups.
4. **Space for the cake table.** Your cake table doesn't require a lot of space, but location is key. You want to ensure that you have ample space to accommodate an area that is not too close to anything that gets direct sun or heat and you want to avoid high traffic areas (i.e., a door, the guest tables or the bar.)
5. **Space for the gift table.** Space can be made for your gift table in the lobby or in the Ballroom. A rule of thumb is to allow 100 square feet for every 8-foot table added whether it is in the lobby or the ballroom.
6. **Space needed for the bar.** You are in luck; Briggs Woods Conference Center has a built in bar that opens up into the Grand Ballroom when needed. If you need to add additional satellite bars, we recommend setting them up either in the spacious lobby or gathering areas to avoid using precious floor space that could be better utilized for your gathering.
7. **Space for the buffet and/or food stations.** If your meal requires a buffet set-up, you will need to set aside space for the actual buffet tables and the actual line-up for the buffet. You can choose to utilize the lobby area for the buffet or have the buffet in the Ballroom. If utilizing the ballroom, we recommend 160 square feet for every 8 feet of buffet table.

PRIVATE EVENT PACKAGE PRICING

Weekday Event Pricing (Monday-Thursday)

First State Bank Grand Ball Room	\$1,000 Rental Fee
Van Diest Supply Company Event Room	\$500 Rental Fee
Combination of Dean & Adele Bowden Room & People's Credit Union	\$400 Rental Fee
People's Credit Union Meeting Room	\$300 Rental Fee
Dean & Adele Bowden Event Room	\$250 Rental Fee
Peterson Construction Board Room	\$150 Rental Fee

Weekend Event Pricing (Friday -Sunday)

First State Bank Grand Ball Room	\$1,500 Rental Fee
Van Diest Supply Company Event Room	\$650 Rental Fee
Combination of Dean & Adele Bowden Room & People's Credit Union	\$500 Rental Fee
People's Credit Union Meeting Room	\$350 Rental Fee
Dean & Adele Bowden Event Room	\$300 Rental Fee
Peterson Construction Board Room	\$200 Rental Fee

Additional Services Available with Fees:

Dance Floor	\$200
Event Staging	\$250
Bar Service	Minimum Spend of \$300

***A gratuity charge of 20% will be applied to all food & beverage. This fee goes directly to your wedding staff at Briggs Woods Conference Center. The final bill will also include a 7% sales tax on all taxable items.



EVENT VENDORS

The following outlines necessary information and requirements pertaining to your Event Vendors. Please share this page with your Vendors as you book them. Your Event Coordinator will confirm arrival times with your Vendors two weeks prior to your Event.

DJ/BAND

- ✓ Arrival Time – May arrive any time after noon the day of the event
- ✓ Tear Down Time – Organizers are given one-hour post event end time for clean up before doors are locked. We will adjust the event timeline to reflect an earlier last call if you require longer to tear down.
- ✓ The following items are not allowed:
 - Confetti Cannons
 - Confetti of any kind
 - Fog Machines and/or Smoke Machines
- ✓ Briggs Woods Conference Center will supply you with a table, cloth, skirt, and two chairs if needed.
- ✓ Please let us know if your beverages are to be hosted by the Event Organizer.
- ✓ Briggs Woods Conference Center does not have an outdoor PA or Mic. System.

PHOTOGRAPHER/VIDEOGRAPHER

- ✓ Drones must be pre-approved
- ✓ If taking pictures around the golf course, please be mindful of golfers
- ✓ No heels of any kind on the greens, collars, tee boxes
- ✓ Briggs Woods does not have an audio system you can plug into

FLORIST/DECORATOR

- ✓ Arrival Time – Needs to be scheduled with Briggs Woods Event Coordinators – please don't schedule without talking to us at the venue.
- ✓ Open flame is allowed and beautiful with floating candles, pillar candles and votives. Please no tall taper candles unless the wick is cut off and not lit.
- ✓ Confetti of any kind is not allowed
- ✓ Hanging items from the ceiling can only be done with lightweight items and magnets. No access to the ceiling tiles is allowed.
- ✓ The wall art will not be taken down for the event.
- ✓ No nails, tacks, duct tape or screws in our walls please. You can use command hooks but be careful when you remove them not to damage the wall. No one wants a damage fee.
- ✓ Chair covers and chair bows need to be placed and removed by the decorator or organizer.
- ✓ Refrigeration space for florals is not available.

BAKERY

- ✓ Delivery time will be scheduled with the Event Coordinator.
- ✓ Refrigeration space for cake is very limited.
- ✓ Briggs Woods Conference Center does not supply any cake stands or displays.
- ✓ Rental items provided by the Bakery need to be returned to the Bakery by the customer.

CONTACT

BRIGGS WOODS CONFERENCE CENTER
2501 BRIGGS WOODS TRAIL
WEBSTER CITY, IOWA 50595
515-832-9572 ext. 1

Kelly Haman
Conference Center Director
Event Coordinator
kellyh@hamiltoncounty.org

FACILITY POLICIES

BRIGGS WOODS CONFERENCE CENTER

Reservations/Contract

- **Private Clients** - A rental & policy contract signed by the Lessee, is required to guarantee a date on the Briggs Woods Conference Center calendar.
- **Private Clients** - A non-refundable rental deposit equal to one half of the required rental fee, in addition to a signed contract is due upon booking for private events such as weddings, reunions, celebrations, etc.
 - Private Events:**
 - Cancellation of event post contract signing – forfeiture of booking deposit
 - Cancellation of event 30 to 120 days out – forfeiture of entire rental fee
 - Cancellation of event less than 60 days out – forfeiture of entire rental fee + bookkeeping fees, credit card fees and consultation/planning time fees will apply.
 - Cancellation within (5) days of the event – forfeiture of entire rental fee + bookkeeping fees, credit card fees and consultation/planning time fees will apply. Additional Catering fees will apply when provisions have already been purchased for your event.
 - Cancellation of event (2) days prior – All assessed event fees apply
- **Private Clients** – A proposal of services will be provided to the lessee once event details have been established. Lessee is responsible for reviewing and e-signing the agreement to confirm booking.
- **Private Clients** - Programs scheduled more than one year in advance may not be guaranteed set pricing for services including room rentals, food & beverage fees, equipment fees and staffing fees. The fee schedule is subject to change each calendar year.

Facility Use

- Clear access is to be maintained to all meeting rooms, the Grand Ball Room and restrooms at all times.
- Movement of operable walls (air walls) is to be accomplished by Briggs Woods Conference Center Facility personnel only.
- All doors to mechanical rooms, operation rooms, and offices need to be kept clear and free of draping or storage by lessee, exhibitors and service providers.
- Smoking, including E-cigarettes is not permitted inside the Briggs Woods Conference Center facility.
- No firearms allowed on the premises except as permitted by Iowa Law.
- No fireworks including sparklers are permitted inside or on the grounds of the Briggs Woods Conference Center Facility.
- Animals are not allowed in the Briggs Woods Conference Center Facility with the exception of guide, signal or service animals. Animals are prohibited in the kitchen and service areas of the facility.
- The lobby, all parking lots, golf course and surrounding grounds are considered public areas and, generally, not under lessee control. As such, the following guidelines apply:
 - All activities utilizing public areas, such as registration, special exhibits or displays, etc., require the advance approval of the Special Events Coordinator.
 - Activities must take into consideration the requirements of other lessee's utilizing the facility. Service desks and related "behind the scenes" work stations in the public areas require prior approval.
- Briggs Woods Conference Center operates events from 7:00 a.m. – 11:00 p.m. Sunday thru Thursday and 7:00 a.m. – 12:00 p.m. Friday- Saturday. Events and meetings requesting to operate outside of the normal hours of operation may incur additional fees and/or require prior approval.

Loading/Unloading/Parking

- Event attendees must park in designated parking lots. Parking on the golf or conference center grass is strictly prohibited.
- The **porte-cochere** is available for loading and unloading only. Long term parking is prohibited in the port-cochere.
- Owners are solely responsible for loss, damage or theft to their vehicles and its contents while on Hamilton County Conservation property. Hamilton County is not responsible for any damage that may occur while a vehicle is parked at the Briggs Woods Conference Center or Golf Course.
- Briggs Woods Conference Center has valet service available at an additional charge.

Signage and Decorations

- Decorations, signs, posters, etc., may not be taped, nailed, tacked, glued, puttied, stapled or otherwise fastened to ceilings, painted surfaces, columns, doors, marble, fabric, walls, or podiums. No drilling of the structure is allowed. Any means of attachment must be non-destructive to the structure and pre-approved by the Special Events Coordinator. Decorations must be free standing or mounted on an easel or pipe and draping with the exception of pre-approval where permanent devices are existing in place.
- Approved tape 3M 9589 (double side adhesive), 3M 471 (single side adhesive) and Gaffers tapes are the only approved products for booth markings and carpet applications within the facility. Applied tapes and any residue must be removed from all surfaces prior to move-out.
- The use of non-stick blue putty or tape is not permitted due to the stain left behind and damage to wall surface. Paints, polishes and unapproved tapes are not allowed to be used in the facility.
- Signs and banners may be attached to the building where permanent devices are located. Your Special Events Coordinator must approve all other locations in advance. All signs need to be placed in sign holders and not placed on doors, windows, or walls.
- Helium balloons are not allowed inside the facility. The Facility Manager may approve helium balloons if they are an integral part of the display under special circumstances.
- Glitter, confetti, sand, dry vegetative matter (hay, straw, alfalfa etc.), open flame candles, and adhesive-backed decals are not permitted. The lessee will be held responsible for any damage to the room(s) reserved. A fee may be assessed if the room or surrounding facilities require excessive, non-routine cleaning after the event. Candles are permitted when enclosed inside vases. Votives must be placed inside votive holders and not placed directly on table cloths.
- Decorations may not cover windows, doors, or fire routes. Permanent graphics, signs, or displays may not be visibly blocked or relocated.

Audio/Visual

- The Briggs Woods Conference Center makes available a variety of media equipment for use in the Conference Center facilities only. Use of this equipment may be arranged through the Special Events Coordinator. All equipment is to remain within its assigned space.
- The Briggs Woods Conference Center reserves the right to require an AV technician at the lessee's expense for groups requiring overwhelming amounts of audio-visual needs.
- Groups that request to use an outside sound company, including private events involving DJ's, may do so as long as the company provides all necessary equipment including microphones, speakers, and soundboards.
- Briggs Woods Conference Center is not responsible for equipment provided by 3rd party vendors for use during an event.
- AV Techs are required at the customer's cost for ballroom events utilizing extensive AV needs.

- Briggs Woods Conference Center does not allow drones of any kind inside the conference center or around the perimeter. Drones used for pictures must be pre-approved in addition to being operated by a licensed trained individual.

Food Service

- Food and Beverage charges are based upon the guaranteed number of guests or the actual number of guests, whichever is greater.
- A final guarantee is needed 14 full business days prior to your function. The final bill will be based on that number or the actual guest count should it exceed your guarantee. You may not minimize your guest count after your guarantee is given, however you may increase it.
- In accordance with state regulations, insurance regulation, and Briggs Woods Conference Center policies, no food and beverage leftovers shall be taken from the premises. All food and beverages not consumed will remain the property of Briggs Woods Conference Center.
- Briggs Woods Conference Centers Culinary Department is the exclusive provider of food & beverage within the Briggs Woods Conference Center Facility. Groups utilizing Briggs Woods Conference Center are not permitted to bring their own food or beverage into the facility. Any exceptions need to be requested through the Special Events Coordinator. Waivers may be granted under special circumstances only.
- A 20% gratuity charge is added to all menu items.
- Wedding cakes and desserts are allowed to be brought in from an outside source. Cake and/or dessert must be sourced through a professional state licensed vendor.
- Food minimums are in place and vary for each type of event. Our Special Events Coordinator will ensure that you are made aware of the food minimum for your event.

Liquor Service

- All Federal, State and Local laws regarding liquor and beverage purchase and consumption will be strictly enforced.
- Any alcohol not provided by Briggs Woods Conference Center is strictly prohibited. Guests found to be bringing in their own alcohol will be asked to remove it from the premises. Noncompliance could result in your bar being shut down for your event.
- Briggs Woods Conference Center reserves the right to control all functions held on the premises and to discontinue service of alcoholic beverages at any time if, in the judgment of management, it would be in the best interest of the facility and its guests.
- Briggs Woods Conference Center requires photo ID for all guests of questionable age. If a third party serves minors, the bar will close for the remainder of the function.
- Briggs Woods Conference Center reserves the right to refuse service to any person who is under the age or appears to be intoxicated. Anyone who is obtaining alcoholic beverages for a person whom was refused service will lose their right to be served.
- No alcoholic beverages are to be brought in or removed from the premises.
- All open or cash bars will close no later than 11:00 p.m.

Security

- Certain event types are required to provide security for the safety of their attendees at the lessee's cost.
- Lessee shall be responsible for their own event security during occupancy on the premises.

Move In/Move Out

- Lessee is responsible for coordinating the move-in and move-out times, procedures, schedules and logistics of the event with the Event Coordinator.
- All labor requirements for move-in and move-out and set-up of areas outside of the services provided by Briggs Woods Conference Center shall be the sole responsibility of the Lessee at the Lessee's expense.
- The Facility may require a "pre-and post" event inspection of the space. The inspection, examining the physical condition of the space, will be conducted by the designated Event Coordinator.

- In the event the facility is not vacated by Lessee upon the expiration of the Term, Briggs Woods Conference Center is authorized to remove from the facility – at the expense of the Lessee – all goods, wares, merchandise and property of any kind left therein, and Briggs Woods Conference Center shall not be liable for any damages to or loss of such goods, wares, merchandise or property which may be sustained by reason of such removal, and the Briggs Woods Conference Center is hereby released from any and all claims for damages of whatever kind or nature, including but not limited to non-use or unavailability of such property. Items left after contract time are no longer the responsibility of Briggs Woods Conference Center for storage or return.
- The Briggs Woods Conference Center will not accept advance shipment of freight and materials without prior approval. All shipments should be to the attention and are the responsibility of the Lessee.
- All rental equipment, freight or materials of any kind shall be picked up on the last contracted move-out hour.
- It is the responsibility of the Lessee to make arrangements for storage of all crates and packing material. Crate storage is not permitted on Briggs Woods Conference Center Ground without prior approval of special circumstances. Promptly following unpacking of crated items, crates shall be removed from the grounds.
- Private events such as Weddings are required to remove personal belongings/décor at the conclusion of the event. Any exceptions to this policy must be approved with the Special Events Coordinator.

Lessee Liability, Safety, Restrictions

- Lessee is responsible for all actions of any party involved in or attending contracted events, including guests and all vendors.
- Children must be supervised.
- Lessee is responsible for making guests aware of golf course grounds off limits to non-golfing guests.
- Excessive cleaning fees may be assessed to the reserving group if space requires non-routine cleaning after the usage.
- Damage or loss to the Briggs Woods Conference Center Facilities, equipment, grounds or golf course will result in charges based on the repair and /or replacement costs of area or equipment being assessed to the lessee.
- For the safety of all of our guests', children and adults are prohibited from climbing on the landscaping areas or sitting on railings overlooking the golf course. A fall off of the tiered landscape area or railing could easily result in broken limbs, head injuries, etc.
- Guests to Briggs Woods Conference Center are not allowed access to marked employee areas and/or cart sheds.
- The practice green at the top of the hill adjacent to the events area is off limits to children and/or any persons not golfing. Greens are incredibly expensive to maintain and detrimental damage can occur from children playing and/or high heels.
- The Lessee assumes full responsibility for any injury, theft, loss or damages to its guest, to the guest's property, the Briggs Woods Conference Center or Golf Course or to any third person. Briggs Woods Conference Center, Golf Course and its employees, managers, Hamilton County and Hamilton County Conservation Board assume no responsibility for any injury, loss or damage resulting from the event at Briggs Woods Conference Center.

Political Activities

- Briggs Woods Conference Center cannot and will not endorse any political cause or candidate and therefore will not give any special privileges or discounts to groups or individuals wanting to use the facility for political purposes. Political organizations will be charged normal pricing for their events. Political activities are defined as those events which have as their purpose the endorsement, support, or advancement of a politically affiliated cause, organization, party, or candidate.

Certificate of Insurance

- **Certificate of Insurance** – Lessee will be provided with the required paperwork if the lessee's event falls within the parameters requiring a Certificate of Insurance.

Lessee's may be required to furnish a Certificate of Insurance on a fully paid comprehensive public liability and property damage insurance policy from a licensed broker, protecting Hamilton County, the Hamilton County Conservation Board, its officers, elected officials, and employees, agents and assigns from any and all claims which may result from or in connection to the special event. Hamilton County and the Hamilton County Conservation Board must be named as "Additional Insureds" on the certificate. Lessee's must, if required by the Hamilton County Conservation Board, produce a copy of the policy with all endorsements. Your Special Event Coordinator must receive the certificate at least ten (10) days prior to the special event.

Damage Charges

- You are responsible for any damages to the building grounds, fixtures, appliances, or equipment caused by any guest or 3rd party vendor. We will note any damages to, or loss of, equipment on the day of the event. However, some issues may not be noticed for several hours or days after your event. We reserve the right to make a thorough inspection of the equipment within ten business days of the event date. We reserve the right to assess charges for damages or loss, including: repairs, cost to replace any item damaged beyond repair, any lost items, or intensive cleaning.