

West Liberty Community Center

Wedding/Reception Information Sheet

Rental Fees:

\$1,200.00-2 day rental (12 hours included)

This includes decorating one day and the wedding reception the next. The hours used would be for decorating, the actual reception, and the hour after to clean up your items, for a total of 12 hours. Additional hours may be booked at \$50 per hour.

A Community Center representative will be available during the rental time you choose to help make your event go as smoothly as possible. We will be there to greet your Caterer, Cake delivery, Florist, DJ / Band, etc.

Damage Deposit:

\$400.00 damage deposit is required at the time of booking the event. The Damage Deposit will be refunded in full if Contract Holder complies with all terms and conditions of the agreement and leaves the facility and property in the same condition as prior to the usage.

Payment Policy:

The deposit is due at the time the reservation is made. All additional monies must be paid at least 2 weeks prior to event. If they are made later than this, they must be paid in cash.

Cancellation Policy:

In the event of a cancellation, the West Liberty Community Center refunds deposits in their entirety six months prior to the scheduled event (minus a \$25 office fee). WLCC *does not* refund deposits for events cancelled within six months prior to the event. Refund of additional rental fees paid beyond the deposit will be decided by the board on a case by case basis.

Decorating:

The Community Center will seat up to 400 people. We have a large list of rental items including full table settings. There is an Overhead Projector with Screen for the wedding videos and a Portable Bar that are included in the rental fee. There are hooks on the ceiling to hang lights over the dance floor or behind the bridal table.

Alcohol Policy:

Beer, Wine and Champagne are allowed. Security is required when serving alcohol. Security is \$30.00 per hour with a 4 hour minimum. We use the same security company for all events at the Community Center. You let us know what hours you will be serving alcohol and we notify the Security Company. You will be billed by the Community Center for the security and we in turn pay them.

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Clean Up:

At the end of the evening, all decorations, food and anything brought in must be removed from building that night. Garbage is to be taken out and help put chairs away.

Please check out our website @ www.wlcommunitycenter.com

We would love to have your Wedding/Reception at the West Liberty Community Center.

Rental Options

Caterers:

- Jeff's Market Catering-563-785-4767 or 1-866-222-0152
- Jerry and Margie's Catering-319-648-2537
- Kalona Kountry Katering-319-725-6066, cell (319) 325-7066 (Irene and Rich Buser)
- Hy-Vee Muscatine and Iowa City

DJ's:

- Mr. Goodtime DJ's (Bob Schmidt) 319-325-7617
- Ramon Partida

Lodging

- Lisa's Place (West Liberty)-319-499-0838
- Clarion Highlander Hotel (possible shuttle available) 319-354-2000
- Riverside Casino and Hotel (possible shuttle available)