

Dubuque County

FAIRGROUNDS *and* EVENT CENTER

MAKING MEMORIES SINCE 1953

2018

BANQUET AND RECEPTION INFORMATION

14569 Old Highway Road, Dubuque, IA 52002 Phone (563) 588-1406
Email: dbqfair@dbqfair.com Website: www.dbqfair.com

Policies & Guidelines

Our Mission

The Dubuque County Fair Association, a non-profit organization, is a community resource that exists to educate and promote the culture and heritage of Dubuque County, while uniting the community in celebration.

Rental Fees

The Dubuque County Fairgrounds has several facilities to accommodate your reception. **Our rental rates include five (5) hours of event time*, tables and chairs, set-up and clean-up, and our bar staff.** The following rates apply:

- ◆ The Grand Ballroom can accommodate up to 1,000 people. The rental rate for a Saturday event is \$900. The rental rate for a Friday event is and \$450.
- ◆ Sunday thru Thursday events in the Grand Ballroom are \$450.
- ◆ The Outdoor Festival Garden can accommodate groups of various sizes and rents for \$225.

*Additional hours can be arranged in advance through our office for an extra \$100 per hour. Event ending times will be no later than 12am midnight.

Deposits & Payments

When you book a date at our facilities, a contract is issued to you. The contract is due back to the fairgrounds with a **non-refundable deposit of 50% of your rental fees**, within two weeks of the booking date. If your contract and deposit are received by the due date, your reservation will become confirmed. **Your final rental balance and any and all additional charges are due at the conclusion of your event.** We accept Visa, MasterCard, Cash or Checks. A \$30 service fee, in addition to the original check amount, will be charged on any returned checks.

Food & Beverage Service

The Dubuque County Fairgrounds offers several options to accommodate your food and beverage requests. We will ensure quality food service for your guests by providing a list of approved licensed caterers. They can provide appetizers, dinner buffets, sandwiches, desserts and more.

CATERING SERVICES: The Dubuque County Fair Association has a list of approved caterers that you must select from. **Any food brought in, must be from a caterer on our list.** Your cake may be brought in from a catering outside of our list, but must still be licensed and insured. You must inform the office of the name of the caterer and the number of people you are ordering food for. Please contact the caterer for their menu and prices. **You will need to mention that your event is taking place at the Dubuque County Fairgrounds for accurate pricing; as caterer's prices vary by venue.**

The Dubuque County Fair Association does not provide bussing service for your meal, the caterer is responsible for the majority of the clean -up of plates & utensils. Please inquire with them if there is an additional bussing charge, as this service is required.

ALCOHOL CONSUMPTION—No one under the legal age of 21 will be permitted to purchase or consume alcoholic beverages at any time. If appropriate ID cannot be produced, we will not serve guests of any age. Guests may be required to wear a wristband identifying them as of legal age. All minors found consuming alcohol will be prosecuted to the fullest extent. The Dubuque County Fair Association has the legal right to refuse service to anyone who appears to be intoxicated, as well as reserving the right to ask the person to leave the premises if he/she refuses to cooperate. The Dubuque County Fair Association retains the right to call premature end to an event if the participants show a blatant disregard for our rules, policies, property and staff.

All carry-ins MUST be approved by the D.C.F.A. Carry in of wine is subject to a \$10 corking fee per bottle and MUST be served by our bar staff.

A 15% gratuity is automatically charged on all beverage orders that are charged to the master bill. Bartenders retain the right to have tip jars in place unless prior arrangements have been approved by the office or general managers.
No carry-ins allowed.

Cancellation

In the event of a cancellation, the deposit is non-refundable. If you cancel your event within sixty (60) days of the scheduled event date, you will be billed for the remaining balance of your rental fee.

Damage Waiver

The Dubuque County Fairgrounds holds renters fully responsible for damage, vandalism or theft of property that may occur during your event. The Fairgrounds office will notify you in writing if we encounter problems during your event.

Insurance

The Dubuque County Fair Association holds \$1,000,000 worth of General Liability coverage for any incident that is due to negligence of the Dubuque County Fair Association. **In addition, our insurance company requires all renters to submit a Certificate of General Liability Insurance listing the Dubuque County Fairgrounds Association, Inc. as additionally insured.** You should contact your agent and have them call the Dubuque County Fair Association for additional information. The certificate must be received in the Fairgrounds office no later than 1 month prior to your event date or your event may be cancelled or postponed at the discretion of the Fair Association.

Facility Restrictions

When planning your set-up, you must coordinate the time and items to be used with the Fairgrounds Office. The Fair office has several layout options available; any changes to the chosen layout must be given to us 48 hours prior to your event. **The Dubuque County Fair Association will not guarantee set-up times prior to 72 hours before your event.** Please contact our office to check on available set-up times for decorating. It is the renter's responsibility to inform their DJ, cake, and any other items being delivered of what time they may arrive and set-up. Tear down time will be limited to one hour after event ending time or be subject to an additional fee.

Decoration Restrictions

- ◆ We do not allow tape or staples on our tables, floors, furniture or walls. This includes adhesive products on dance floor.
- ◆ Confetti, sand, crystal gel balls etc. of any type, are prohibited.
- ◆ Candles must be in candle holders. No free standing candles are allowed.
- ◆ The Fairgrounds staff will not light candles the day of your event.

All décor items that you bring in must be removed at the end of your event, unless prior arrangements have been made with the Fair Office.

Food Service

The Dubuque County Fairgrounds offers several caterers that you may choose from.

Whether you are looking for casual appetizers or a formal dinner buffet, these caterers offer many services and food choices. All catering must be done by the caterers listed below. We have provided their contact phone numbers so that you may speak with them directly about their service, prices & availability. You may need to mention that your reception is taking place at the Dubuque County Fairgrounds for accurate pricing.

Barn - 563-552-2353

Champs Catering - 563-557-8000

Hy-Vee ~ Asbury Plaza - 563-583-2199

Hy-Vee - Locust St - 563-583-6148

Hy-Vee -Dodge St -563-583-5204

J & D Catering - 563-921-2935

Kalmes Catering - 563-773-2480

Poor Man's Café -563-552-1881

Edgewood Locker-563-928-6814

Tony Roma's-563-690-3249

Beverage Service

Keg Beer

Budweiser, Bud Light, Busch Light,
Miller Light, Coors Light

\$225.00 each

Bottle Beer

Budweiser, Bud Light, Busch Light,
Miller Light, Coors Light, Busch N/A Cans, Select 55 & Michelob Ultra

\$55.00 per case (24 bottles)

Soda & Water

Coke, Diet Coke, Sprite, Sprite Zero, Mountain Dew, Diet Mountain Dew, Pepsi,
Diet Pepsi, Caffeine Free Diet Pepsi, Fresca, Root Beer, Dr Pepper

\$20 per case (24 cans)

House Wine

White Zinfandel, Chardonnay, Merlot

\$15.00 per bottle (1.5 Liter)

Champagne

Andre White, Andre Pink or Andre Spumante

\$12.00 per bottle 750ml

Sparkling Grape Juice

\$5.00 per bottle

Beverage charges subject to 15% gratuity.
Prices are subject to change without notification.

Wine Coolers & Carbonated Beverages

Smirnoff Razz
\$60.00 per case

Well Liquor

Amaretto, Apple Pucker, Apricot Schnapps, Black Velvet,
Blackberry Brandy, Butterscotch Schnapps, Christian Brothers Brandy,
Fleischmann's Gin, Kessler's, Lauders Scotch, Peach Schnapps,
Peppermint Schnapps, Raspberry Schnapps, Sloe Gin, Seagrams 7, Popov Vodka

\$55 per bottle (1 ltr)
Price includes mixers, cups, straws and garnish

Premium Liquor

Absolute Vodka, Bacardi Rum, Bailey's Irish Cream, Canadian Club,
Captain Morgan, Crown Royal, Cutty Sark,
Dr. McGillicuddy's, Jack Daniels, Jagermeister, Jim Beam, Jose Cuervo Especial,
Kahlua, Malibu Rum, Rumple Minze, Southern Comfort, Tanqueray Gin, UV Blue

\$65.00 per bottle (1 ltr)
Price includes mixers, cups, straws and garnish

Beverage Tickets

Well or Premium Drinks

\$3.50 each

Cash Bar

No additional charge.

A \$100.00 staff fee will be charged for any event that does not have a cash bar.

You may request items not listed, prices will vary.

Beverage charges subject to 15% gratuity.
Prices are subject to change without notification.

Décor Rental

Decorations

Lighted Back Drop...\$75 each

Linens

Table Linen...\$6 each

Available in white only

13' Skirting...\$20 each

16' Linen Skirting...\$24 each

21' Linen Skirting...\$28 each

Skirting available in black or white

Plastic covering for all tables...\$75

Available in white only