

Charges

Iowa State sales tax will be added to all reception function related charges (beverage, alcohol, rentals and miscellaneous charges). Current tax rate is: Iowa Sales Tax 7%.

All weddings at Willow Creek Glass Chapel & Banquet Hall will be pre-paid in full based upon estimated/expected charges a minimum of 30 days in advance of the event. Please refer to your schedule of deposits in your contractual agreement. Willow Creek Glass Chapel & Banquet Hall reserves the right to cancel your function if full prepayment has not been received.

Any remaining balance at the conclusion of the event can be paid by check or credit card the day upon receipt of the final invoice. If payment is not presented within 10 days of receipt of the invoice, the credit card on file will be billed for all outstanding charges.

Staffing

Willow Creek Glass Chapel & Banquet Hall will provide staffing for your events based upon the following:

(1) bartenders per 100 guests

At least one manager will be in attendance as well.

Events with a guest attendance of 100 or more will be required to have security during the serving of alcohol. Two security guards will be provided for a fee of \$450 for a maximum of 7 hours. If additional time is needed, a charge of \$50 per hour.

Events that go past midnight will be billed additional labor fees of \$200 per hour.

Bar Service

As hosts, Willow Creek Glass Chapel & Banquet Hall is responsible to monitor the potential intoxication of our guests and will regulate bar service when necessary to insure the safety of guests. Alcohol can be served in private functions daily from 10:00 AM until 2:00 AM. Catered food must be provided by an outside source. Willow Creek Banquet Hall will provide all alcohol/bar service. All alcohol must be purchased through Willow Creek Banquet Hall and served by Willow Creek Banquet Hall bartenders. Willow Creek Banquet Hall requires minimum sales of \$200.00 per bar. Absolutely no outside alcohol will be allowed on the property.

Willow Creek Glass Chapel & Banquet Hall is not able to guarantee beverage/alcohol prices or wine selections; which are subject to change and availability without notice. All alcohol orders must be submitted a minimum of 14 days in advance. Willow Creek Glass Chapel & Banquet Hall can purchase and supply specially requested wine and liquor that is not on our wine list at the client's request, based upon availability. Advance payment is required for special orders and a minimum order/purchase amount will apply.

Willow Creek Banquet Hall bartenders keep a bar tab/inventory sheet for each event recording a group's consumption. The attending manager will take a head count at the time of meal and sign. A representative for the bridal party may review and sign-off on this sheet at the end of the meal. If the bar control sheet is not reviewed by a coordinator or member of the wedding party at the conclusion of

each function, the beverage quantities and billing may not be disputed.

Catering

Willow Creek Glass Chapel is not available for meal preparation. All meals must be catered in. At this time we do not require you to select from a list of caterers, but we do have a preferred vendors list if you need some assistance in selecting someone for your event.

Wedding Cakes

Willow Creek Glass Chapel is not able to provide wedding cakes. Please provide your own cake cutting and serving utensil. Indicate to your catering manager if you would like to keep the top layer of your cake and not have it cut.

Please ask your baker to provide you with cake boxes to take home any leftovers. A cake cutting service is available for \$1.00 per person.

Banquet Equipment & Linen

A certain number of complimentary tables and chairs can be utilized and are included as part of your rental fee. Linens will need to be ordered through Willow Creek Banquet Hall at an additional charge OR arrangements will need to be made through a rental company. Dishes, stemware and flatware will need to be provided by the caterer.

Décor & Entertainment

Access to the space(s) you are using for set up and decorating will be available 2 hours prior to your function or 11 AM, whichever comes first, unless additional time is contracted in advance. Décor may not be put anywhere around the property other than in/at your contracted function space(s). All décor, materials and equipment must be removed immediately at the conclusion of your function unless you have contracted or arranged an extended tear down time.

It is understood that the Willow Creek Glass Chapel & Banquet Hall premises will be left in a neat and orderly condition, free of debris, decor or display refuse. Based on time and labor, a group will incur additional charges for the removal of the florist, decorators or group's décor, trash or materials at any event, minimum fee of \$100. Clean up fees may also be assessed for any and all damages or extra clean up at the conclusion of your event (due to décor, outside vendors, guests, etc.).

No real flower petals are allowed to be thrown inside the chapel, but may be thrown outside. No environmentally harmful, unsightly or potentially dangerous materials may be used on the property – such as rice, glitter, confetti, silly string or fireworks (including sparklers). Only organic substances may be thrown outside due to wildlife that may come into contact with any of the things thrown.

Subcontractors

The wedding party agrees to have any subcontracted companies (e.g. caterer, musicians, decorators, florists, production companies, wedding planners etc.) adhere to all Willow Creek Glass Chapel & Banquet Hall policies and regulations. It is your responsibility to inform your contracted vendors of our policies and expectations. It is understood that the premises will be left in a neat and orderly condition, free of décor, debris or display refuse. The wedding party is liable for any charges associated with damage to the premises. The wedding party will be billed for any labor charges associated with clean up or removal of the group's décor, minimum fee of \$100.

Vehicles may pull up to buildings for load in and out for 30 minutes and then must be parked in the

parking lot. Vehicles left unattended for longer than 30 minutes will be towed by Willow Creek Glass Chapel & Banquet Hall at the owner's expense.

Security/Liability

Willow Creek Glass Chapel & Banquet Hall will not assume responsibility for damage to, or loss of any merchandise or articles left in any space prior to, during, or following an event. The guests accept full responsibility for any and all damages or losses incurred.

Conduct of Event

Any client using Willow Creek Glass Chapel & Banquet Hall will assume full responsibility for the conduct of all persons attending the event. The client will be responsible for any damage done to the premises by the client's guests or independent contractors. All clients will be required to conduct the event in an orderly manner in full compliance with all applicable laws, rules, codes and regulations.