



Wedding Reception Policies & Fees

We are excited about the opportunity to host your wedding reception at the FFA Enrichment Center. The FFA Enrichment Center is a brand new multipurpose conference, training and educational facility adjoining the Des Moines Area Community College (DMACC), Ankeny Campus. The FFA Enrichment Center is open to the general public on space availability and can accommodate up to 480 guests. If you have any questions or would like a tour, please contact the Facility Coordinator, at 515.965.7372 or events@ffaenrichmentcenter.com. Additionally, images of our facility can be found on our website <http://ffaenrichmentcenter.com>

Wedding Packages

- Ultimate FFA Package \$3,500 – For your ceremony and reception. Includes atrium ceremony, full conference room, two prep rooms and catering kitchen.
- National Blue Package \$3,000 – For your reception of up to 480 guests. Includes full conference room, atrium and catering kitchen.
- Corn Gold Package \$2,000 – For your reception of up to 200 guests. Includes one large conference room, atrium and catering kitchen. For an atrium ceremony, add \$500.
- Blue Jacket Package \$1,000 – For your reception of up to 96 guests. Includes atrium and catering kitchen. Can only be booked 6 months in advance.

Wedding Receptions/Ceremonies can only be booked 12 months in advance (except Blue Jacket Package which is 6 months)

We have a beautiful, large conference room that is 8,000 square feet and seats up to 480 people in round tables (8 people per table). The large conference room has standard A/V included in room rental. A/V includes 10'x16' projection screens, ceiling projectors, microphones and sound system. If a DJ/Dance is planned, please have the DJ use their sound system. Additionally, the lobby/exhibit hall is included in the wedding reception rental rate. The lobby is nearly 5,000 square feet and is a beautiful two-story open atrium-style area that is state-of-the-art and would be ideal for part of your wedding reception/social hours.

Services included in rental: Set up of all round tables and chairs, set up for 6' catering tables, availability of extra tables for head table, guest book and/or gift tables, half-day set-up the day before (typically Noon-5 p.m.), A/V equipment, use of catering kitchen, and an FFA staff person and custodial staff onsite throughout your event.

Services not included in rental: All linens, drapery, plates, dance floor, etc need to be contracted from an outside vendor for the event. We do offer a stage for your head table, live band, D.J or other. Please refer to the Staging Packages for more information.

Catering: The FFA Enrichment Center has an open catering policy to any licensed caterer. We do provide all renters with our Preferred Caterers List and encourage all renters to make their selection from it. Alcoholic beverages are allowed in the FFA Enrichment Center, but must be supplied in compliance with the FFA Enrichment Center's Alcohol Policy. All decorations, catering supplies and vendors are required to be removed from the facility within one hour of event ending time. The event must end by 12:00am. The FFA Enrichment Center is not liable for any damages or injuries incurred during any rented event.



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Decorations: The FFA Enrichment Center does not allow ceiling decorations or drapery due to our fire alarm system. We do not allow helium balloons or confetti of any kind. Candles are allowed, but they must have a glass vase that reaches above the flame (no open flames). Signage/decorations may be attached to the walls with painters tape only.

Payment: A 25% deposit and signed contract is due within two weeks of a rental request to secure the date. The deposit is non-refundable but will be applied to the final invoice. The final payment will include the remainder of the room rental, a stage (if you are renting one) and the event security charge and will be due by the day of your event.

Following this cover sheet is information regarding our preferred caterers, our alcohol policies, Ankeny's hotel/motel options, event decorators/vendors, FFA Enrichment Center staging packages and information regarding mandatory event liability insurance. Thank you again for your consideration of our venue and I hope we have the opportunity to work with you on this event.



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Preferred Caterers

Hy-Vee, Inc.

Jill Hartsook, Catering & Events Coordinator
410 N. Ankeny Boulevard
Ankeny, Iowa 50023
(515)964-0900
1022catering@hy-vee.com
<http://www.hy-vee.com/>

Smokey D's BBQ/Absolute Flavors

Darren Warth, Co-Owner
20 NW 54th Avenue
Des Moines, Iowa 50313
(515)243-2747
Darren@smokeydsbbq.com
www.smokeydsbbq.com

In the Bag Catering

Mike Taylor
79 University Ave., Suite B
Des Moines, IA 50314
(515) 222-9338
mtaylor@inthebag-lunches.com
www.inthebag-lunches.com

Taste! To Go Catering

Amy Casselman, Catering Manager
4700 University Ave
Des Moines, IA 50311
(515) 277-8646
amy@tastetogo.net
www.tastetogo.net

Panera Bread Catering

Sara Slade, Regional Catering Manager
2310 SE Delaware Ave
Ankeny, IA 50021
(515) 957-1755
sslade@paneraiowa.com
www.paneracatering.com

Iowa Machine Shed

Julie Eckhardt, Executive Staff
11151 Hickman Road
Urbandale, Iowa 50322
(515)270-6818
jeckhardt@hoari.com
<http://www.machineshed.com/restaurants/>

Tasteful Dinners/Tasteful Catering

Ric Kerr, Executive Chef
121 SE Shurfine Dr. Suite #6
Ankeny, Iowa 50021
(515)965-3324
ric.kerr@tastefuldinners.com
www.tastefuldinners.com

Christiani's VIP Catering Service

Peter Worsham
1150 SE Diehl Ave
Des Moines, IA 50315
(515) 287-3169
info@christianiscatering.com
www.christianiscatering.com/Home.html

Boondoggle BBQ

Don Denner
1506 NE Stoneridge Ct.
Ankeny, IA 50021
(515) 371-5061
Dondenner5@gmail.com
www.facebook.com/BoondoggleBBQ



FFA Enrichment Center

Alcohol Policy

- (1) All state laws and local statutes regarding the possession, use and distribution of alcohol must be observed by all parties utilizing the Iowa FFA Foundation and/or the FFA Enrichment Center.
- (2) Only those persons of legal age to consume alcoholic beverages shall be served. Any individual may be asked to provide identification.
- (3) No alcohol shall be served at student-sponsored events.
- (4) Independent contractors may, upon sufficient proof of a liquor license and dram shop insurance in good standing, and the execution of a defend and hold harmless agreement to the Iowa FFA Foundation's and/or the FFA Enrichment Center's and Des Moines Area Community College's benefit, sell and serve alcoholic beverages.
- (5) In the absence of such coverage as described in (4) above, beer, wine and other alcoholic beverages may only be served on a complimentary basis.
- (6) Beer is allowed to be served in aluminum cans or in a keg. No bottles or other container shall be allowed for the sale or consumption of beer.
- (7) All events at which alcoholic beverages are sold or served must be approved in advance in writing by the Iowa FFA Foundation and/or the FFA Enrichment Center Director or Coordinator. Such authorization shall in no way constitute an admission of the Iowa FFA Foundation's and/or the FFA Enrichment Center's or Des Moines Area Community College's liability or responsibility for claims which may arise out of such sale or service.
- (8) Whenever alcoholic beverages are served, non-alcoholic beverages also should be available.
- (9) Events of 100 or more attendees -- and at which alcohol will be served -- will require additional security, at the event sponsors' expense, contracted through Securitas of the Des Moines Area Community College and arranged through the FFA Enrichment Center Facility Coordinator.
- (10) Any violation of this policy will result in prosecution under Iowa law when applicable, as well as disciplinary action by the Iowa FFA Foundation and/or the FFA Enrichment Center as deemed appropriate by the Iowa FFA Foundation and/or the FFA Enrichment Center Committee.
- (11) All alcohol and containers must be removed by the renter at the conclusion of the event at which it is served. The renter must provide supervision of alcohol at all times. The Enrichment Center is not responsible for it.



FFA Enrichment Center Alcohol Policy

Hold Harmless Agreement, Indemnification Agreement and Memorandum of Understanding

The undersigned has received, reviewed and understands the Iowa FFA Foundation and/or the FFA Enrichment Center Alcohol Policy.

The undersigned has had the opportunity to provide this document and the Alcohol Policy to an Attorney of their choice for an independent review of the same and by their signature hereto, the undersigned hereby agrees to the form and substance of this document.

The undersigned agrees to indemnify, defend and hold harmless the Iowa FFA Foundation and/or the FFA Enrichment Center against any action by any entity or individual making a claim for any damages arising out of the consumption of any alcohol, spirit or otherwise, or any damage arising from any personal or property injury sustained by any individual or entity, caused by any person who has consumed any alcoholic beverage at the Iowa FFA Foundation and/or the FFA Enrichment Center.

Further, the undersigned agrees to pay to the Iowa FFA Foundation and/or the FFA Enrichment Center any damages, attorney fees, expert fees, litigation fees, court costs, or any other conceivable fees that could arise from any claim brought by any party, making a claim by statute, common law, or otherwise, for any damages, including personal or property, arising out of consumption of alcohol at the Iowa FFA Foundation and/or the FFA Enrichment Center.

Individual (Renter)

Name (Print)

Signature Date

FFA Enrichment Center Director Or Facility Coordinator

Name (Print)

Signature Date

Company Representing (Vendor)

Name (Print)

Signature Date



Ankeny Hotels/ Motels

Best Western Metro North

I-35 & East 1st, Exit 92
Ankeny, IA 50021
515-964-1717
1-800-528-1234
(4.4 miles, 9 min)

Country Inn

2510 SE Tones Drive, Exit 90
Ankeny, IA 50021
515-965-2646
1-800-456-4000
(3 miles, 6 min)

Days Inn

105 NE Delaware Ave, Exit 92
Ankeny, IA 50021
515-965-1995
1-800-325-2525
(4.4 miles, 9 min)

Quality Inn and Suites

201 SE Delaware Avenue, Exit 92
Ankeny, IA 50021
515-964-8202
1-800-334-3277
(4.4 miles, 9 min)

Super 8

206 SE Delaware Avenue, Exit 92
Ankeny, IA 50021
515-964-4503
(4.2 miles, 9 min)

Hampton Inn

6210 SE Convenience Blvd.
Ankeny, IA
515-261-1100
(5.9 miles, 11 min)

AmericInn

1610 SE Oralabor Road, Exit 90
Ankeny, Iowa 50021
515-964-2004
1-800-634-3444
(4.1 miles, 7 min)

Comfort Inn

2602 SE Creekview Dr, Exit 90
Ankeny, IA 50021
515-963-1100
1-800-424-6423
(4.2 miles, 7 min)

Fairfield Inn & Suites

215 NE Delaware, Exit 92
Ankeny, IA
515-965-8400
1-800-228-2800
(4.4 miles, 9 min)

Holiday Inn Express

2402 SE Tones Dr., Exit 90
Ankeny, IA
515-965-2406
1-888-465-4329
(4.4 miles, 8 min)

Courtyard by Marriott

2405 SE Creekview Dr., Exit 90
Ankeny, IA 50021
515-422-5555
(4.3 miles, 8 min)



Event Rental Companies

Freeman Decorating Co (Becky)

2000 Easton Blvd, Des Moines, IA
(515)265-5601

Party Time Special Event

302 S 3rd Street, Ames, IA
(515)233-4067

Event Decorators of Iowa (Tim Lancial)

520 SE 4th Street, Des Moines, IA
(515)237-8282

Puttin on the Ritz

Wedding and Party Rentals

www.ritzrental.com

3929 East 14th St.

Des Moines, IA 50313

(515) 299-4500



Stage Rental Packages

Small Stage - \$125

Includes: 4 (4'x4') stage sections, 1 section of steps, skirting and podium
Add pipe and drapery for \$35

Medium Stage - \$250

Includes: 6-9 (4'x4') stage sections, 1 section of steps, skirting and podium
Add pipe and drapery for \$45

Large Stage - \$325

Includes: 10-12 (4'x4') stage sections, 2 sections of steps, skirting and podium
Add pipe and drapery for \$55



Full Stage - \$400

Includes: 15 (4'x4') stage sections, 2 sections of steps, skirting and podium
Add pipe and drapery for \$65

***Skirting and drapery for the stage is dark blue. Carpeting on the stage is dark gray and non-removable.



Event Liability Insurance

LIABILITY INSURANCE FOR ALCOHOL OR LARGE EVENTS:

The Renter is liable for any damage done to the Center or equipment during their rental period. Instructions for providing Liability insurance:

1. Contact your home or renter's insurance company (or an insurance company if you don't already have one).
2. Ask them to provide a Certification of Liability Insurance in the minimum amount of \$1,000,000.00 (one million dollars) via an "Additional Insured Special Event Endorsement" form. Renter's and home insurance plans or umbrella policies often offer this at no charge or at a nominal charge.
3. Make the FFA Enrichment Center, 1055 SW Prairie Trail Parkway, Ankeny, Iowa 50023 as the additional insured for the date of the event for General Liability and Loss Payer with respect to property of other.
4. Should you choose to have a caterer, please have them complete a Certificate of Liability as well and indicate the FFA Enrichment Center as the additional insured for the date of the event.

Forms can be e-mailed to events@ffaenrichmentcenter.com or faxed to (515)965-7373, and must be received before the event.