

## Jester Park Lodge Policies and Regulations (Expanded Guidelines)

10-18-17

The Polk County Conservation Board and Food With Flair Catering, Inc. welcomes your use of the Jester Park Lodge and we hope you enjoy your visit. Please read the following so that you may familiarize yourself with the rules and regulations necessary to maintain and manage this wonderful rental facility. **Please initial at all locations marked with an X.**

### **General Information:**

#### **Renter's Responsibility:**

\_\_\_\_\_ **X** The person's name recorded on the reservation form is responsible for the conduct of and/or damages caused by any member of your group. This person must be 18 years of age; 21 years of age if alcohol is present.

#### **Open Records Law:**

Most records in the possession of government in Iowa are public record. All information in possession of Polk County Conservation is subject to Chapter 22 of the Iowa Code, Iowa Open Records Law.

#### **Lodge Rental Options:**

1. The entire Lodge can be rented or half the Lodge may be rented Monday thru Thursday.
2. The Lodge splits into two rooms; one side with a fireplace and the other side with the kitchen. Each side has access to the restrooms and outside deck.
3. The entire Jester Park Lodge will accommodate 258 (per State Fire Marshal) people with each half able to hold 129.
4. Staff will be at the Lodge at the starting time indicated on the contract to unlock the facility.
5. The Lodge fee includes a 6 hour rental time between the hours of 6:00 AM and 11:00 PM.
6. Vender set up may begin 1 and ½ hours in advance of the Contract Start Time.
7. If outside vendors start their set up prior to 1 and ½ hour in advance of the Contract Start Time, the credit card on file will be charged for the additional time on a per hour basis with a minimum of 1 hour.

#### **Food, Beverage and Décor Service:**

1. \_\_\_\_\_ **X** Food, beverage and décor service will be provided exclusively by Food With Flair Catering, Inc.
2. There is a 100 person minimum billing for all catered events.
3. Menu selections and final guest count must be provided (10) business days prior to the event date.

4. In the case of short-term bookings (with 14 days of the event) menu selections and guest counts are due at the time of booking.
5. You will be charged for any additional guests over your guaranteed number.
6. Guarantees may not be lowered once submitted but may be raised upon approval of Food With Flair Catering, Inc. If no guarantee is submitted, we will consider your last number given to be the guarantee.
7. \_\_\_\_\_ X Prices and terms are subject to change.
8. \_\_\_\_\_ X Due to Health and Insurance regulations, we cannot allow leftover food or beverages to be taken off of the property.
9. \_\_\_\_\_ X All food and beverages must be purchased from Food With Flair Catering, Inc. with the exception of wedding cakes.
10. \_\_\_\_\_ X Outside decorators, i.e. decorator services other than those services provided by Food With Flair Catering, Inc., will be allowed subject to: (1.) submission of a step by step report from the outside decorator stating how the decorator is proposing to provide decorator services, (2.) a written consent or denial to the outside decorator from Food With Flair, Inc., (3.) if the outside decorator is approved, then an additional minimum \$200 decorator's fee to be paid to Food with Flair Catering, Inc. and (4.) the decorator providing an adequate certificate of liability insurance to Food With Flair Catering, Inc.
11. Food With Flair Catering, Inc. will allow your personal centerpieces to be placed by you. This option will not require fees per item 10 above.

**For non-catered events the following applies:**

**A non-catered function** is an event whereby a renter such as a family reunion, non-profit meeting, etc. that would bring in their own food (pot-luck style) will be allowed. Food and beverage is not planned, provided or delivered by Food With Flair Catering, Inc. and/or any other caterer, restaurant or commercial food/beverage provider.

- For Friday and Saturday rentals, non-catered events **are not** allowed.
- For Sunday rentals, if the Lodge is available, the non-catered event fee is \$50 management fee plus \$30 per hour per on-site staff.
- For Super Bowl Sunday, the Saturday rate applies based on the Regular Season rate.
- For weekdays Monday through Thursday, the non-catered fee is \$50 management fee and \$30 per hour per on-site staff.
- Non-catered event renters must setup and breakdown all tables and chairs.
- A cleanup fee of \$150 will be assessed to the renter.
- All non-catered functions requires an attendant from the time the Lodge is unlocked preceding an event until the Lodge is locked up following the event.
- Food With Flair Catering, Inc reserves the right to waive the non-catered event fee at its sole discretion.

### **Caterers**

1. \_\_\_\_\_ **X** No commercial caterer, restaurant or commercial food/beverage provider, other than Food With Flair Catering, Inc., may cater events at the Jester Park Lodge on Fridays or Saturdays and Sundays for weddings.
2. A commercial caterer, restaurant or commercial food/beverage provider other than the Food With Flair Catering, Inc. may provide services to Lodge renters M-Th, provided a 15% permit payment is made to Food With Flair Catering, Inc.
3. Food With Flair Catering, Inc reserves the right to waive the 15% permit payment at its sole discretion.

### **Lodge Provisions:**

1. The following items are available as part of your rental fee: 240 (Burgundy) chairs; 20 rectangular (8') tables; 20 round (6') tables.
2. Other items are available and can be reserved at the time the reservation is made. Items available are: Projector stand; portable tripod screen; handheld wireless microphone; lapel wireless microphone; microphone stand; lectern; sound system; A-frame white board; poster board frame. During the weekday on the occasion when half of the facility is rented the above items are available on a first-come/first-serve basis.
3. There is not a public telephone at the Lodge.
4. The commercial kitchen has a double-door freezer and refrigerator; stove; oven; two carts; sink; preparation tables; ice maker; dishwasher; coffee maker; iced tea maker; griddle.
5. The displays throughout the Lodge cannot be taken down or moved. The Lodge foyer will be decorated in a Northwoods holiday theme and remain there from November through January.

### **Ticket Sales:**

1. Ticket sales can only be used to promote a fund-raising project/event. Public parties or group activities charging or collecting admission on the premises will be allowed subject to prior approval.
2. No mention of beer or other alcoholic beverages may be used to enhance sales.

### **Payment:**

1. If paying by check or money order please verify that all charges/fees are included in your check total.
2. Return your reservation form with your payment to Food With Flair Catering, Inc. so that the facility rental and date can be verified. If the reservation form is not returned with your payment, Food With Flair Catering, Inc. reserves the right to return your payment and rent the facility to another.
3. This contract signed by the renter and payment of all fees associated with this reservation is due as indicated on Rental Contract.
4. \_\_\_\_\_ **X** Checks should be made payable to Food With Flair Catering, Inc. Payment can also be made by credit card (Visa, MasterCard or Discover). A cashier's check will be required 10 days prior to the event date.
5. A 3% surcharge will be added to all credit card transactions.

**Refund Policy:** \_\_\_\_\_ **X All fees and deposits are not refundable.**

**Alcohol Usage:**

1. All alcohol must be provided by Food With Flair Catering, Inc. at any catered event.
2. \_\_\_\_\_ **X** Food With Flair Catering, Inc. is licensed to allow consumption of beverages provided by Food With Flair Catering, Inc. at Jester Park Lodge. Food With Flair Catering, Inc. reserves the right to confiscate any alcoholic beverages that are brought onto the Lodge property. Any representative of Food With Flair Catering, Inc. reserves the right to refuse service to anyone who appears to be intoxicated. Failure to act responsibly and maintain self-discipline may result in removal from premises, legal intervention or termination of event. For a full bar setup, Sales must reach \$750.00 or a \$200.00 bar setup fee will be added.
3. At non-catered events, Lodge users may provide their own wine and/or bottled/canned beer in accordance with current Polk County Conservation Board policy (no kegs or liquor allowed), but all alcohol must be served by Food With Flair Catering, Inc. Only hosted wine and/or beer is permitted. No sales, donations and/or tickets are allowed. All non-catered events require an attendant or bartender from the time the Lodge is unlocked preceding an event until the lodge is locked up following an event. The rate of the attendant or bartender is \$45.00 per hour.
4. \_\_\_\_\_ **X** Security is required when alcohol is served at an event and they must be uniformed officer(s) that have jurisdiction over the Jester Park area. The number of officers required varies with the number of people at the event: For groups up to 75, then 1 officer is required. For groups over 75, then 2 officers are required. More officers may be required per event as determined by Food With Flair Catering, Inc. depending upon the type of function. If uniformed officer(s) are required as specified above, Food With Flair Catering, Inc. will schedule officers for the event. The security rate is \$45.00 per hour per officer. Rates for officers may change depending upon the current rates provided by the law enforcement agency. Please contact Food With Flair Catering, Inc. at 515-277-7775 at least 30 days prior to your event date to schedule your officer(s).

**Special Event Permit:**

1. A Special Event Permit may be required by the Polk County Conservation Board to accommodate reasonable requests from the public.
2. Exclusion: The Polk County Conservation Board's liability insurance excludes the use of aircraft on park property including hot-air balloons, planes, helicopters, ultra-lights and parachutes under any circumstances.
3. Special Event Permits need a 45-day prior approval; i.e., dunk tank, carnivals, erecting large tents, inflatable toys. Special Event Permits may be required. Contact the Polk County Conservation Board for more information at 323-5300.
4. A \$50 administration fee is charged for Special Event Permits and additional fees may be charged based on additional services required at the event.

**Damage Deposit Information:** \_\_\_\_\_ **X** Any damages will be assessed and applied to the renter's credit card on file at the discretion of Food With Flair Catering, Inc.

**Clean-Up Information: For those non-profit and/or non-catered groups which receive permission**

1. The following cleaning supplies are provided in the cleaning closet next to the kitchen: Dish soap, vacuum, mop and bucket, brooms, dustpans, towelettes, garbage can liners, miscellaneous cleaners.
2. Take all items with you that you brought in.
3. The Lodge must be left in the same condition as you found it.
4. Tables and chairs must be cleaned and stacked and put in the storage room.
5. Floors must be cleaned and vacuumed as necessary.
6. Rest rooms must be left in the manner in which you found them.
7. Litter must be picked up outside the building, including parking lots.
8. Kitchen sinks, counter tops, walls and floors must be wiped clean including refrigerator shelves, stovetop and oven.
9. Grease and other foreign materials may not be put down sink drains.
10. Freezers/refrigerators shall be empty of items that were brought into the Lodge at the end of your event.
11. Please refrain from dumping ice outside.
12. No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.
13. Garbage must be removed from cans and taken outside to the dumpster provided.
14. For non-profits and those non-catered events that did not pay a cleaning fee or set-up fee: If the facility is not left in an orderly fashion, you may be charged extra janitorial services at a rate established by the Polk County Conservation Board.
15. Any physical damage occurring during your rental period will be charged to you.
16. Lost and Found items may be claimed during business hours (8:00 – 4:30) Monday through Friday at the Polk County Conservation Board Administration Office.

**Directional Signs:**

1. Small directional signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees or park signs.
2. \_\_\_\_\_ **X** Signs are to be removed immediately following the event. Failure to do so will result in fines according to littering ordinances, which will be withheld from your damage deposit.

**Prohibited Items:**

1. The following items are not allowed in the Lodge: Pets, matches, matchbooks, bales of straw or hay, fog or fog machines, bubbles, portable dance floors, bird seed, confetti, dance floor powder/talc/corn meal, rice, Tiki torches, candles or any open flame (exception: floating candles and candles inside hurricanes are allowed and outdoor luminaries on the sidewalk only.)
2. Smoking is not allowed in the Lodge, on the Deck or on the grounds surrounding the Lodge and Deck.
3. Staples, nails, tape, pins, thumbtacks and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trims, etc.
4. No attaching or draping decorations to hanging lights will be allowed.
5. Only weighted balloons are allowed.
6. \_\_\_\_\_**X** Picnic tables, benches, tents, tables and chairs may be used on the deck and concrete, but not in the grass without prior approval from PCCB.

**Please initial at all locations marked with an X**

**DUE TO THE EXTENDED TIMEFRAME OF RESERVATIONS PLEASE CONTACT FOOD WITH FLAIR CATERING, INC. AT 515-277-7775 WITH ANY CHANGES TO START TIME, ADDRESS, OR TELEPHONE NUMBER.**