

Parkview

EVENT CENTER



WEDDING INFORMATION



1303 10th Street Rock Valley, IA 51247 712-476-4300

parkvieweventcenter@gmail.com

www.parkviewvc.com

RENTAL INFORMATION

BALLROOMS	Capacity
-----------	----------

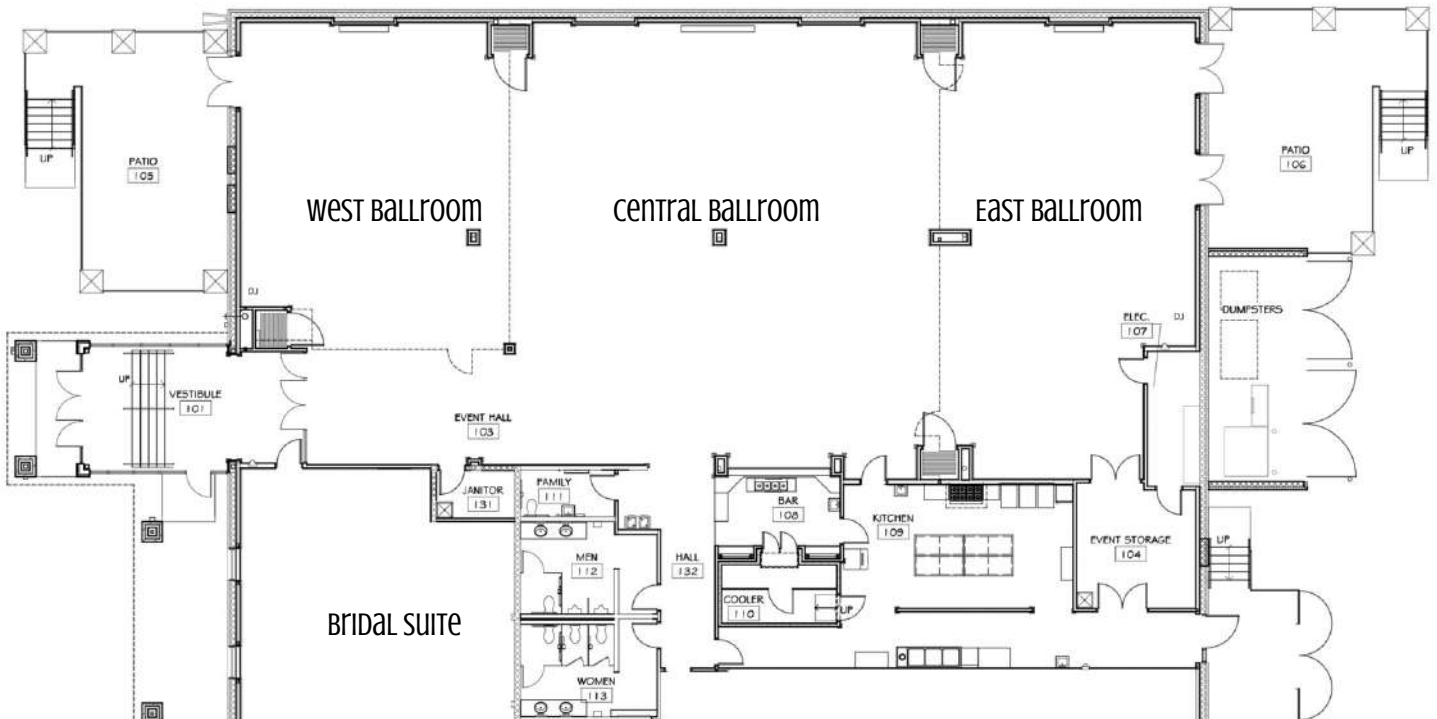
Full Facility	350
West Ballroom	80
Central Ballroom	200
East Ballroom	120

*Capacity is for chairs alone. Adding tables will decrease the number of people we are able to comfortably seat.

WEDDING PRICING

Full Facility	\$1,500
Central Ballroom	\$700
West/Central Combo	\$1,300
East/Central Combo	\$1,400

Call or email for Holiday Pricing



THE ceremony

INDOOR ceremony.....STARTS at \$250

Seating for up to 250. Chairs will be provided by Parkview Event Center

INDOOR AUDIO VISUAL PACKAGE INCLUDED

Includes Manager coordination of Audio Visual Equipment for ceremony

One transition from ceremony seating into reception style seating if needed.

*All ceremony and transitional plans will be prearranged to ensure smooth transitions.

Rehearsal Dinner.....\$150/HOUR

To have your rehearsal/rehearsal dinner at Parkview, you can choose from one of three options:

ONE, if the venue is not booked the day prior to your event, you can have your rehearsal during business hours (9AM - 5PM) for \$500

TWO, if you want to do the rehearsal/dinner outside of business hours, you will need to pay an additional \$150 per hour you are at the facility. Parkview will not be able to confirm availability for rehearsal outside regular business hours until 10 (ten) business days prior to your event.

THREE, you can wait until 10 (ten) business days prior to your event and if the venue is not booked the day prior to your event, you can have your rehearsal during business hours (9AM - 5PM) for \$250.

*No package services are included in these prices. Client must complete all clean up and reset.

BRIDAL PACKAGES

STANDARD.

Base Rental Price

Access to facility on day of from 9AM - 12AM* (Completely out of facility by 12:30AM)

45 round tables, 16 banquet tables, 7 cocktail tables

Cushioned chairs

Use and Set up of tables and chairs - Set up to be completed by Parkview Staff

Tear down to be completed by Client

Beverage Table for water dispenser with glasses provided by Parkview

Full Bar Service upon request

Customized Floor Plan

Catering Kitchen

ADDITIONS:

Linens available for rent:

- Napkins = \$0.75
- 90x90 Rounds = \$14.00
- 52x114 Long = \$11.00
- 90x156 Long = \$22.00 (Recommended if not using skirting)
- Skirting = \$18.00

Guest or Caterer must provide ALL disposable supplies (plates, napkins, forks, cups)

Client responsible for cleanup of Event Hall and Kitchen - Guest cleaning checklist to be completed by 12:30 AM

Audio Visual package: \$50

- Includes Manager coordination of Audio Visual Equipment: Sound System in Event Hall, Microphones, Projectors, Screens, Spotify



DELUXE.

Base Rental Price + \$3.75 per seat

Access to facility on day of from 9AM - 12AM* (Completely out of facility by 12:30 AM)

45 round tables, 16 banquet tables, 7 cocktail tables

Cushioned chairs

Use and Set up of table linens, tables, and chairs - Set up to be completed by Parkview Staff

- Choice Black or White table linens and skirting for accent tables

Tear down of table linens, skirting, tables, and chairs

Use and Set up of staging for Head Table

Tear down of Head Table, Cake Table, and Accent Table Skirting

Beverage Table for water dispenser with glasses provided by Parkview

Full Bar Service upon request

Customized Floor Plan

Wedding Gifts transferred to Bridal Suite and locked after social hour (optional)

Catering Kitchen

Cleaning service provided

ADDITIONS:

Day Prior: Pre-book at \$500 or if still available at 10-Day Meeting \$250

Linen Napkins in various colors available for rent: \$0.75 per seat

Guest or Caterer must provide ALL disposable supplies (plates, napkins, forks, cups)

Access to Bridal Suite for dressing/storage throughout the event: \$100

Audio Visual package: \$50

- Includes Manager coordination of Audio Visual Equipment: Sound System in Event Hall, Microphones, Projectors, Screens, Spotify



ELITE.

Base Rental Price + \$5.75 per seat

Access to facility on day of from 9AM - 12AM* (Completely out of facility by 12:30 AM)

45 round tables, 16 banquet tables, 7 cocktail tables

Cushioned chairs

Use and Set up of table linens, tables, and chairs - Set up & tear down to be completed by Parkview Staff

- Choice of Black or White table linens and skirting for accent tables
- Linen napkins in various colors

Use and Set up of staging for Head Table

Tear down of Head Table, Cake Table, and Accent Table Skirting

Set up and Use of Parkview China plates, salad plates, glassware, and flatware

Salt & Pepper Shakers at each table

Event Staff bus plates from tables following dinner & clearing trash throughout evening

Water service at each table during social hour and dinner

Champagne for Head Table for toasts with use of Parkview Champagne Flutes

Full Bar Service upon request

Customized Floor Plan

Access to Bridal Suite for dressing/storage throughout the event

Wedding Gifts transferred to Bridal Suite and locked after social hour (optional)

Catering Kitchen

AV Package Included

Cleaning service provided

ADDITIONS:

Day Prior: Pre-book at \$500 or if still available at 10-Day Meeting \$250



STANDARD. CLIENT CLEANING CHECKLIST

Event Date/Name _____

Client Cleaning Representative _____

Parkview Representative _____

You are more than welcome to request others in your group to perform these duties on your behalf, but completion of the Client Cleaning Checklist ultimately remains the responsibility of the contracted Client. We recommend sharing this list with anyone who will assist you in cleanup prior to the event for an efficient and timely cleanup. Parkview is not responsible for distribution or communication of this list beyond the contracted Client. But a Parkview representative will be available for questions during your cleanup.

At 12:15 AM a Parkview representative will review the cleaning. Anything not properly completed will be shown to the Client. Client must complete the requirements and exit the facility no later than 12:30 AM, unless other arrangements have been made, such as paying for additional hours.

EVENT HALL REQUIREMENTS:

_____ Rectangular Tables Folded and placed on cart.

_____ Chairs in stacks of 10 and neatly placed along the wall

_____ Any soiled tables sanitized with 'Redi San' Sanitizer

_____ Trash and debris picked up from floors of event hall, lobby, restrooms,
(dust mops/brooms available for use)

_____ All trash cans must be emptied (Event Hall, Kitchen, Restrooms)

**Do not move the portable stage

Event Representative Comments:

Damages:

I, _____ for the event listed above have seen and understand the information for the cleaning checklist for my event.