

RENTAL POLICIES

RESERVING SPACE

Upon receiving a space request, if the date and time are available, we will reserve the space for you and contact you regarding scheduling a meeting and/or writing up a contract. Once a contract is written up and sent to you, we will hold your reservation for at least two weeks. If two weeks have gone by and we have not received a signed contract with deposit, we may offer the space to other potential renters.

Please note that a space is never, ever reserved for certain until we have received a signed contract and deposit.

PAYMENT

A down payment of 50% is due to the Des Moines Social Club upon signing the rental agreement. Down payment is refundable if event is cancelled more than 30 days prior to the event. If cancellation occurs within 30 days of the event, the down payment will not be refunded to the renter. The remaining 50% of the rental fee is due 24 hours prior to the event.

CREDIT CARD

Renters must provide a valid credit card to be kept on file until rental balance is paid in full.

CLEANING

Due to the nature of our new organization we ask that you help keep our space clean. If you do not wish to sweep the floors following your event, you can arrange for this service for \$100.

The room is supplied in a neutral position, and if additional setup is required by DMSC there will be additional charges.

If the room is not left in the condition in which it was found a \$200 cleaning fee will be assessed to the renter.

MARKETING

All events will be listed on desmoinessocialclub.org unless the renter requests otherwise. Please send information that you would like listed on the website to Marnie Strate (contact information below). There is an extra fee for marketing/event planning services outside of desmoinessocialclub.org

RENTAL RATES AND INFORMATION

THEATRE

Black Box style; staging and seating can be moved to accommodate multiple types of events and various layouts (Limited tables and chair available, but renters are encouraged to provide their own).

Dimensions: 70' x 40' (3000 square feet)

Standing: 300

Seating theater style: 200

Seating banquet style (rounds of 10): 180

\$475 + 20% of box office(if admission is charged) base rate

\$375 + 20% of box office (if admission is charged) non-profit and artist discount

\$150 discount off either rate for Monday-Thursday night bookings

Groups are allowed to rent the theater on a weekly basis of \$1,100 per week + 20% of box office.

INSTINCT GALLERY & SHOP (wall space not included)

\$200 for corporate entities

\$100 for non-profits and artists

Daytime hourly rate: \$10

SIDESHOW LOUNGE (morning and afternoon only)

Daytime hourly rate: \$10

CLASSROOM SPACE

\$200 for corporate entities

\$100 for non-profits and individuals

Daytime hourly rate: \$10

ENTIRE FIRST FLOOR (not including the Sideshow Lounge)

Rates subject to discussion

PREFERRED CATERERS

Proof Restaurant

Taste to Go!

Out of Box Catering

Cafe Di Scala

Gateway Market

Fleur Hy-Vee

SPECIFICATIONS

All rates are for one night in the venue.

All events for 300+ people are deemed a First Floor Rental.

All beverages must be purchased through the Sideshow Lounge.

Extra fee for performance technical director.

Rentals at an hourly rate are subject to a \$50 event management fee.

TABLES/CHAIRS AVAILABLE TO RENTER AT NO ADDITIONAL CHARGE

Chairs: 70 folding, 50 wheeled

Rectangle tables (6'x2'): 6

Round tables (3' round): 6

Platforms (4x8, black): 8

TECHNICAL

The Des Moines Social Club's technical director is available to consult with you regarding technology rental for events. A technician can be hired for \$20/hour with a 4-hour minimum call. If an event requires the same technician for more than 10 hours consecutively, the rate will increase to \$30/hour. Rates increase on holidays and are negotiated on a case-by-case basis.

Additional technical equipment can be arranged through the technical director.

CONTACT

Marne Strate

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