



# Wedding & Large Celebration Contract

We are excited about the opportunity to host your celebration at the FFA Enrichment Center, run by the Iowa FFA Foundation and Des Moines Area Community College, (sometimes referred to herein as “the Center,” or “the Enrichment Center”). The FFA Enrichment Center is a 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 (including a wedding party). The Center reserves the right to deny use of the FFA Enrichment Center to organizations that hold values opposed to those of the Iowa FFA Foundation.

If you have any questions or would like a tour, please contact the Events Coordinator, at 515.965.7372 or [events@ffaenrichmentcenter.com](mailto:events@ffaenrichmentcenter.com). Additionally, images of our facility can be found on our website <http://ffaenrichmentcenter.com>.

This Wedding Reception & Large Celebration Contract (referred to herein as this “Agreement”) is between [REDACTED] (referred to herein as “Renter”) and the Center.

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). If a dance floor is requested, the room is best suited for up to 450 guests. 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, A/V equipment in Conference Rooms, use of catering kitchen, and an FFA staff person and custodial staff onsite throughout your event.

### **Services NOT Included in Rental:**

All linens, drapery, dance floor (if ordered from an outside vendor), 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 opportunity at an additional charge. Please refer to the Staging Packages for more information.

### **Security:**

All Weddings/Receptions and Large Celebrations will require security, at the event sponsor’s/ renter’s expense, contracted through Security of the Des Moines Area Community College and arranged through the FFA Enrichment Center Events Coordinator. Security is \$50.00 per hour. The number of the security guards hired will be determined by the Events Coordinator. **This is an additional cost and is not figured into the package prices.**

### **Event Reservations/Scheduling Priorities:**

To reserve space and/or services, contact the Events Coordinator by phone, e-mail or by stopping by the FFA Enrichment Center Coordinator’s Office. After a space/service request is received, staff will check availability for the preferred dates. If space is available, it will be put on a temporary hold for two weeks to allow time for a Rental Agreement to be processed accordingly.



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Before rooms or services can be guaranteed, a Rental Agreement (including proper authorization, specific billing and key-contact information) must be completed and signed by the client. The Rental Agreement and a security deposit must be completed and returned to the FFA Enrichment Center Events Coordinator within a two-week time period to officially reserve the rental space. **If the Rental Agreement is not finalized within that two-week period, the temporary space may be released and made available to others without notice.**

## Security Deposit/Payments:

Security deposits for all Weddings/Receptions and other Large Celebrations will be \$750.00. The security deposit payment is required when the Rental Agreement is returned to the FFA Enrichment Center Events Coordinator. **If the security deposit is not paid with the return of the Rental Agreement, the temporary space may be released and made available to others without notice. Any arrangements that are different must be in writing with the Events Coordinator of the FFA Enrichment Center.**

**Security deposits are payable to the FFA Enrichment Center.** Accepted methods of payment are cash, check, money order, cashier's check, MasterCard, or Visa. A bank charge (%) may be charged to your credit card with payment.

The total bill is due fourteen (14) business days prior to the event date. The final bill will include the package rental, a stage (if you are renting one) and the event security charge and any miscellaneous purchases or rentals. A Floorplan of each area is due by the renter or renter's party to the Events Coordinator of the FFA Enrichment Center (14) days prior to the event date. **All final bills are payable to the FFA Enrichment Center.** If you would like to pay by credit card, please contact the FFA Enrichment Center Events Coordinator at 515-965-7372.

Accepted methods of payment are cash, check, money order, cashier's check, MasterCard, or Visa. A bank charge (%) may be charged to your credit card with payment. Final payments will be paid within 14 days of the event unless other arrangements are made with the FFA Enrichment Center Events Coordinator before late charges will be applied. A penalty of 1.5% will be charged for late payment and will be charged each month the payment is late. If payment is late, the security deposit will be forfeited automatically.

## Facility Cancellation Policy:

The client must notify FFA Enrichment Center Coordinator in writing or by email if it becomes necessary to cancel a reservation. The following timeline and cancellation fees will apply:

Cancellation Policy/ Cancellation Fee	Percentage of Contract Total
61-90 days prior to event	20%
31-60 days prior to event	30%
16-30 days prior to event	40%
0-15 days prior to event	100%



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## **Food Service/Catering Policy:**

The FFA Enrichment Center allows “open catering” to all licensed caterers. A list of “Preferred Caterers” will be provided to renters. Our “Preferred Caterers” are familiar with the facility and our policies and provide excellent services, but renters are under no obligation to utilize the services of those Preferred Caterers. Any group wishing to bring its own food to the Center or take away from the Center a caterer’s food must sign a hold-harmless waiver provided by the FFA Enrichment Center Events Coordinator. Our “Preferred Caterers” are charged 10% of their client billing to cater at the FFA Enrichment Center. Licensed caterers that are **not** part of our “Preferred Caterers” List will be charged 18% of their client billing. This allows the Enrichment Center to offer multiple catering options to its clients. This cost covers the use of the kitchen and facility. Caterers may choose to simply charge an additional fee to their client to cover this cost. An invoice for the non-preferred caterer’s menu must be sent to the Events Coordinator at the FFA Enrichment Center (72 Hrs. prior to the event). “Non -Preferred Caterers” must present an invoice prior to the event with 18% payment (72hrs prior to event) or the Security Deposit of the renter will be forfeited.

Arrangements for all catering details are to be made directly between the renting party and the caterer. Alcoholic beverages are allowed in the FFA Enrichment Center, but must be supplied in compliance with the FFA Enrichment Center’s Alcohol Policy. A list of Caterers’ Policies and Procedures will be provided to all caterers utilizing the facility. Cancellations regarding catering and food service are to be handled directly with the caterer; individual caterers’ policies will apply.

All caterers’/renting parties must adhere by the following guidelines:

- 1) All users must sign in with the Events Coordinator upon arrival
- 2) Kitchen is returned to the state in which you found it
- 3) Wipe down all surfaces and appliances used including sinks, prep tables, refrigerator, freezer and warmers using cleaning materials provided by the Enrichment Center.
- 4) Sweep and mop the floor
- 5) Remove all trash, leftover food and personal belongings
- 6) Remove all alcohol and containers at the conclusion of the event

Caterers and the renting party that fail to complete any of the listed items, and/or damage to any of our appliances or equipment and/or missing/stolen items from the kitchen area will result in an appropriate fee for the client to be determined by the FFA Enrichment Center staff. This additional fee will be deducted from the client’s security deposit. The Center notes the client may choose to seek reimbursement of this fee from the caterer depending on the circumstances. The FFA Enrichment Center is not liable for any injuries incurred while using the catering kitchen.

## **Table and Chair Inventory:**

The FFA Enrichment Center provides the basic table and chairs to be used during the event. The Enrichment Center will reserve tables and chairs as they are requested. The Enrichment Center staff will try to accommodate set up for all rental parties the day of their event and will provide a list of Event Rental Companies to handle any additional needs clients may have. The following list is the FFA Enrichment Center’s inventory of chairs and tables:



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**Black Chairs** (22” W, 13” L, & 32” Tall) – Conference Room: 480, Meeting Rooms: 32/room

**Round tables** (5’ diameter) – 60

**Classroom desks** – 96

**6’ tables** – 22: **8’ tables** – 5

## **Event Liability Insurance:**

A Certificate of Liability is required for all events where alcohol is present and/or for large events, as requested by the FFA Enrichment Center Events Coordinator in its sole discretion, and such certificate shall be provided to the FFA Enrichment Center. The certificate of liability should name the FFA Enrichment Center, the Iowa FFA Foundation and Des Moines Area Community College as additional insureds for the period of time the facility is being used and must cover General Liability/Personal Liability for \$1 million per occurrence. The certificate of liability must be received by the FFA Enrichment Center Events Coordinator at least 48 hours prior to the event. See the “Event Liability Insurance” information attached to this Agreement.

## **Indemnity; Limitation on Liability**

Renter hereby agrees to indemnify, defend, and hold harmless the Iowa FFA Foundation and Des Moines Area Community College and their respective officials, officers, directors, agents, employees, successors and assigns from and against any and all claims, damages, expenses, costs (including, without limitation, reasonable attorneys’ fees) and liabilities (collectively, “Claims”) arising or alleged to arise from any breach of this Contract by Renter, (ii) any alleged or actual violation or infringement by Renter or its employees, agents, or contractors of any copyright or other intellectual property right of a third party in connection with the event or activities occurring at the event, (iii) the use or occupancy of the Center by Renter, its directors, officers, employees, agents, contractors, exhibitors, invitees, guests or patrons, and (iv) the acts or omissions, or violation of any applicable law, rule, regulation or order, of or by Renter or any of its directors, officers, employees, agents, contractors, exhibitors, invitees, guests or patrons. Notwithstanding the foregoing, the obligations of Renter in this paragraph shall not apply to the extent the Claims arise out of the gross negligence or intentional misconduct of the Iowa FFA Foundation or Des Moines Area Community College or their employees or agents.

But for ADA compliance as specified here in below, the Center makes no warranty or representation to Renter of any kind, express or implied, regarding the suitability of or compliance with applicable laws by the premises, or any portion thereof, for any aspect of the use Renter expects or intends to make of the premises.

Renter agrees that the premises shall be delivered by the Center to the Renter “AS IS” and “WITH ANY AND ALL FAULTS” and without warranty, express or implied, as to the merchantability or fitness for the use thereof for any particular purpose.

The Center shall not be liable under any circumstances to the Renter or to any third party for any indirect, special, punitive or consequential damages, or loss of revenue or profits, arising in connection with this Contract, even if the Iowa FFA Foundation or Des Moines Area Community College has been advised of the possibility of such damages. Furthermore, the Center shall not be responsible or liable for any injury or death to person or loss or damages to property sustained by Renter, its employees, agents, exhibitors, contractors, or any other person claiming through Renter resulting from any condition, accident or occurrence in or upon the premises, unless such injury loss or damage is due to the gross negligence or intentional misconduct of the Iowa FFA Foundation or Des Moines Area Community College or their employees or agents.

This Indemnity; Limitation on Liability section shall survive any expiration or termination of this Contract.



# Wedding & Large Celebration Contract

## Allowable Signs/Decorations:

All decorations must be approved and coordinated in advance with the Events Coordinator.

- Signs and/or decorations will not be allowed to be attached or hung on the walls or ceilings unless preapproved materials are used and approved by the FFA Enrichment Center Events Coordinator.
- Painters' tape and Post-It flip chart pages are the only items that may be affixed to the wall.
- Nails, hooks, tacks, screws, bolts, and Command Hooks may not be used on any surface, wall, floor, or furnishings at the FFA Enrichment Center.
- **Helium balloons, confetti, glitter, fog machines, and bubble machines will not be permitted as decorations in the FFA Enrichment Center.**
- All posters and banners for outside use must be pre-approved by the Events Coordinator.
- All candles must be enclosed in a hurricane, votive, or floating in water.
- All decorations must be cleaned up and removed at the end of the event.

## Deliveries/Storage

The FFA Enrichment Center does not permit any deliveries to be made to the Center prior to the event date due to lack of storage space and liability concerns. All deliveries brought to the Center prior to the event date will be refused. The FFA Enrichment Center cannot assume any responsibility for items left by the caterer, rental company, and/or client. All items must be out of the FFA Enrichment Center at Midnight 12:15am (next morning after the event). Any one left in building will be escorted out by security.

## Conduct/Damages:

The orderly behavior of attendees is the responsibility of the client in charge of the function according to full compliance with the rules and regulations. The client in charge assumes full responsibility of attendees and any hired entertainment. All children, under the age of 18 years old must be accompanied by a parent/guardian at all times. All children must not run or play in the atrium area. No attendees shall play on the piano at any time, without approval. No exceptions.

Visiting groups will be responsible for restitution of all damages to the FFA Enrichment Center inflicted by their group. Both willful and accidental damages will be accessed and brought to the attention of the FFA Enrichment Center Events Coordinator. The Events Coordinator will report information about the damage when possible as well as repair/replacement costs.

## Closure of Premises/Weather Related Closures/Unforeseen Circumstances:

In the event of impossibility of performance due to strikes, accidents, acts of God including, but not limited to, extreme winter weather and tornadoes, government regulation, civil disorder, curtailment or other emergencies that make it illegal, impossible, or extremely ill-advised to provide the FFA Enrichment facilities, this Contract will be terminated and the FFA Enrichment Center would only be liable for repayment of the deposit.

In the event of weather related closures in the area that do not make the Center's performance illegal, impossible, or extremely ill-advised, upon the wishes of the client, the planned events will still be held as scheduled.

If the event must be postponed by the Renter due to an emergency situation, the event may be rescheduled without penalty on a space available basis. In such a case:

- Damage/Security Deposit will be transferred to the new booking
- Cancellations of postponed or rescheduled events will be subject to cancellation policy



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- FFA Enrichment Center/DMACC is not liable for any costs incurred by the client as a result of postponement, rescheduling, or cancellation

## **Smoking Policy:**

The FFA Enrichment Center is a non - smoking facility. This facility is on DMACC property, therefore smoking is not allowed in cars, parking lots or outside of the facility. Individuals must leave the DMACC grounds to smoke. Please coordinate any other options with the FFA Enrichment Center Events Coordinator.

## **ADA Accessibility:**

This facility is ADA compliant. Every effort will be made to accommodate accessibility needs.

I have thoroughly read and reviewed this FFA Renter's Policies and Procedures Contract, as well as the Rental Agreement for the upcoming event. I agree to all the terms and conditions contained therein. The person signing below on behalf of the Renter represents and warrants he/she is authorized to enter into this contract on behalf of the Renter and bind the Renter to this contract.

**Renter:**

\_\_\_\_\_  
(Print name of Renter)

**By:**

\_\_\_\_\_  
(Print name of individual signing for Renter)

**Its:**

\_\_\_\_\_  
(Print title of individual signing for Renter)

\_\_\_\_\_  
**Individual signs here on behalf of Renter**

**Date:**

**FFA Enrichment Center**

**By:**

\_\_\_\_\_  
(Signature)

**Print Name:** Jennifer Mc Taggart

**Its:** Events Coordinator

**Date:**





# 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) According to state laws and licenses; beer and wine may be served on a complimentary basis without a liquor license; if liquor is served and/or a cash bar is offered, a liquor license and dram shop insurance is required either by the independent contractor (caterer) or by the renter.
- (3) Only those persons of legal age to consume alcoholic beverages shall be served. Any individual may be asked to provide identification.
- (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 and wine 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 Event 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 Events 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.



# Alcohol Policy

## FFA Enrichment Center

### Hold Harmless Agreement, Indemnification Agreement

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 the Rental Agreement, this Hold Harmless and Indemnification Agreement, 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 these documents.

The undersigned agrees to indemnify, defend and hold harmless the Iowa FFA Foundation and/or Des Moines Area Community College, and each of their respective parents, subsidiaries, affiliates, officers, directors, employees, agents, and assigns, 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 FFA Enrichment Center.

Further, the undersigned agrees to pay to the Iowa FFA Foundation and/or the Des Moines Area Community College 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 FFA Enrichment Center.

Renter

FFA Enrichment Center By the Events  
Coordinator

\_\_\_\_\_  
Name (Print name of Renter)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
By (Print name of person signing for Renter)

\_\_\_\_\_  
Name: Jennifer McTaggart

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title: Events Coordinator

\_\_\_\_\_  
Its : (Title)

\_\_\_\_\_  
Date:





# Ankeny Hotels/ Motels

## FFA Enrichment Center

### **Best Western Metro North**

I-35 & East 1<sup>st</sup>, 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  
515-261-4400  
(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  
515-965-2400  
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)

### **\* Recommended**



# Event Rental Companies

## **FFA Enrichment Center**

### **Event Decorators of Iowa (Tim Lancial)**

520 SE 4<sup>th</sup> Street, Des Moines, IA  
(515)237-8282

### **Freeman Decorating Co (Becky)**

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

### **Party Time Special Event**

302 S 3<sup>rd</sup> Street, Ames, IA  
(515)233-4067

### **Pella Rental & Sales**

916 West 8<sup>th</sup> Street  
Pella, IA  
(641) 628-2848  
[www.pellarental.com](http://www.pellarental.com)

### **Eventfully Yours**

3929 East 14<sup>th</sup> St.  
Des Moines, IA 50313  
(515) 299-4500  
[www.eyeventfullyyours.com](http://www.eyeventfullyyours.com)  
(Event Décor, Event Planning)



# Stage Rental Packages

## FFA Enrichment Center

### **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 – Wedding Parties 6-8**

Includes: 10-12 (4'x4') stage sections, 2 sections of steps, skirting and podium

Add pipe and drapery for \$55

### **Full Stage - \$400 – Wedding Parties 8-12**

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 comes in dark blue or black. Carpeting on the stage is dark gray and non-removable.





# FFA Enrichment Center

## 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 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). Insurance plans or umbrella policies often offer this at no charge or at a nominal charge.
3. Name the FFA Enrichment Center, 1055 SW Prairie Trail Parkway, Ankeny, Iowa 50023, the Iowa FFA Foundation and Des Moines Area Community College as additional insureds for the date of the event for General Liability and any other coverages available or required.
4. Should you choose to have a caterer, please have them complete and provide a Certificate of Liability as well, and name the FFA Enrichment Center, the Iowa FFA Foundation, and Des Moines Area Community College as additional insureds for the date of the event.

Forms can be e-mailed to [events@ffaenrichmentcenter.com](mailto:events@ffaenrichmentcenter.com) or faxed to (515)965-7373, and must be received by the Events Coordinator before the event.