



## 2024 Wedding / Event Information

Thank you for choosing Rustic Chic Event Center! We eagerly await the chance to make your wedding or special event a memorable one. We here at Rustic Chic Event Center take great pride in providing a relaxed and carefree experience for your special day.

### Wedding Pricing:

Ceremony Only:	\$1200
Reception & Dance Only:	\$1500
Ceremony, Reception, & Dance:	\$2000
Non-Refundable booking fee:	\$500
Damage Deposit:	\$250
Holiday Premium (additional)	\$800
House Rental 7am-5pm	\$300

### Special Event Pricing:

6-hour event one level	\$225
additional level	\$100
Non-Refundable booking fee:	\$50
Damage Deposit:	\$50
Holiday Premium (additional)	\$225

**On Holidays of Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, there will be a surcharge of \$800 for weddings events and \$225 for all other events.**

**Capacity:** We seat up to **200 guests for your ceremony**. To accommodate for the setup from ceremony to reception, we ask for a social hour to be held in the lower level. We can **seat 110 guests on the upper level and 90 guests on the lower level during the reception**. If the weather cooperates, seating may continue outside on one of our two covered patios. Outdoor chairs or tents may be used at your cost. We often contract with a local vendor that provides delivery, setup and takedown at a very reasonable price.

**Booking Fee:** To confirm your event at Rustic Chic Event Center, a signed contract and a non-refundable deposit must be completed. For weddings, the non-refundable deposit of \$500 is required to confirm your date. Weddings may be booked as far in advance as possible. For special events, the non-refundable deposit of \$50 is required to confirm your date. The remaining amount for any event is due five weeks before your event date.

**Damages:** A **\$250 or \$50 Damage Retainer Fee is required five weeks before the event**. After the event, the facility will be cleaned and inspected, if no damages are accrued the full deposit is mailed to the payee within 10 business days of the event. Upon damage, an itemized bill with photos will be sent to the payee with the amount subtracted. If damages exceed \$500, a letter from our lawyer will be executed. Any damage done to the property will be the sole responsibility of the renter of the event center and must be rectified within a timely manner.

**Intimate Weddings:** Our option of an intimate wedding allows small gatherings of 60 guests including a wedding party, family, and guests. Ceremony on upper level and reception on lower level. Four hours for a ceremony and six hours for a ceremony with a reception. For intimate weddings, the non-refundable deposit of \$250 is required to confirm your date. The remaining amount for any event is due five weeks before your event date. **Ceremony Only: \$500      Ceremony & reception with 60 guests: \$800**

**House Rental: \$300** The upper level of the main house is available to rent from 7am to 5pm for the wedding party and family. Three bathrooms, two bedrooms, a great room and kitchen are available. **Food and nonalcoholic beverages are allowed for consumption. The only alcoholic beverages allowed are mimosas or champagne.** No coolers of beverages allowed. A few items may be placed in the refrigerator. Please indicate if you are wanting to rent the house for the day a minimum of 2 weeks prior to your event so that we may send an accompanying contract via email. If damages occur, payment will be made through the Damage Deposit Fee before other billing will occur.

**Catering Services:** We do not offer catering services. You are responsible for preparing and serving your food or contacting a caterer with proper safe handling of food to be observed. Rustic Chic Event Center assumes no liability for the consumption of perishables. We suggest serving during wedding receptions be done on both levels to accommodate all guests. Please have a discussion with your caterer. If anything is needed from us, please let us know.

**Bar Service:** We have a limited bar service with a choice of some of the more popular beers and liquors available at this time. Bartenders will be available on both levels during the reception and upper level during the dance. We here at Rustic Chic Event Center retain the right to refuse service to anyone not of legal age or those who have been determined to be over the limit as allowed by law. In the event that minors are being provided with alcohol by guests, they will be asked to leave the premises regardless of affiliation. A 10% gratuity will be added to all "Open Bar" bar tabs. **Any alcohol brought onto the premises by the renters or their guests can result in forfeiture of your deposit if multiple attempts to address the situation have failed.**

**Per Iowa Code sections 123.46 and 123.95 absolutely no alcoholic beverages may be brought onto the venue property. Two verbal warnings may be given before a fee of \$250 will be deducted from the Damage Retainer Deposit. Please inform your guests.**

**Decorations:** Decorations are the responsibility of the renter and must be confirmed by our staff before implementing. No nails, tacks or the like are allowed to be put into the beams or walls, if you wish to have something hung up, we will do our best to accommodate your decorations. All decorations must be tasteful and non-offensive, no open flames (exception made for unity candles) or smoke machines are allowed on the property. We reserve the right to have any unsafe decorations removed, replaced, or modified to ensure guest safety.

**Arches:** We have a selection of several arches available for your ceremony at no cost.

**Tables & Linens:** We provide 20 round tables that may seat eight guests (we suggest 6-7 guests), 8 eight foot rectangle tables, 2 four foot rectangle tables, and 1 three foot rectangle tables are available. If more are needed, please let us know and accommodation will be arranged. Ivory round and rectangle table linens and navy rectangle lines are available at no extra charge.

**Rules:** Smoking is allowed in designated smoking areas only and all butts and ashes are to be placed in the proper receptacles. **NO SMOKING INSIDE THE BARN, ON THE PORCH, OR RAMP.** No illegal drugs, firearms, explosive devices are allowed on the property at all.

**Parking:** Parking is available on the west side of the venue, around sheds, bins, and the front lot of the barn.

**Cleanup:** Cleanup of the premises, both inside and outside, if applicable, is to be done by Sunday by 11AM following your event, with all decorations removed from the property and trash placed in the proper receptacles. We provide a large waste bin next to the two grain bins and trash containers outside on the lower level under the patio.

**Cancellation Policy:** Rustic Chic Event Center reserves the right to keep all of the non-refundable booking fee in the event of a cancellation regardless of circumstances such as weather, health risks, etc. The option to rebook can be discussed and the deposits may be applied to the new booking. In the event of multiple cancellations, after the second cancellation, a \$500 nonrefundable booking fee is required.

We at Rustic Chic Event Center strive to make this a happy and enjoyable event for everyone and will retain the right to ask any individuals that are unruly or belligerent to leave the premises, if needed we will contact local law enforcement agencies to assist in their removal from the property.

Rustic Chic Event Center reserves the right to make changes to the contract with adequate notification to the renter.

We look forward to making special memories with you and your loved ones.

Audrey Gibbs and Connie Reieron  
[www.rusticchiceventcenter2020@gmail.com](mailto:www.rusticchiceventcenter2020@gmail.com) 563-422-1783

**Please fill out and sign the appropriate form below along with deposit and mail to:  
Rustic Chic, 24161 Lincoln Rd. West Union, IA 52175  
Please put event type and date on the memo line.**

## 2024 SPECIAL EVENT CONTRACT

### RENTER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Type (check all that apply):

Bridal Shower\_\_\_\_ Baby Shower\_\_\_\_ Anniversary\_\_\_\_  
Birthday party\_\_\_\_ Graduation\_\_\_\_ Family Reunion\_\_\_\_  
Church service\_\_\_\_ Other\_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space Requested (indicate below):

Upper Level\_\_\_\_ Lower Level\_\_\_\_ Outside\_\_\_\_

Both upper and lower levels may be rented for an additional cost of \$100

All events are booked for 6 hours to include set up, event, and clean up.

Do you need bar services: YES\_\_\_\_\_ NO\_\_\_\_\_

**\*Reminder that no outside drinks may be brought onto the premises other than coffee, tea, punch and lemonade. We sell alcohol, sodas, water and juice packs on the premises.**

**FEES:** (check all that apply)

Rental 6 hours \$225 \_\_\_\_

Additional level (add) \$100 \_\_\_\_

Holiday rental (additional) \$225 \_\_\_\_

Additional hours/per hour \$50 \_\_\_\_

Nonrefundable booking fee \$50 \_\_\_\_

Damage Deposit \$50 \_\_\_\_

Total Fees From Above: \$ \_\_\_\_\_

Total Paid Today: By Cash\$ \_\_\_\_\_ By Check \$ \_\_\_\_\_ # \_\_\_\_\_

Balance to be paid no later than 5 weeks prior to Event: \$ \_\_\_\_\_

- A charge of 5% per week will be assessed if balance is not paid 5 weeks prior to event
- House Rental should be paid by separate check made out to Audrey Gibbs.

By signing here, you are agreeing to the terms and conditions of the contract.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_