

THE
CONSERVATORY



The Conservatory is conveniently located in the heart of Des Moines' East Village. Within blocks of some of the best restaurants, shops, and entertainment. The event center is comprised of a 5000sf ballroom that can be used as a large gathering space for a wedding, corporate event, party or can be made to accommodate executive meetings, classes, and small groups that range in size and setup. The Conservatory can accommodate events for over 275 guests seating and over 421 for standing/cocktail setup. It provides the comforts of an in-house bar, flexible catering options, creative lighting/decor options, and a staff specially attuned to the unique needs of weddings clients, meeting planners, guests and attendees.

The Conservatory
315 E. 5th St.
Suite 2
Des Moines, Iowa 50315
515-599-RSVP (7787)
events@theconservatoryev.com

FAQ:

1. **Where do people park?**

Street parking on East 5th, Locust, and Walnut is available. Meters stop charging after 9pm. There is ramp parking behind our

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building. The entrance is located on East 6th between Locust and Grand (\$3 for the 1st hour then \$1 each hour after that). Please add this to your invitation or event/wedding website. Valet parking available upon request. <http://www.theconservatoryev.com/garage.html>

2. **What are the costs to rent The Conservatory?** For current costs visit this link: <http://www.theconservatoryev.com/book.html>

3. **What hours can we setup and tear down for our wedding or event?**

With Saturday weddings and events, access to the space is coordinated after 1:00 PM for setup. For earlier access please email the Event manager for details. The cost is \$100 per hour.

Event End Time: The very last 'last call' is set for 10:45pm or earlier, with music and bar ending by 11pm, guests all out by 11:30pm – and all vendors out by 11:59pm. Doors close at midnight.

4. **Does The Conservatory typically provide the bar service and bring the alcohol?**

Yes the conservatory provides the bar. You may pick many bar options from hosted, partially hosted, and cash services. We will discuss what is best for you and go from there.

5. **Can we bring in our own alcohol?**

You may bring in your own wine for a \$15 corkage fee on standard size bottles of wine and \$20 on larger sizes. (no boxed wine)

6. **Can we use a caterer that isn't on your list or have a friend or family member help make the food for our event?**

We do allow non-listed caterers to caterer at The Conservatory, but we must approve of them before you would book. We have a diverse list of fantastic caterers that can meet your catering needs, for the list visit here: <http://www.theconservatoryev.com/catering>

All caterers need to be licensed and in a licensed kitchen with proof of liability insurance. Neither you nor any other person can make the food. No pot lucks either. We do allow another non-approved licensed caterer to serve at The Conservatory, just let us know and we will go from there! *Note: All caterers must pay a \$300 fee for usage of kitchen/wear and tear/garbage.

7. **What tables and chairs are we able to use?**

Weddings include tables, chairs, and centerpieces (big savings!). Other events pay \$50 to \$75 per table of 10 for tables, chairs, and linens. Other rental items can be provided for you. Weddings include

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basic tables, chairs, linens, and a candle-based centerpiece. All other events will require a rental invoice to be created. Please email to request a bid for rentals.

8. What is the capacity for guests?

For a sit-down dinner 250 seated and For a cocktail reception (half standing) you could get 275 in the space. If you wish to have a seated dinner and dancing, we suggest having a guest list less than 250.

9. What about other rental and decor items?

You may plan your own decorations or work with a professional company for centerpieces. We have preferred companies that have a key to The Conservatory and can decorate after hours alleviating potential stress by providing your own décor items.

10. How do I reserve a date?

You can reserve a date by placing a deposit of 50% of the total rental cost. Email us to book. You can place a "soft hold" on any date without a deposit, you would then get first right to book the space if someone else is interested in that date. It is possible that the date you want is on hold right now. If someone already has a hold on a date, then you would be in the second hold position. If you were to want that date the person in the first hold position would have 7 business day to produce the deposit check or it would fall to the person in the second hold position. You would then be required to place a deposit of half the rental amount and that would book the date. A soft hold is good for 7 days and then it expires. You may put another soft hold on that date if you contact The Conservatory before it expires. Visit this link to hold a date: <http://www.theconservatoryev.com/hold.html>

11. Do you offer non-profit or off-season discounts?

We do offer discounts and off-season discounts. For Saturday's from January to April the space is discounted to \$2500 with table, chairs, & centerpieces included. Other discounts are available. Please email us to request pricing. To request a non-profit discount, please complete the form located in this link: <http://www.theconservatoryev.com/non-profit.html>

12. Do you have a list of bar prices?

We do have a list of all bar prices and helpful calculator to estimate how much of your budget will be bar related items. Please email to request the current pricing.

13. How does the bar work?

We can do a mix of hosted and 'cash' bar options to meet your budget needs.

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14. Is security or insurance required?

Yes, when alcohol is being served, The Conservatory will secure security and insurance on your behalf. The cost for security is \$250. The insurance fee is \$200. This will be removed from your damage deposit with the remainder placed on your soda/bar consumption.

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RENTAL PRICES

	PRICE	INCLUDES
SATURDAY WEDDINGS & EVENTS	January to March: \$2500 April: \$3000 May to September: \$3500 October: \$4000 November & December: \$3500 <u>Friday/Sunday</u> events are \$500 less the rental rate.	Tables, chairs, lap length black or white linens, & a candle-based centerpiece <u>included</u> . Labor Day / Memorial Day Weekend add \$500. <i>Weddings without alcohol are \$4000*</i>
REHEARSAL DINNER	\$200 per hour (5-hour minimum) + \$500 service fee (provides event manager, table/chair and their setup/take down)	Includes full access to the space and use of inhouse tables, chairs, & linens. Other rental items can be provided for an additional rental fee. Please contact for an A/V Quote. Non-rehearsal dinner events – please email for custom quote.
	New Year’s Eve Events:	Hosted Bar Minimum of \$4000
WEEKDAY EVENTS (Monday to Thursday)	\$150 Per hour / After 5pm \$200 per hour (4-hour minimum) + \$300 service fee (provides event manager, table/chair and their setup/take down) Monday – Thursday: Between 7am and 4:59pm - \$100 per hour. After 5pm - \$200 per hour.	Includes full access to the space and use of inhouse tables, chairs, & linens. Other rental items can be provided for an additional rental fee. Please contact for an A/V Quote. Non-profit rates available. Contact us for pricing.

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PARTNER CATERERS

The list below are not just preferred caterers they are **partner** caterers. They have proven a track record of outstanding service and culinary talents. They are also friendly for private events and weddings. Meaning that they know how to work with individual clients during some of the happiest times of their lives (weddings, engagement parties, showers, and rehearsal dinners to name a few). That being said, **any caterer with current licensing, a flawless inspection record, and insurance may caterer at The Conservatory. Note: All caterers (except for our in-house catering) must pay a \$300 fee for usage of kitchen/wear and tear/garbage.**

In-house preferred catering option:

The Girls Catering

Ashely & Linda

Please email events@theconservatoryev.com for a current menu

Other approved caterers:

Christiani's Catering

Peter Worsham | peter@ChristianisCatering.com

515.287.3169

www.ChristianisCatering.com

Occasions Catering, LLC.

Tania Burt | tania@occasionscatering.net

515.276.5651

www.occasionscatering.net

Out of Box Catering

Anthony Marinaro | anthonygmarinaro@gmail.com

<http://www.outofboxproductions.com/catering.html>

515.710.6658

The Tangerine Food Company

Susan Madorsky or Cherry Madole

515.720.7510 | info@tangerinefoodco.com

<https://tangerinefoodco.com/>

Taste! To Go

Andrea Williams & Emily Gross | sales@TasteToGo.net

515.277.8646

www.TasteToGo.net

Windsor Catering

Chrisha Edwards | 1895cateringmgr@hy-vee.com - 515.279-4225

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INVENTORY

INCLUDED WITH MOST ALL RENTALS

- Sheer drape backdrop with twinkle lights
- Round tables up to 250 with white folding chairs
- Black or White lap length bistro linens
- Head table, cake table, cocktail tables, gift tables, etc.
- Complimentary Centerpieces
 - Lantern (8) and/or Bubble Vase (8)
 - Photos: <http://www.theconservatoryev.com/design.html>

UPGRADS AND RENTALS

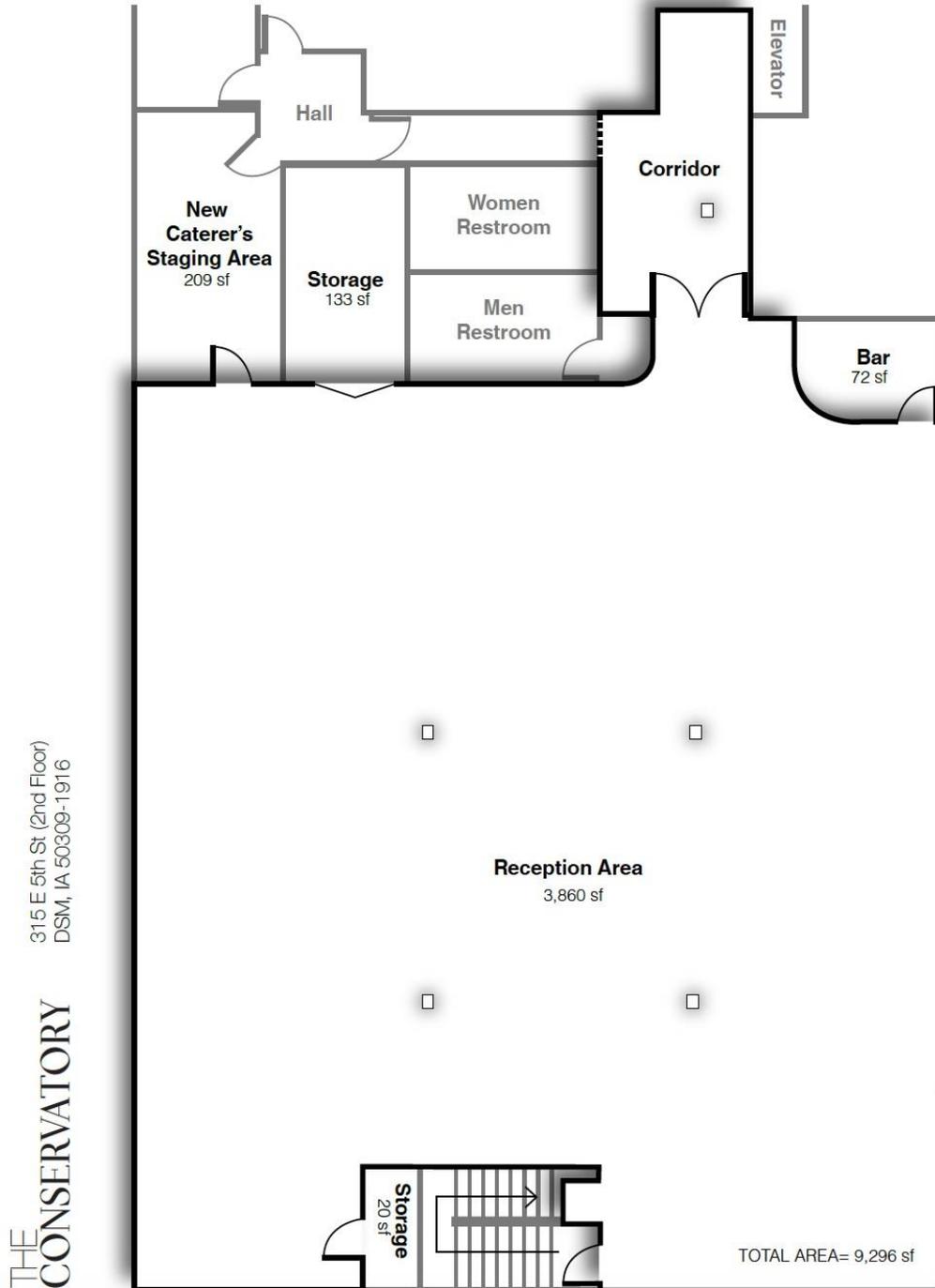
- Padded Garden Chairs (black or white): \$4 + tax, delivery, labor
- Chavari: \$7 to \$9 + tax, delivery, labor
- Linens to the floor (Ivory, Navy, Grey, White, Black): \$20 to \$24 + tax, delivery, labor
- Floral and greenery for provided centerpieces: \$20 or more depending on flowers and design + tax, delivery, labor
- Custom Centerpieces: \$25 or more depending on design + tax, delivery, labor

UPGRADS AND RENTALS LINKS

Centerpieces, linens, chairs, & more:

<http://www.theconservatoryev.com/upgrades.html>

DIAGRAM



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