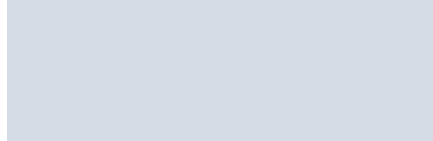


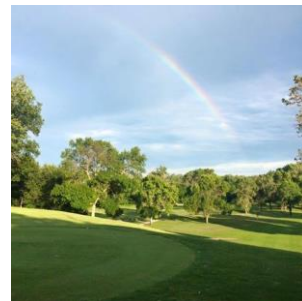
# WEDDING PACKAGES

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## BRIGGS WOODS CONFERENCE CENTER



EVENTS PERFECTED



2501 BRIGGS WOODS TRAIL - WEBSTER CITY, IOWA 50595

PHONE: 515 832 9572

[www.briggswoodsconferencecenter.com](http://www.briggswoodsconferencecenter.com)

# Congratulations

From the

## Briggs Woods Conference Center!

We are honored that you are considering the Briggs Woods Conference Center to celebrate the most important day of your life. From your arrival at the Briggs Woods Conference Center in preparation for your wedding to the last toast at your reception, we are committed to creating a once in a lifetime 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 special day just as you have always dreamed it would be, and it will be nothing short of amazing.



# BRIGGS WOODS CONFERENCE CENTER

## WEDDING PACKAGE PRICING

The Briggs Woods Conference Center is an 11,250-square foot facility, with additional outdoor patio and gardens areas. Couples are guaranteed exclusivity on the day of their Wedding and are guaranteed Event Coordinator Services from our Skilled Special Events Coordinators! Choose your dream Wedding package today!

### THE GRAND AFFAIR - \$6,000

#### Package Includes:

Ceremony, Wedding Rehearsal, Rehearsal Dinner, Reception, Gift Opening Brunch  
Event Coordinator Services and wedding day management services.  
Conference Center facility exclusivity on the day of your wedding  
Available Friday at 9:00 am for decorating  
Sunday Décor Cleanup – Time determined by your event coordinator  
(6) Invitations to our Menu Tasting Event  
7 hours of Event Time – Ask your Event Coordinator for details



#### Ceremony

Use of the Wedding Gazebo and outdoor Gardens Area  
Up to 400 white garden chairs for ceremony (set up and tear down included)  
Ceremony Rehearsal time appropriately set with your Special Events Coordinator  
Hospitality room for the bridal party  
Complimentary Coffee and Bottled Water in hospitality room pre-ceremony

#### Reception (food & beverage additional)

Set up and Tear Down of all Conference Center Items up to 400 guests  
Full Bar Service – \$500 minimum bar hosting requirement  
Cake Cutting service  
Candle lighting and pre-reception basics  
Slideshow during social hour  
Linen Napkins & Table Cloths, China, Glassware, Silverware  
Dance Floor, up lighting, Lighted Table Skirts  
Stage to elevate the Head Table  
Use of Conference Center décor (quantities vary)  
Complimentary poured toast for the head table  
Automatic Food Service upgrades (ask your coordinator for details)



#### Rehearsal Supper & Gift Opening Brunch (food & beverage additional)

Set up and Tear Down of all Conference Center Items  
Background music available during Rehearsal Dinner and Gift Opening Brunch  
Overnight gift storage available  
Limited Bar Service Available





## HAPPILY EVER AFTER - \$4,500

### Package Includes:

Ceremony, Wedding Rehearsal, Rehearsal Dinner, Reception  
Event Coordinator Services and wedding day management services.  
Conference Center facility exclusivity on the day of your wedding  
Available Friday at 9:00 am for decorating  
Sunday Décor Cleanup between 9am and noon  
(4) Invitations to our Menu Tasting Event  
7 hours of Event Time – Ask your Event Coordinator for details

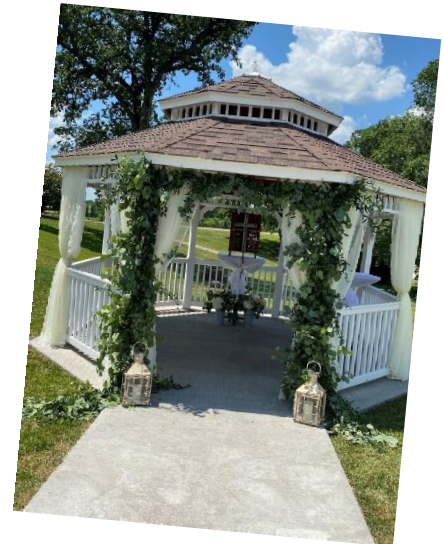


### Ceremony

Use of the Wedding Gazebo and outdoor Gardens Area  
Up to 250 white garden chairs for ceremony (set up and tear down included)  
Ceremony Rehearsal time appropriately set with your Special Events Coordinator  
Hospitality room for the bridal party  
Complimentary Coffee and Bottled Water in hospitality room pre-ceremony

### Reception (food & beverage additional)

Set up and Tear Down of all Conference Center Items up to 400 guests  
Full Bar Service – \$500 minimum bar hosting requirement  
Cake Cutting service  
Candle lighting and pre-reception basics  
Linen Napkins & Table Cloths, China, Glassware, Silverware  
Dance Floor  
Stage to elevate the Head Table  
Complimentary poured toast for the head table



### Rehearsal Supper (food & beverage additional)

Set up and Tear Down of all Conference Center Items  
Background music available during Rehearsal Supper  
Limited Bar Service Available



## THE LOVE STORY - \$3,500

### Package Includes:

Ceremony, Wedding Rehearsal, Reception  
Event Coordinator Services and wedding day management services.  
Conference Center facility exclusivity on the day of your wedding  
Available Friday between 1:00 pm and 6:00 pm for decorating  
(2) Invitations to our Menu Tasting Event  
7 hours of Event Time – Ask your Event Coordinator for details

### Ceremony

Use of the Wedding Gazebo and outdoor Gardens Area  
Up to 250 white garden chairs for ceremony (set up and tear down included)  
Ceremony Rehearsal time appropriately set with your Special Events Coordinator  
Hospitality room for the bridal party

### Reception (food & beverage additional)

Set up and Tear Down of all Conference Center Items up to 400 guests  
Full Bar Service – \$500 minimum bar hosting requirement  
Cake Cutting service  
Candle lighting and pre-reception basics  
Linen Napkins & Table Cloths, China, Glassware, Silverware  
Dance Floor & Stage to elevate the Head Table  
Complimentary poured toast for the head table



## THE CLASSIC - \$2,500

### Package Includes:

Event Coordinator Services and wedding day management services.  
Conference Center facility exclusivity on the day of your wedding  
Available Saturday at 8:00 am for decorating  
(2) Invitations to our Menu Tasting Event  
6 hours of Event Time – Ask your Event Coordinator for details

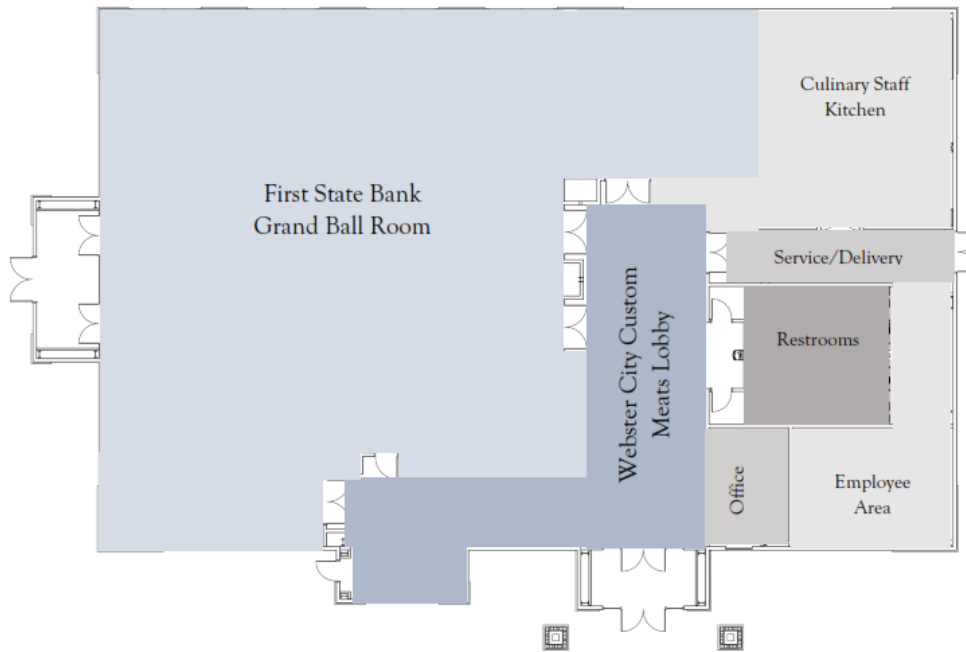
### Reception (food & beverage additional)

Set up and Tear Down of all Conference Center Items up to 400 guests  
Full Bar Service – \$500 minimum bar hosting requirement  
Cake Cutting service  
Candle lighting and pre-reception basics  
Linen Napkins & Table Cloths, China, Glassware, Silverware  
Dance Floor & Stage to elevate the Head Table  
Complimentary poured toast for the head table



# BRIGGS WOODS CONFERENCE CENTER

## WEDDING FLOOR PLANS & ROOM ADDITIONS



### 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 wedding necessities and special touches. Your Briggs Woods Conference Center Events Coordinator will assist you in planning the perfect event layout.

#### Weddings/Private Events

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. For groups over 150 our Lobby Bar will be open as well.
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.

# BRIGGS WEDDING BUDGET PLANNING

At Briggs Woods Conference Center, we want your financial budgeting to be simple and easy. For this reason, we have broken down all costs possible for your Wedding and planned your payments to make your Dream Day stress free.

The following list contains all planned charges associated with your Wedding.

- ✓ Package Price
- ✓ Food Cost (150 plate minimum)
- ✓ Bar Hosting Cost (\$500 minimum hosting)
- ✓ Additional Amenities/Requests
- ✓ 7% sales tax on Food Cost
- ✓ 20% Gratuity on Food Cost
- ✓ 15% Gratuity on Bar Hosting

## BUDGET PAYMENTS

Package Choice \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Estimated Guest Count \_\_\_\_\_

Rental Fee - \$	Due	Date Due
Payment 1 _____ \$ _____	Upon Booking _____	_____
Payment 2 _____ \$ _____	8 months prior _____	_____
Payment 3 _____ \$ _____	7 months prior _____	_____
Alcohol Hosting - \$		
Payment 1 _____ \$ _____	6 months prior _____	_____
Payment 2 _____ \$ _____	5 months prior _____	_____
Food Cost - \$		
Payment 1 _____ \$ _____	4 months prior _____	_____
Payment 2 _____ \$ _____	3 months prior _____	_____
Amenities/Requests, Gratuity & Tax - \$		
Payment 1 _____ \$ _____	2 months prior _____	_____
Payment 2 _____ \$ _____	1 month prior _____	_____
Budget differences due - \$		
Payment 1 _____ \$ _____	1 day prior _____	_____

\*\*\*Budget Payments are based 25% lower than your estimated guest count.

\*\*\*Your guaranteed guest count is due two weeks prior to your Wedding. At this time, we will adjust your financials to reflect your actual updated guest count.

\*\*\*At your final two-week consultation you will be required to put a credit card on file for any last minute additions. Your card will not be ran without prior notification.

\*\*\*Briggs Woods Conference Center accepts payments in cash, check and credit card. Personal checks are accepted up to two weeks prior to your Wedding. Credit Card payments within your account incur a 2.5% credit card payment fee

# WEDDING CONSULTATIONS

Our Special Events Coordinators at the Briggs Woods Conference Center are here to take care of all your wedding day needs! Each consultation will get you another step closer to your dream wedding! From your arrival at the Briggs Woods Conference Center in preparation for your wedding to the last toast at your reception, we are committed to creating a once in a lifetime experience for you and your guests.

## Booking Consultation & Tour

- ✓ Tour
- ✓ Sit down explanation of amenities and services
- ✓ Q & A with an event coordinator

## 1st Planning Consultation – Shortly after booking your Wedding

- ✓ Go over timeline and details for your Wedding
- ✓ Start to discuss food & beverage
- ✓ Wedding Design
- ✓ Budget Planning

## 2<sup>nd</sup> Consultation – 4-5 months prior

- ✓ Firm up timeline and details
- ✓ Make food & beverage decisions
- ✓ Confirm Budget
- ✓ Verify Vendor Contact Information

## Final Consultation – 2 weeks prior to your Wedding

- ✓ Finalize all details
- ✓ Submit credit card information
- ✓ Cross all T's and dot all I's

## Taste Testing Event

You will receive your invitations via email to our Taste Testing Events. You get to choose 6 items from the menu that we will ensure are available to taste at the event. In addition, you will be able to taste everyone else's choices as well! Plan to leave this event with ideas for your menu and a full belly!

\*\*\*If you are unable to make plans to attend the event you can always send someone in your place.



# WEDDING VENDORS

The following outlines necessary information and requirements pertaining to your Wedding 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 Wedding.

## DJ/BAND

- ✓ Arrival Time – May arrive any time after noon the day of the event
- ✓ Tear Down Time – Couples 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 dance 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 Wedding Party.
- ✓ Outdoor cover is not available for ceremonies
- ✓ Electrical is available for outside ceremonies.
- ✓ 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
- ✓ Any alterations to the timeline need to be addressed with the Event Coordinator – ie- sunset pictures

## 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
- ✓ For the ceremony the petals need to be real or biodegradable. No fake petals outside.
- ✓ 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 family.
- ✓ Table overlays and table runners should be delivered to your Briggs Woods Event Coordinator up to one week in advance of the Wedding so staff can place them prior to setting the tables.
- ✓ Refrigeration space for florals is not available.

## BAKERY

- ✓ Delivery of cake and/or baked goods may arrive the day of the event after 10:00 am. Delivery 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.

## HAIR & MAKUP – on-site ceremony only

- ✓ Hospitality Room is available to access at 8:00 am
- ✓ Access to the room can be made on the north side of the clubhouse lower level
- ✓ All items need to be removed from the Hospitality Room by 10:00 PM
- ✓ There are ample outlets and mirrors provided in the Hospitality Room

## OFFICIANT

- ✓ Briggs Woods Conference Center does not have an outside PA or Mic system. Please check with the Band/DJ for outdoor Mic. Options.
- ✓ Briggs Woods Event Coordinator will take care of lining up the wedding party and getting them down the aisle. Once they are upfront, they are all yours!
- ✓ Briggs Woods Event Coordinator will be present at Rehearsal to perform the same lining up duties that will happen at the Ceremony.

## CEREMONY MUSICIANS

- ✓ Briggs Woods Conference Center does not have an outside PA or Mic system. Please check with the Band/DJ for outdoor Mic. Options.
- ✓ Outdoor cover is not available for ceremonies
- ✓ Electrical is available for outside ceremonies.
- ✓ Private Instrument storage is not available

## PHOTO BOOTH

- ✓ Arrival time – anytime the day of the event after 10:00 am. Please schedule with the Briggs Woods Event Coordinator.
- ✓ Removal of equipment must take place at or before the end of the event

## CONTACT

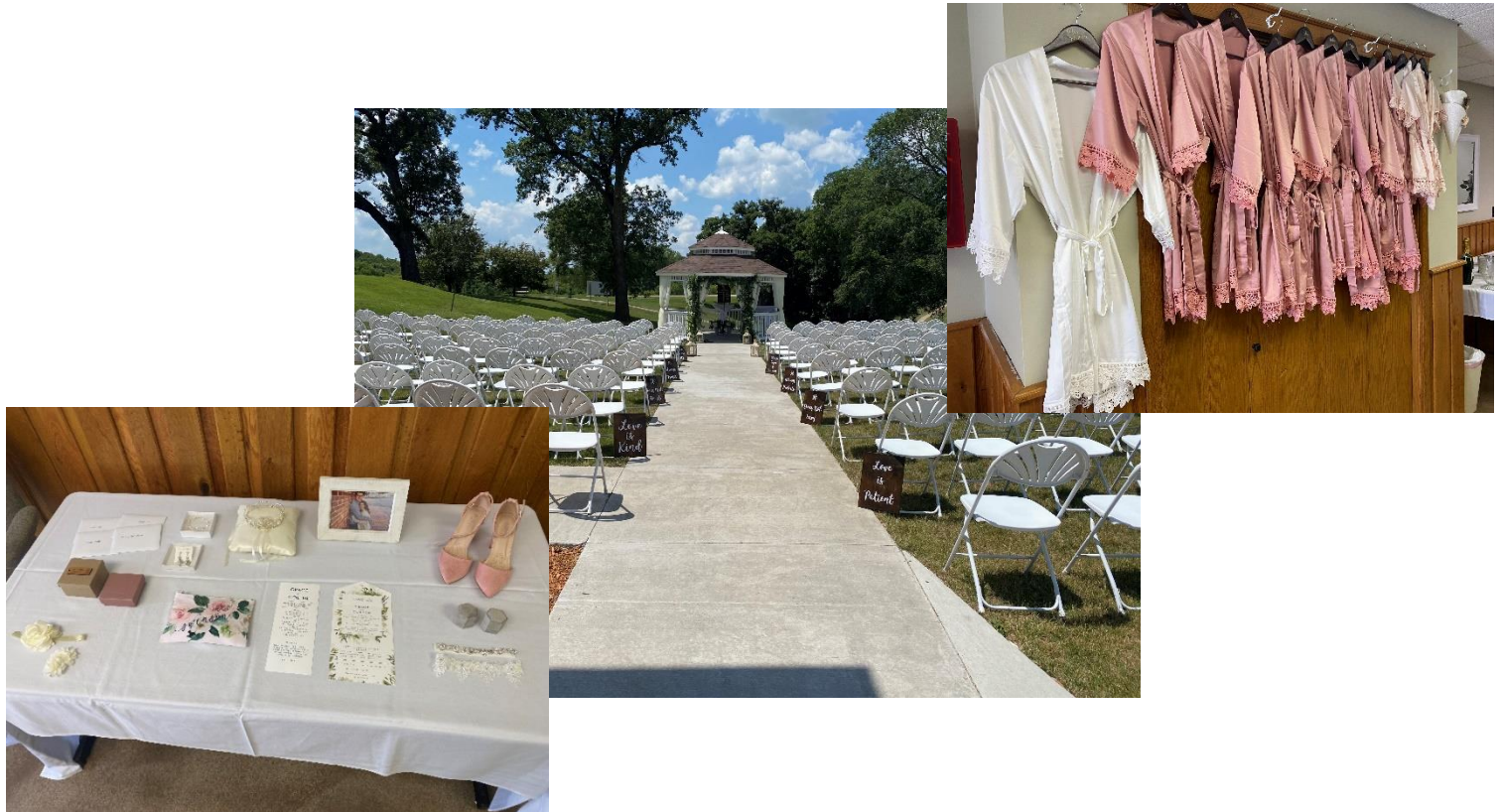
BRIGGS WOODS CONFERENCE CENTER  
2501 BRIGGS WOODS TRAIL  
WEBSTER CITY, IOWA 50595  
515-832-9572 ext. 1

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

Lynne Moen  
Sales & Marketing  
Event Coordinator  
lynnec@hamiltoncounty.org

# HOSPITALITY ROOM

The Hospitality Room is set up for your Wedding Party to use on the day of your Wedding in whatever capacity you would like. Use the room to get ready for your big day, as a staging area for hair and makeup, or just a great space to gather during the day and relax.



- ✓ The Hospitality Room is available to you at 8:00 am on the day of your Wedding.
- ✓ You are welcome to bring in your own snacks and food to the Hospitality Room while getting ready or waiting for pictures.
- ✓ You are not allowed to bring in any Alcoholic Beverages to the Hospitality Room, Conference Center or Grounds. You may purchase Alcohol from the clubhouse above the Hospitality Room or let your Event Coordinator know what you would like the room stocked with.
- ✓ The Hospitality Room is not a private suite so please don't leave your valuables unattended.
- ✓ All personal items must be removed from the Hospitality Room by 10:00 pm on the day of your Wedding. Your Event Coordinator will do a walk through at 9:30 PM to make sure nothing was forgotten.

# FACILITY POLICIES

## WEDDINGS

The following policies are intended to facilitate the most effective use of the Briggs Woods Conference Center Facilities and are intended to provide uniform and consistent administration of space. This policy applies to the use of facilities and resources in the Briggs Woods Conference Center that are made available for Weddings.

### Reservations/Contract

- An agreement & policy contract signed by the Lessee, is required to guarantee a date on the Briggs Woods Conference Center calendar.
- Weddings require a 150-person minimum application to food & beverage
- Wedding Payments will be set up as billable items are confirmed in your consultations. You can view your payments and due dates within your master account. Payments can be made with a check, cash or credit card.
- Two weeks prior to your Wedding you will be required to put a credit card on file for any payments or incidentals due at the conclusion of your event. You will be notified prior to your card being charged.
- Your initial booking deposit is a non-refundable rental payment outlined in your package choice.

### Cancellation

- 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

### Fees

- 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 BEO to confirm.
- Weddings scheduled more than one year in advance are not guaranteed set pricing for services including, but not limited to food & beverage.

### 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 and Chinese Lanterns 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.
- Your Wedding Timeline established with your Special Events Coordinator will outline accessible hours, end times, vendor arrival times and clean up times. Keys are not given out to Lessee's, guests or vendors for access to the facility outside of your established timeline.
- You are responsible for any damages to the building grounds, fixtures, appliances, or equipment caused by any guest or 3<sup>rd</sup> 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.

### Damage Fees

- Briggs Woods Conference Center remains transparent in the billable items located within your account. These billable items include: Rental Fee, Food & Beverage Fees, Bar Fees, Additional Rentals, Incidentals, Sales Tax & Gratuity.
- Damage Fees include but are not limited to the following:
  - ✓ Flower Petals - use of fake or non-biodegradable petals during ceremony - \$100
  - ✓ Confetti Cannon - Use of confetti cannons indoors or outdoors will result in additional cleanup charges - \$250
  - ✓ Damages to Building - client will be assessed damages based on replacement costs, lost revenue for the conference Center, and any labor on the part of the Conference Center Staff.
  - ✓ Excessive Cleaning - client will be assessed excessive cleaning charges based on additional hours required to clean up excessive messes. Examples include: Cake or food fights, Champagne bottle spraying, etc.

### 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 porte-cochere.
- Owners are solely responsible for loss, damage or theft to their vehicles and its contents while on Briggs Woods Conference Center & 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.

## Signage & 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.
- 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.), tall taper 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. Hay & Straw bales may be used outside for décor but cleanup of vegetative matter and residue left by the Hay & Straw must be cleaned up by the lessee.
- Decorations may not cover windows, doors, or fire routes. Permanent art work, graphics, signs, or displays may not be visibly blocked or relocated.

## Food Service

- Food and Beverage charges are based upon the guaranteed number of guests or the actual number of guests, whichever is greater. A 150-person food & beverage minimum is in place for all Weddings.
- 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.
- A 20% gratuity charge and 7% sales tax is added to all menu items.
- Wedding cakes are allowed to be brought in from an outside source. Cake and/or dessert must be sourced through a professional state licensed vendor.
- Popcorn Bars/Bufets are not allowed.
- Food minimums are in place and stand at \$12 per person. Our Special Events Coordinator will ensure that you are made aware of the food minimum for your event.

## Alcohol Service

- A \$500 hosted minimum spend is required for all Wedding Bars.
- A 15% bar gratuity is applied to all hosted alcohol.
- 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 in the Conference Center, Golf Course, Hospitality Room, Parking Lot and Grounds. Guests found to be bringing in their own alcohol will be asked to remove it from the premises. Noncompliance will 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.
- Minors found with alcoholic beverages will be asked to leave the property.
- If a third party is found purchasing alcohol for minors, the responsible party will be notified that at a second offence the bar will closed 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. or at the designated point in the event timeline or at the discretion of the Special Events Coordinator.

### **Audio/Visual**

- Groups that request to use an outside sound company, including Weddings involving DJ's and Bands, 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.
- 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.
- Briggs Woods Conference Center's audio system is not designed for videographers to "plug in". Videographers must bring their own sound equipment.

### **Vendors**

- Briggs Woods Conference Center will book delivery/arrival times for your vendors such as Bakeries, DJ's, Bands, Florists, Decorators, etc.
- Lessee will forward the provided vendor sheet to all vendors notifying each vendor of the requirements at Briggs Woods Conference Center.
- Briggs Woods Conference Center will reach out to your Vendors no later than (2) weeks prior to your event to line up delivery and arrival.

### **Move In/Move Out**

- Lessee will be provided a timeline showing when the venue is accessible for move in/move out no later than (2) weeks prior to your Wedding.
- 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 will charge \$50 for every 15 minutes past your designated end time.
- The Briggs Woods Conference Center will not accept advance shipment of freight, decorations and materials.
- All rental equipment, personal belongings and materials of any kind shall be picked up on the last contracted move-out hour.

### **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.

### **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.



# **BRIGGS WOODS CONFERENCE CENTER FACILITY POLICIES**

The signers of this agreement, their agents or employees agree to abide by the Briggs Woods Conference Center policies provided in these documents.

Briggs Woods Conference Center reserves the right to amend any policy at any time if it is deemed necessary for the safety of our guests and employees.

Briggs Woods Conference Center will not be held liable for any delays or failure in performance or interruptions of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organization including but not limited to, acts of God.

The signers of this agreement, their agents or employees agree to hold Briggs Woods Golf Course, the Hamilton County Conservation Board, Hamilton County Iowa and its officers, agents, and employees harmless from any liability, cost, expense or fee, including reasonable attorney fees, resulting from a breach of any term of this agreement or from the intentional or negligent act of the signers, their agents, employees or guests.