

Terrace Hill



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Rental Information

Terrace Hill is available to rent Monday-Thursday evenings from 4:00 pm-9:00 pm. Daytime rent times are dependent on tour schedules.

Rental Includes

Tables and Chairs
Glassware, Silverware, and Tableware
Tablecloths

Rental Rates

20-75 people: \$250 per hour
76-150 people: \$350 per hour

Maximum capacity for a stand-up reception within the Residence is 150 people.
Maximum capacity for table seating and buffet dinner is 70 people.
Maximum capacity for a plated dinner is 22 people.

Additional Equipment and Services

*Piano	\$50 (for tuning costs) *Renter secures the pianist.
Tour Guide	\$50 per guide
Microphone and Podium	no charge

Total _____

Food Service

The Terrace Hill Chef will provide all catering. Menu selection consultation with the Chef is available upon request or the Chef can prepare a suggested menu. Estimated pricing is subject to change based on selected menu. A 20% service fee is added to cover set-up, clean-up, and supplies.

Types of events provided and estimated pricing

Breakfast, Luncheon, or Dinner: Menu and pricing are available upon request

Tea (\$65 per person): Includes tea service, fruit, three sweet hors d'oeuvres, and three savory hors d'oeuvres

Reception Tiers: Both tiers are served with water and non-alcoholic punch. Inclusion of beer, hard seltzers, and house wine is an additional \$10 per person.

- Tier 1 (\$50 per person): includes meat and cheese platter, three hors d'oeuvres, and two desserts
- Tier 2 (\$65 per person): includes meat and cheese platter, four hors d'oeuvres, and three desserts

Terrace Hill Facility Rental Policy

The following policies have been established to protect the valuable historic property in order to preserve the facility for many years of future use.

- The Renter will confirm the number of guests attending with the Event Coordinator **five** business days before the Event. This will be the final per person number the organization will be charged at the menu price. If the actual number of people in attendance *exceeds* the number provided, the Renter will be charged for the actual number of attendees.
- The Renter must provide Terrace Hill with a complete guest list (alphabetized by last names) **48 hours** before the Event.
- **Use of Terrace Hill for fundraising events is not permitted.** Examples: selling tickets for admission to the Event, soliciting during the Event, or requesting funds from attending guests following the Event are all activities that are not allowed.
- Rental of the mansion and/or grounds is available only to established organizations approved by the Administrator. **Use of Terrace Hill for weddings, wedding receptions, or parties hosted by individuals is not permitted.**
- **No smoking** in any area of the buildings or grounds of Terrace Hill.
- Nothing is to be attached to the walls, floors, furniture, or fixtures in any way.
- The Event Coordinator will tailor the Event to meet the specific needs of the Renter, including space configurations and equipment needs. Furniture and antiques are not to be moved without prior approval from Terrace Hill staff.
- The Renter is responsible to confirm arrangements with the Event Coordinator two weeks in advance of the Event.
- All events should be in character with the standards of Terrace Hill and conducted in a manner that maintains the integrity of the institution.
- The Renter will be held responsible for any damage to the property caused by the Renter, its employees, guests, agents and contractors, as well as for the conduct of their invited guests.
- The Renter will have a representative at Terrace Hill 30 minutes prior to the Event and through the duration of the Event.
- After the designated end time, food and drink will be removed. **If the Event extends more than 15 minutes beyond the agreed upon time, the Renter will be billed for the additional time at the rate of two times the hourly rate.**
- If the Renter wishes to request the attendance of the Governor or Lt. Governor at their Event, that request must be made to the Office of the Governor.

Invitations and Printed Materials

Terrace Hill's name is not to be used in event advertising or public relations efforts undertaken by the Renter in connection with the Event. Terrace Hill is only to be used as the location of the Event. A copy of the Event invitation and other printed materials are to be provided to the Event Coordinator for Terrace Hill's files.

Music and Entertainment

The Renter's selection of music, entertainment, or performance must be approved in advance by the Event Coordinator. Deliveries, set-ups, and rehearsals are to be arranged through the Event Coordinator.

Rental Equipment, Floral, Decorations, Caterer

The Terrace Hill Chef will provide all catering. Persons and services hired by the Renter must contact the Event Coordinator **two weeks prior** to the Event to discuss space arrangements and deliveries. All Event plans, including use of rental equipment, interior accessories, and contracted entertainment require Terrace Hill's advance approval.

Gifts/Materials/Supplies

Delivery time of any gifts, materials, and/or supplies will be arranged with the Event Coordinator. Any remaining **gifts, materials, and/or supplies must be removed from Terrace Hill immediately following the Event.** The Renter shall bear risk of loss as to all gifts, materials, and/or supplies.

Media

Requests for news media coverage of an Event at Terrace Hill must be cleared in advance by the Event Coordinator and Terrace Hill Administrator.

Photography

Non-flash photography and personal video recordings are permitted for private, non-commercial use only. Terrace Hill reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph or video record.

Liability

The Renter shall be liable for all damages to the facility and furnishings that occur during the Event that are caused by the Renter, its employees, agents, contractors, and guests. The Renter shall be billed for the cost of any repairs, extraordinary cleaning, or replacement costs. *(It is suggested that the Renter maintains a general liability insurance - bodily, property damage - for the Event in an aggregate amount of no less than \$2,000,000.)*

Parking

Parking is available in the Terrace Hill parking lot at the corner of Forest Drive and Grand Avenue. On-street parking is available on Forest Drive and surrounding streets. Additional parking lots may be available with permission. Guests are not allowed to drive through the security gates without permission.

For Valet Parking, Terrace Hill suggests contacting Keck Parking: (515) 244-5325

Entering the Property and Accessibility

Guests enter the property through the west pedestrian gate entrance located off Forest Drive by the flag pavilion. A state trooper will only allow in those listed on the guest list. Terrace Hill is handicap accessible; advanced notice is required so that proper accommodations can be made.

Terrace Hill Rental Contract

Date of Request: _____

Type of Event:

____ Breakfast

____ Reception

____ Tea

____ Dinner

____ Luncheon

Event Date: _____ Start Time: _____ End Time: _____

Number of Guests: _____

Event Name ("Event"): _____

Organization ("Renter"): _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Rental Fee: _____

Piano Fee: _____

Tour Guide Fee: _____

Menu Fee: _____

Rental/Menu Total: _____ **Service Fee:** _____

Check payable to: **Terrace Hill**

Check payable to: **Terrace Hill Partnership**

If any of the terms and conditions set forth in Terrace Hill rental policies are not satisfactorily performed, Terrace Hill shall have the right to cancel the Event.

Molly Thompson
Terrace Hill Administrator

Date

Allison Wergeland
Terrace Hill Communications & Events Coordinator

Date

Client Signature

Date