

DEPOSITS AND PAYMENTS

The Atrium rental fee/deposit is \$800 and is due upon receipt of the group contract for your event. You must cancel no later than six months prior to your event to avoid loss of deposit. Your food bill is due two weeks prior to your event and final payment is due at the conclusion of the event. All food & beverage charges are subject to 15% gratuity and 7% tax.

GUARANTEES

A guaranteed guest count is due two weeks prior to your event. You will be charged for the exact number given or the number served, whichever is greater.

FOOD AND BEVERAGES

All food and beverages must be purchased through Clarke University Conference & Event Services and are subject to a 15% gratuity and 7% sales tax. No food or beverage can be brought onto the campus with the exception of your wedding cake and mints or candies for table decorations.

MENU SELECTIONS

Menu selections must be finalized no later than 30 days prior to your reception. The menus provide our most popular selections, however vegetarian and other requests are available upon request. Due to health department codes no food or beverages are allowed to be taken from the premises.

BAR SERVICE

Clarke University holds an Iowa Liquor License and all bar service and bartenders are under the control and the responsibility of Clarke University. No alcoholic beverages can be brought onto the campus.

DECORATIONS

Room decorating is permissible. Decorating time must be requested and set up by appointment with the events coordinator. All signs, decorations, and displays must be approved. Nails, tape, glue, thumbtacks, or adhesive on the walls, ceilings, glass, floors, door frames, columns or tables are prohibited. Helium balloons, glitter and open flames are also prohibited. An excessive cleaning fee will be assessed when necessary. The sponsoring group is responsible for removal of all decorations the day of the event unless prior arrangements have been made.

ENTERTAINMENT

Entertainment or music must end by 11 p.m. and the facilities must be vacated by midnight.

VALET PARKING

Valet parking is available through Clarke University Conference & Event Services and is priced according to the number of guests.

SMOKING POLICY

Smoking is prohibited on the entire campus as mandated by the Iowa Smoke Free Air Act of July, 2008.

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AUDIO-VISUAL EQUIPMENT

All of the public and meeting spaces have either high speed wireless internet access or are hard wired for high speed internet access. We offer at no charge microphone and podium, wireless hand microphone, wireless lapel microphone, projection screens and conference phone with two 10 foot extension speakers. Additional equipment include, but are not limited to:

laptop computer and LCD projector	100.00
portable whiteboard and markers	10.00
portable projection screen	10.00
flip chart and markers	15.00
TV/VCR or DVD	15.00

ROOM	SIZE	SQUARE FEET	RECEPTION	THEATER SEATING	CLASSROOM/ CONFERENCE SEATING	DINING CAPACITY
Wahlert Atrium	140 x 40	5600	300	250	150	200
Rose O'Toole Hall	26 x 56	1456	100	100	50	80
Atrium Conference Room	26 x 50	1300	75	100	50	56
Jansen Music Hall	60 x 40	2400	--	237	237	--
Iowa Room	18 x 26	468	--	50	20	20
Dubuque Room	16 x 26	416	--	30	14	14
Student Dining Hall*	54 x 142	7668	500	--	--	500
Total Meeting Space	# of meeting rooms: 7	16908	500	250	237	500

**only available when classes are not in session*