



## Rental Guidelines/Policies & Fee Schedule

(As of January 1, 2020)

### Surf Ballroom Weekend (Friday/Saturday) Facility Rental Rates

**Rental Fee:** \$1,750 plus \$3,500 beverage service guarantee.

**Non-profit Rental Fee:** \$1,400 plus \$600 beverage service guarantee.

\*\*Renter must provide proof of non-profit status to obtain this rate.

Rental Rates include an allotted time of use from 9:00 a.m. until 1:00 a.m. the day of rental and includes use of Main Ballroom, the Cypress Room (Lounge), along with the following:

- 3 bartenders, plus 1 security staff during event. Surf bar staff will be responsible for table bussing (for Surf beverage service only). If additional staffing is required, renter will be billed \$15.00/hour per staff member needed.
- Use of Surf's current inventory of tables & folding chairs (see inventory on last page);
- Use of Surf's current inventory of risers, if desired (see inventory on last page); and,
- Table and chair set up/tear down.

**\*\* Please note that renter is responsible for all sound/light production and A/V needs. Use of the Surf's projectors/screens, mics, etc. require use of a technician and are available for an additional fee.**

**A \$750 non-refundable down payment and \$250 damage deposit are required to confirm desired event date. Damage deposit will be refunded via check following event. Balance of rent is due and payable one day prior to your event.**

*Additional charge if extra access to building is required:* \$100.00/hour

*Monday-Thursday 8:00 a.m.-5:00 p.m. (Day only):* \$850.00

*Monday-Thursday 5:00 p.m.-1:00 a.m. (Evening only):* \$850.00

\*\* Any use of the Surf Ballroom for ticketed functions open to the general public must be approved by management. Privately promoted ticketed events featuring live music are prohibited. Fundraisers may only be held by qualifying 501(c)(3) organizations and reserved a maximum of 6 weeks in advance of event date.

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### Surf Ballroom Cypress Room (Lounge) Rental Rates (Capacity 120)

*Cypress Room Facility Only:* \$300.00

*Non-profit Rental of Cypress Room Facility Only:* \$240.00

**A non-refundable deposit of 50% is required to confirm desired event date with balance due one day prior to event. Cypress Room rentals are not booked sooner than 6 weeks out.**

### **Beverage Service**

Beverage service minimums are required for most rentals, which means that total beverage sales must meet the requirement set forth in the contract. Renter has the option of an open/host bar, cash bar or any combination therein and all sales are applied towards the minimum (this includes special orders-wine, champagne, etc.). An unlimited soda option is available for \$300.

No alcohol, kegs or other beverages may be brought into the Surf Ballroom for decoration or consumption. In compliance with the State of Iowa's Alcoholic Beverage Laws, absolutely no underage persons will be served and guests may be 'carded' for proof of age. Additionally, no alcoholic beverages (opened or unopened) may be taken from the premises. Bar service ends at 11:30 p.m.

### **Decorations**

Temporary decorations must not harm the finish on walls, ceilings or floors (painter's tape only...no gaffe, duct or packaging tape is to be used on painted walls/fixtures or floors). ABSOLUTELY no permanent fasteners may be used (i.e. staple guns, screws or nails) due to the venue's historical nature. Decorations must be put up and removed within the contracted time frame. No colored paper (including napkins or placemats) may be used on booth tables due to the staining that occurs. No helium filled balloons are allowed in the Main Ballroom area. No confetti, bubbles or glitter are allowed in the building.

Candles are not allowed anywhere in the Surf Ballroom & Museum-No exceptions! Battery operated candles are available for rent, if desired, through Marcie Mae Creations (641.430.6616). Sparklers, fireworks and pyrotechnics of any type are also strictly prohibited!

### **Food/Catering**

We want your event to be the best that it can be! Service, food quality and reputation are important to us. Since on-site cooking facilities are not available for meal or hot hors d'oeuvre preparation, we suggest use of one of our preferred caterers listed below. An additional surcharge of \$250 will be added to the overall rental fee should a non-preferred caterer be used. Food service must be provided by professional caterers only. Please note that there are no utensils, cookware, countertop appliances or dishes available for renter use.

Surf Ballroom Preferred Caterers include:

#### **Best Western/Bennigan's**

I-35 & U.S. Hwy. 18  
Clear Lake, IA 50428  
Contact: Mandy VanVoorhis  
(641) 357-5253

#### **Butcher's Steakhouse**

1451 North Federal Ave.  
Mason City, IA 50401  
Contact: Laurie Buchanan  
(641) 423-1110

#### **Classic Catering**

2415 Union Avenue  
Garner, IA 50438  
Contact: Sheryll Klesel  
(641) 923-2187

#### **Prime & Wine**

3000 – 4<sup>th</sup> Avenue SW  
Mason City, IA 50401  
Contact: Doug Brown  
(641) 424-8153

#### **Starboard Market**

310 Main Avenue  
Clear Lake, IA 50428  
Contact: Jennifer Coffman  
(641) 357-0660

**Linens**

Rental fee does not include table linens or skirting. A limited quantity of table linens are available to rent from the Surf for an additional fee (see inventory on last page).

**Lost and Found**

The North Iowa Cultural Center and Museum / Surf Ballroom and Museum will not be liable for loss or damage to clothing or other personal belongings of renter or guests during term of rental. Lost and found items will be logged and stored for 30 days, after which the items are donated to charity.

**Miscellaneous**

Renter assumes responsibility for any damage to premises or furnishings of the Surf Ballroom. In the event of damage, breakage or loss, renter will be charged for repair or replacement. Staff is scheduled until the ending time noted in the rental agreement. All guests, entertainers, caterers, decorators, etc. must depart by the agreed upon time. Subleasing of the premises is not permitted.

**Seating Capacity-Ballroom Dance Floor**

Up to approx. 325 set up in rounds

Up to approx. 500 set up with 8' banquet tables

Up to approx. 700 set up with chairs in rows

Your room may be set up according to a seating diagram. If a specific set up is desired, renter should submit a completed seating diagram at least one week prior to your event.

**Sound & Lights-Main Stage**

Use of the Surf's projectors/big screens, mics, etc. require an onsite technician for operation. A \$200 minimum fee includes up to 6 hours of use (\$15/hour for each additional hour of use). Audio visual needs must be confirmed/reserved at least 2 weeks in advance of event date. Minimal main stage lighting is available at no additional charge. Spot light operator(s) are available upon request for \$15/hour with a 1 hour minimum.

Professional (concert quality) sound and lights with technicians are available for an additional \$900.00.

**Sound & Lights-Cypress Room (Lounge) Stage**

The lounge stage will accommodate a speaker, soloist or small performing group. Recessed lighting is located overhead. All sound and light equipment must be provided by renter.

**Sales Tax**

Please note that 7% sales tax will be applied to all host/open bar sales. Sales tax is included in all other rents and fees.

**Smoking**

As a museum environment prevails in the Surf Ballroom and as per Iowa law, smoking is not permitted anywhere in the building. A smoking area is designated outside of the Cypress Room (Lounge).

**Venue Amenity Inventory**

*Permanent Seating:*

The Surf Ballroom was built in 1948 and is still home to the original wooden booths surrounding the perimeter of the ballroom dance floor on two sides. A map is located on the following page for reference.

93 4-person booths

73 6-person booths

*Table Inventory:*

10 6' banquet tables

37 8' banquet tables

49 60" round tables (8 person capacity)

*Chair Inventory:*

450 black plastic folding chairs

124 wood chairs (located in Cypress Room/Lounge)

*Risers available for use:*

6 – 4' x 8' aluminum risers (6", 12" and 18" heights are available)

\*Please note that 2 – 4' riser sections are needed to hold one 8' banquet table with seating

3 – 5'4" x 8' wood risers (10" height – unadjustable)

2 – 5'4" x 6' wood risers (10" height – unadjustable)

\*Please note that these risers are long enough to hold up to four 8' banquet tables with seating

**Additional Items Available For Rent (prices subject to change):**

*Table Coverings:*

72" x 72" cloth linens: \$9.00 each (available in black or white)

85" x 85" white cloth linens: \$9.00 each (available in black or white)

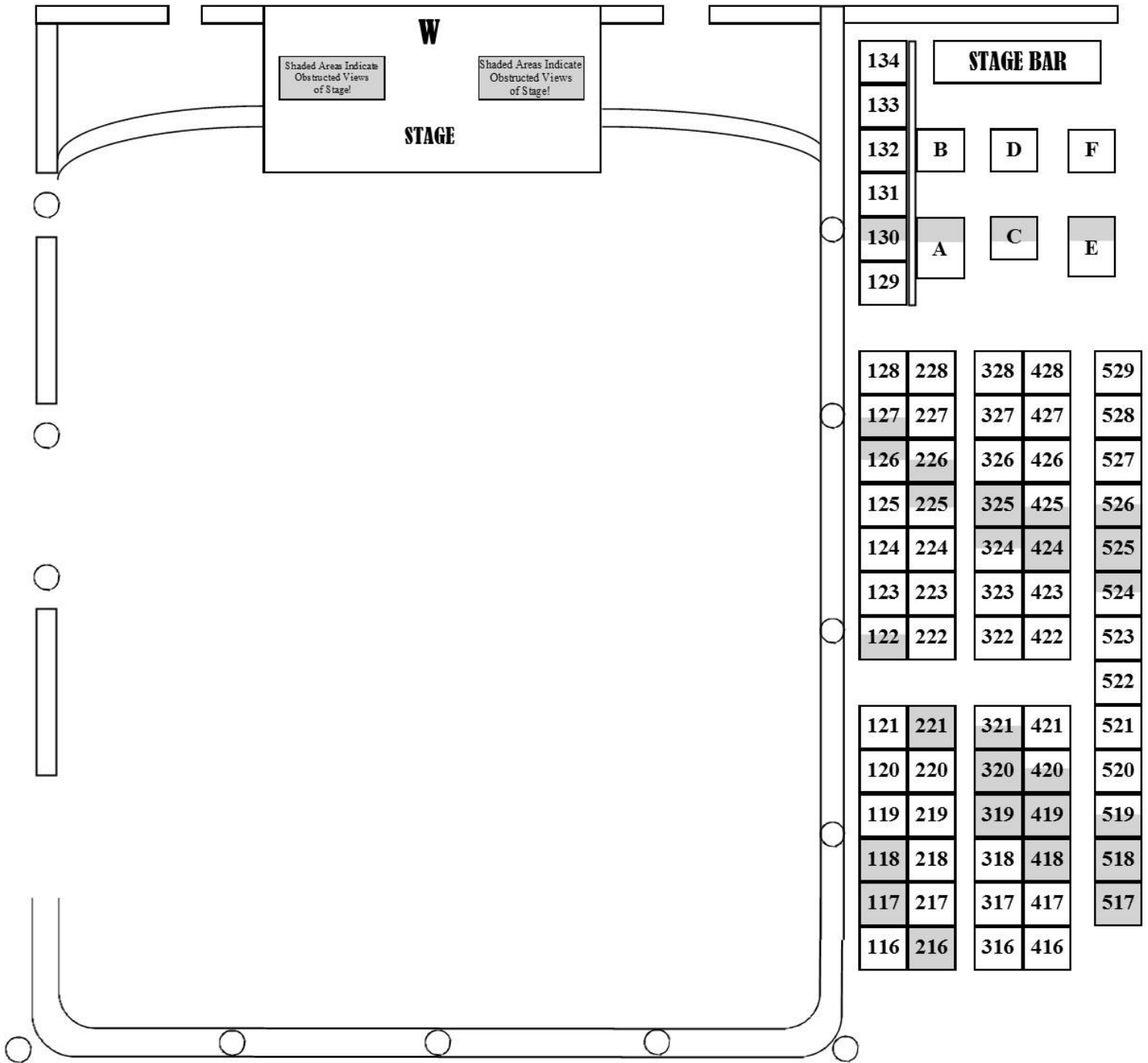
120" white round cloth linens: \$15.00 each (available in white)

Banquet table cloth linens: \$9.00 each (available in black or white)

A limited quantity of table skirting (31" length) is available for \$15/section

(Skirting is available in black or white)

Plastic Table Coverings: \$5.00 each (available in black or white)



Shaded Areas Indicate  
Obstructed Views  
of Stage!

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Obstructed Views  
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**STAGE BAR**

134			
133			
132	B	D	F
131			
130	A	C	E
129			

128	228	328	428	529
127	227	327	427	528
126	226	326	426	527
125	225	325	425	526
124	224	324	424	525
123	223	323	423	524
122	222	322	422	523
				522
121	221	321	421	521
120	220	320	420	520
119	219	319	419	519
118	218	318	418	518
117	217	317	417	517
116	216	316	416	

101	102	103	104	105	106
201	202	203	204	205	206

107	108	109	110	111	112
207	208	209	210	211	212

113	114	115
213	214	215

301	302	303	304	305	306
		404	405	406	

307	308	309	310	311	312
407	408	409	410	411	412

313	314	315
413	414	415

**BOOTH BAR**

504	505	506
604	605	606

507	508	509	510	511	512
607	608	609	610	611	612

513	514	515
613	614	615

**MAIN BAR**

704	705	706	707	708	709	710	711	712	713	714	715	716	717
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