

Lakeside Preservation Committee, L.L.C
P.O. Box 723
Guttenberg, Iowa
52052-0723

1. The hall rental fee is \$350.00 and \$250.00 cleanup which includes a bartender at both the main and back bar, 455 chairs, 136 table, 7 banquet tables, taking down and disposing of the smaller decorations, clearing of tables, sweeping floors and putting the tables and chairs back into their original places. There will be a set number of hours for your event. A charge per hour will be assessed after that set time.
2. There is a separate sheet for decorating guidelines. I have received a copy of the decorating rules and guidelines _____.
3. All damages to Lakeside Ballroom and/or missing items incurred during this event will be billed directly to the signer of this contract. You may want to go over the decorating guidelines with those helping you decorate the hall.
4. If you are using an outside catering service, the caterer must show proof of liability insurance and food licenses.
5. We also require the following information:
6. Name catering service: _____, Contact person: _____
Phone numbers _____, Estimated number of Guest _____
7. Because Lakeside Ballroom is a licensed beer and liquor establishment the following will be strictly enforced.
 - a. All beverages will be purchased through Lakeside Ballroom (except non-Alcoholic punch)
 - b. All alcohol will be consumed inside the building.
 - c. Your guests will NOT be allowed to bring drinks in.
 - d. MINORS CANNOT CONSUME ALCOHOL (EVEN WITH THEIR PARENTS PRESENT) If they are found drinking or appear to be already under the influence, they will be asked to leave and the local authorities will be notified.
 - e. WE DO CHECK IDENTIFICATIONS. Please inform your guest they must have a picture ID available.
8. Please remind your caterer, DJ, etc to bring their own extension cords for their use. Lakeside does not keep extra cords on hand.
9. All fees will be due at the conclusion of your event, with no exceptions. Failure to do so will result in immediate LEGAL ACTION.
10. To ensure your reservation date and time, a deposit of \$250.00 and this signed contract is needed. We will not schedule your event without these two items.
11. Your deposit is fully refundable if cancelled within 6 months of the event date.
12. If you decide to have keg beer for your event, there is an 8-keg limit. The keg beer will stop being served when the entertainment begins. No exceptions. You will be asked before each keg is tapped. There is a return minimum charge of \$20 for each untapped keg. Ask management for details.
13. **NO DRINKS ON THE DANCE FLOOR-PLEASE REMIND YOUR GUEST OF THIS.** You may be charged an additional fee for cleanup.