

Section 1. Rentals

A. **Rental for Weddings:** The Manning Community Foundation provides rental services for both halls in the Konferenz Centre, as well as the Konferenz Center Courtyard, Trinity Church, bar and any outdoor spaces. One or more of the spaces can be rented at the same time, and rental fees include the use of tables, chairs, and microphones. The current pricing for weddings is as set forth below:

B. **Special Package Pricing:** The Manning Community Foundation has special pricing available for rental combinations for weddings as follows:

PACKAGE 1: Reception & Ceremony - **\$2,800**

PACKAGE 2: Reception Only - **\$2,000**

PACKAGE 3: Ceremony Only - **\$800**

*** Reservation deposit (due at time of booking) 25% of rental ***

*** Damage deposit (due prior to setup of the event) \$250 ***

C. **Additional a la Carte Pricing:** The following a la carte rental pricing is available from The Manning Community Foundation:

- Rehearsal Dinner and Bar only: \$150
- Fireside Room to dress on the wedding day (ceremony only) \$100
- Table linens (\$25 usage fee applies) \$15 each
- Backdrop including black or white curtain \$300
 - Addition of warm or cool white lights
 - Rental includes set up & take down.
- Chair Covers (white) \$3 per cover
- Some decorations are available for an additional fee: Please inquire.
- Self-guided tours of MHHP associated facility rental: \$2.00 per visitor.

D. **Wedding Refund Policy:** The following guidelines apply to wedding and or wedding reception cancellations:

1. Wedding related activities (i.e. rehearsal dinner, ceremony and or receptions) must be canceled no later than 120 calendar days prior to the scheduled event. Cancellations received within the allotted time frame will be given a full refund including the deposit placed toward the package price. Cancellations received less than 120 days prior to the scheduled event will be refunded all monies received minus the deposit.

E. **Rental Guidelines.** The following guidelines apply to the use of the hall and kitchen at the Konferenz Centre. These guidelines are also included in the rental agreement which must be signed and dated, and any deposit paid, before the reservation(s) will be confirmed.

1. The fees paid for the use of any portion of the building or grounds of the Manning Community Foundation and Konferenz Centre are for the day and evening of the event only.
2. Except for a wedding rehearsal walkthrough, using the venues on any other day will incur charges.
3. Renters can set up the hall the day before their event.
4. Cleaning is included in the package price. The client will have the day following the event to remove all their decorations and belongings. Clean up needs to be completed the day following the event between 10 am - 12 pm. A penalty of \$100 per hour will be charged for every hour the client takes to clean after the 12 pm deadline. If the client put up any additional tables and chair, or moved any tables or chairs around, they are required to put them back or tear them down during this allotted cleaning time.
5. Renters are allowed to use the refrigerator in the kitchen.
6. Renters are strongly encouraged to use professional caterers for their meals. However, groups are allowed to select their own caterers and to cater their own functions. The caterer is required to clean the kitchen after they have used it. A cleaning checklist is posted in the kitchen.
7. Candles in enclosed containers at least 6 inches high or approved candelabras are allowed. To be sure selected containers meet fire code, clients should provide a sample to the director for inspection prior to the event. Open flames are prohibited throughout the facility.

F. **Bar Regulations.** The following guidelines apply to the rental of the bar at the Konferenz Centre. These guidelines are also included in the rental agreement which must be signed and dated, and any deposit paid, before the reservation(s) will be confirmed.

1. The Manning Community Foundation supplies all bartenders. Only MCF bartenders will be used.
2. **Under penalty of law, no alcoholic beverages can be brought onto the property of the Manning Community Foundation. This includes coolers, kegs, hard liquor, etc. in any building or on any portion of the property including the parking lot. Those who violate this regulation will be asked to leave the premises immediately.**
3. Any drinks purchased in the bar at the Konferenz Centre can be taken into the courtyard area but nowhere else on the property. Failure to abide by this rule will result in the offending party or parties being asked to leave the premises immediately.

G. **Photography.** The following rules and regulations apply for the use of the Manning Community Foundation property for photography purposes, both public and private.

1. Photography affiliated with any rental of Manning Community Foundation is included in the rental fees.
2. For those *not* renting any portion of the Manning Community Foundation facility for an event, the daily rate for photography sessions is \$50.00.

H. Corporate Rental Rates. The Manning Community Foundation provides rental services for both of the halls in the Konferenz Centre, as well as the Konferenz Centre courtyard, Trinity Church, bar and any outdoor spaces. One or more of the spaces can be rented at the same time, and rental fees include the use of tables, chairs, and microphones. The following corporate rental rates apply for the use of the Konferenz Centre. If your organization is a not-for-profit organization, please see Section H.

1. Weekday Corporate Rates

- a. Fireside Room (North Hall) rental
 - i. \$100 for up to 4 hours
 - ii. \$200 for more than 4 hours

- b. Hansen Halle (South Hall) rental
 - i. \$175.00 for up to 4 hours
 - ii. \$300.00 for more than 4 hours

2. Weekend Corporate Rates

- a. Fireside Room (North Hall) rental \$275
- b. Hansen Halle (South Hall) rental \$350

3. Corporate Bar rental (closes by 1am next day) \$200
4. Optional: Tablecloths per table fee \$10
5. Reservation deposit \$150
6. Damage deposit (due two weeks prior to event) \$150

I. Not-For Profit Rental Rates. The Manning Community Foundation provides rental services for both of the halls in the Konferenz Centre, as well as the Konferenz Centre courtyard, Trinity Church, bar and any outdoor spaces. One or more of the spaces can be rented at the same time, and rental fees include the use of tables, chairs, and microphones. The following not-for-profit rates apply for the use of the Konferenz Centre for any recognized IRS 501(c)(3) charitable organizations including churches, federal, state or local government agencies, presidential campaigns, etc.

1. Hansen Halle (South Hall) \$225
2. Fireside Room (North Hall) \$125

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| 3. Roten Bar Tavern (closes by 1am next day) | \$75 |
| 4. Optional: Tablecloths per table fee | \$10 |
| 5. Reservation deposit (to reserve space)
on selection | \$75 - \$150, depending |
| 6. Damage deposit (due two weeks prior to event) | \$150 |

J. **Private Party Rental Rates.** The following private party rental rates apply for the use of the individual spaces of the Konferenz Centre for birthday, graduation or anniversary parties (under 4 hours in length).

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| 1. Hansen Halle (South Hall) | \$300 |
| 2. Fireside Room (North Hall) | \$150 |
| 3. Roten Bar Tavern rental for parties under 4 hours | \$100 |
| 4. Optional: Tablecloths per table fee | \$10 |
| 5. Reservation deposit
depending on selection | \$100 - \$150, |
| 6. Damage deposit (due two weeks prior to event) | \$150 |

K. **Execution of Rental Agreement.** This policy becomes a part of the rental agreement to be signed by lessees. The rental agreement takes effect immediately upon satisfying the following requirements:

1. A duly authorized rental agreement is signed and dated by the lessees and is accompanied by a check, cash, money order, or credit or debit card payment in the amount listed in the appropriate section above as a reservation deposit and,
2. Said rental agreement is countersigned and dated by the General Manager or another authorized representative of the Manning Community Foundation.
3. Lessees will receive a copy of the signed agreement. The original of the agreement will be the property of the Manning Community Foundation.

L. **Disputes/Resolution.** Any dispute regarding the execution of this agreement by either party will first be referred to the General Manager for resolution. If a lessee feels the General Manager cannot fairly resolve the dispute, lessees are encouraged to submit their complaint in writing to the Executive Committee of the MCF Board of Directors. Such complaint can be mailed to 130 Heritage Drive, Manning, IA 51455.

Helpful Information/FAQ

1. Room Capacity
 - Hansen Hall (South): 200-250
 - Fireside Room (North): 100-125

- Roten Bar Tavern: 30
- Trinity Church: ~240, 30 rows of benches (15 per side), plus room for additional chairs behind pews and an additional 4 rows in the choir loft
- Hausbarn: 100
- Grove: Outdoor seating

2. Konferenz Centre available tables w/ sizes and Chairs:

- 30 round tables: 60" (seat 6 comfortably - 8)
- 1 round table: 54"
- 3 serving tables: 72" x 30"
- 11 rectangular tables: 48" x 30" (seat 4 comfortably)
- 7 square tables: 36" x 36" (seat 4 comfortably)
- 6 bar tables: 48" x 30"
- 4 folding banquet tables: 8'
- 6 folding banquet tables: 6'
- 400 total chairs
 - red cushioned,
 - wood
 - metal folding

3. Caterer Suggestions: As long as a caterer is licensed and insured, there are no restrictions on who may cater an event. The following are some local suggestions and their phone numbers.

- Lidderdale Country Store: 712-822-5322 | www.lidderdalecountrystore.com
- Jan's Catering: 712-563-4163 | www.facebook.com/JanandLinda
- Two Palms Grilling: 712-563-5409 | www.waspystruckstop.com/two-palms-grilling
- Deb's Corner Cafe: 712-655-2423
- Hy-Vee (Carroll): 712-792-6333 (Denison) 712-263-6151

4. Florist Suggestions: There are more than this, but following are some we work with regularly.

- Kristina's Flowers (Manning): 712-655-2004 | www.kristinasflowers.com
- The Flower Garden & Gift Shopper (Carroll): 712-792-2600 | www.flowergardenandgift.com
- Hy-Vee Floral (Carroll): 712-792-6673 | www.hy-vee.com
- Lori's Flowers (Audubon): 712-563-2253 | www.lorisflowersandgifts.com
- The Country Rose (Denison): 712-263-3220 | www.countryrosedenison.com
- Hy-Vee Floral (Denison): 712-263-8844 | www.hy-vee.com

5. Other helpful numbers:

- Cobblestone Inn & Suites - Manning: 712-655-4000 | www.staycobblestone.com/ia/manning
- Heritage Park Campground: Ron Halbur - 712-292-5265 | www.germanhausbarn.com/camping-accomodations
- Bar-related questions: Bary Kienast - 712-249-5775
- Questions regarding our decorations and linens on hand: Jean Stadlander - 712-830-3008