



The Mason City Foundation

308 S. Pennsylvania Ave., Mason City, IA 50401

Phone: 641-424-2852 Fax: 641-421-0068

mmsquare@themusicmansquare.org

www.themusicmansquare.org

Thank you for your interest in renting space in The Music Man Square, Mason City, Iowa.

Enclosed, please find, Rental Guidelines and Policies as well as a Rental Agreement. Because room availability changes daily, reservations can only be confirmed with the receipt of a signed rental agreement and reservation payment. Please call our office to confirm that your desired date and space is available. We will hold your date for 14 days, to allow time for you to mail the agreement and payment, and time to set up a walk through with the event coordinator.

Also included in this packet you will find the Preferred Catering list and a list of local Banquet and Reception Services for your convenience. For any questions or to set your event date please call our office at 641-424-2852.

The Music Man Square is a delightful, unique setting in which to celebrate, meet and learn. It will be the perfect place for your meeting or special occasion.

The building of this fine facility has been a rewarding community effort, and we are proud to offer it to you for your use. We invite you and your friends and family to discover all The Music Man Square has to offer, and to participate in the diverse cultural and educational events and programs.



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The Music Man Square Rental Guidelines and Policies

Seating Capacity

Reunion Hall - 300 for formal meals, 350 with chairs in rows

Madison Park – 100 for formal meals, 150 with chairs in rows

Streetscape – 300 for formal meals, 350 with chairs in rows

Your room will be set up according to your seating diagram. We ask that you submit a completed diagram via walkthrough with TMMS staff at least 2 weeks prior to your event. ____ (initial)

Tables, Chairs, Equipment

34, 6 ft. round tables, seating 10 people. 12, 8 ft. banquet tables. 3, 4' tables. 350 white chairs, 260 padded dark green chairs. Ceiling mounted projector, screen, DVD player, 2 wireless microphones, 1 Podium, 1 upright piano are available in Reunion Hall at no additional charge.

There is NOT a defibrillator device on site. ____ (initial)

Reservation Payments

50% of the total rental fee must accompany the signed rental agreement to reserve your room.

Payment must be received within 14 days of signing the rental agreement. This is refundable only by written cancellation received at least 3 months prior to your event. ____ (initial)

Insurance

The Music Man Square requires that the renters carry a "Special Events Insurance Policy" for all Wedding Receptions and large events. A policy may be purchased through Music Man Squares insurance company, but not required to do so.

Contact information: 1st Insurance Agency : 641-421-8000 : Jenny McIntyre, RPLU

A copy of the policy must be on file by date of the event. ____ (initial)

Food

Food service is available through professional caterers only. On-Site cooking facilities are not available for meal or hot hors d'oeuvre preparation. There are no cookwares, utensils, countertop appliances, dishes or linens available. Service, food quality, and reputation are important to us; we suggest use of one of our preferred caterers listed. A current list of preferred caterers is available. An additional surcharge of \$250.00 will be added to the overall rental fee should a non-preferred caterer be used. ____ (initial)

Beverages

Bar service is available through The Music Man Square which holds the approved license with the state of Iowa and city of Mason City. Payment for alcoholic beverages is made with rental. Iowa

Law prohibits alcoholic beverages brought in from any other source. Non-Alcoholic beverages may be furnished by you, your caterer, or The Music Man Square. ____ (initial)

Delivery Entrance

The delivery entrance is located on the north side of the building, along 2nd street S.E. Caterers and deliveries must use this entrance. ____ (initial)

Hours

The Music Man Square is open to the public Tuesday through Sunday from 1:00 pm – 5:00 pm. We often have tours and visitors until 5:00 pm. Office Hours are 10:00 am – 3:00 pm Tuesday through Friday. Events at The Music Man Square may be scheduled during or outside of regular business hours, which can be reflected in the price of the rental.

All Ceremony or Reception Events will start no earlier than 5:00pm.

No Event, including clean up time, will extend beyond midnight.

D.J.'s, musicians, and bar service ends at 11:00 pm. Any event that extends beyond the agreed event time will be billed back to the renter at \$300.00 per hour.

The rooms are available for decoration from 1:00 pm – 5:00 pm the day before your event (IF they have not been rented out by another party) for an additional fee of \$300.00. This option is available to you up to two weeks prior to your event.

No set-up or decorating of public spaces within the facility may be scheduled earlier than the day of the event. This includes the Streetscape.

Access for set-up will be arranged at the discretion of The Music Man Square with consideration to its obligations to the general public and to the safe keeping of TMMS building, facilities, and exhibitions. ____ (initial)

Stage – Reunion Hall

The 17' x 10' stage will accommodate a speaker, soloist, or small performing group. Overhead, recessed lights and 6 small stage spots provide stage lighting. There is no stage curtain. 2 wireless microphones are available for use with the P.A. system. A ceiling mounted projector is available for videos and power point presentations. D.J.'s may not use foggers and candles are not allowed as they activate the fire alarms. ____ (initial)

Decorations

Temporary decorations must not harm the finish on walls, ceilings, or floors.

Nails, hooks, screws, pins, tape, confetti, glitter, sequins, fake snow, bubbles, marshmallows, skewers, fog machines, candles are NOT allowed.

Absolutely NO flames are allowed in the building except those used in chafing dishes for food service.

NO fireworks or pyrotechnics are allowed on premises (lanterns, sparklers included).

Damage fees will be enforced. ____ (initial).

Smoking

Smoking is not permitted anywhere inside the building. As we are primarily a museum, very sensitive smoke detectors are located throughout the building – even in the restrooms.

____ (initial)

Supervision

The Music Man Square is a delightful place for families and children. All groups must have proper adult supervision. There will be an offsite staff person available during your event for assistance.

An additional fee may be attached for unattended children. ____ (initial)

Clean Up

Please be respectful of others using the facility after you. All tables must be cleared following your event. Garbage cans with liners will be provided. You are responsible for disposing of your trash in the large dumpster outside the north delivery entrance. You are NOT required to take down tables or stack chairs.

After your event, a thorough inspection and inventory will be done to determine any damage or loss for which you are responsible. If it is necessary to use professional custodial services for cleaning after your event, you will be charged. In the event of damage, breakage or loss, you will be charged for repair or replacement. Our staff is scheduled only until the ending time of your event noted on your rental agreement. All guests, D.J.'s, caterers and entertainers must be gone by that time. _____(initial)

Lost & Found

The Music Man Square is not responsible for any lost or stolen catering supplies, equipment, or any other property of caterer, sub-contractor, or renter. We keep lost and found items for thirty days, after which they are donated to charity. _____(initial)

The Music Man Square Rental Pricing

	Events up to 75 People	
	<u>Monday – Thursday</u>	<u>Friday – Sunday</u>
Reunion Hall	\$150.00 / Hr.	\$200.00 / Hr.
Madison Park	\$150.00 / Hr.	\$200.00 / Hr.
Streetscape (after 5:00 pm)	\$150.00 / Hr.	\$200.00 / Hr.

	Events 75 to 150 People	
	<u>Monday – Thursday</u>	<u>Friday – Sunday</u>
Reunion Hall	\$800.00	\$1,500.00
Madison Park	\$600.00	\$900.00
Streetscape (after 5:00 pm)	\$800.00	\$1,500.00

	Events 150 People and Above	
	<u>Monday – Thursday</u>	<u>Friday – Sunday</u>
Reunion Hall	\$900.00	\$1,700.00
Madison Park (add on)	\$650.00	\$1000.00
Streetscape (after 5:00 pm)	\$900.00	\$1,700.00

- When renting Reunion Hall or Madison Park, the Streetscape may be rented for an additional \$600.00 Monday – Thursday or \$1,300.00 Friday – Sunday after 5:00 pm.
- 15% price break for events that will be 3 or more days.
- 20 % discount for non-profit organizations.
- For events over 75 people, there is a \$100.00 set up fee.
- Rental prices are set for a 6 hour period, any additional time will be charged at \$300.00 per hour, per room.
- The rooms are available for decoration from 1:00 pm – 5:00 pm the day before your event (IF they have not been rented out by another party) for an additional fee of \$300.00. This option is available to you up to two weeks prior to your event.
- No set-up or decorating of public spaces within the facility may be scheduled earlier than the day of the event. This includes the Streetscape.



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The Music Man Square Ice Cream Parlor features Ashby's Sterling Ice Cream

AMARETTO CHERRY – Cherry ice cream loaded with cherries and chocolate flakes.

BEAR CLAW - Sweet, dark chocolate ice cream swirled with a heavy caramel, and loaded with chocolate-coated cashews.

BUTTER PECAN (N.S.A.) - Sweet, buttery ice cream, and lots of pecan halves -- no sugar added.

CHOCOLATE - A creamy smooth, pure chocolate ice cream.

COOKIE DOUGH - Chocolate chip cookie dough flavored ice cream, homestyle cookie dough and chocolate chip morsels.

MACKINAC ISLAND FUDGE - Vanilla ice cream, butter fudge swirl, with large chewy fudge pieces.

MINT CHOCOLATE CHIP - Mint ice cream loaded with rich dark semi-sweet chocolate chips.

RASPBERRY CHIP CHEESECAKE - A creamy cheesecake ice cream with a raspberry swirl and loaded with chocolate chip flakes.

STRAWBERRY - Strawberry ice cream, with strawberry halves.

VANILLA - 100% Pure Vanilla.

Ice Cream Parlor Event Packages

Each package includes cone or dish service, and a staff member available for scooping.

Tour Package

Number of people in tour, price of single scoop ice cream.

Small Event Package (up to 150 people)

150 scoops of Ice Cream - \$450.00

Large Event Package (up to 300 people)

300 Scoops of Ice Cream - \$900.00

Any event smaller than 100 people expected, use Tour Package



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Rental Agreement

I, _____ representing _____
(your name) (group name)

Request the use of _____ in The Music Man Square.
(room/s)

For _____ on _____
(event / occasion) (date / s)

Set-up / Decorating Time: _____ to _____ Time of Event: _____ to _____

Number of Guests / Participants: _____ Your Phone Number (s): _____

Your Address: _____ Email: _____

Caterer? _____ Bar Service?: _____
(yes / no) (name of service) (yes / no)

DJ? _____ Event Planner? _____
(yes / no) (name of service) (yes / no) (name)

Room Rental Charge: \$ _____ Room(s): _____
\$ _____

Set-up fee: \$100.00 (any event) Bar set-up fee: ___ \$100.00 ___ \$200.00

Cleaning fee: \$350.00 (events over 150 people, all Receptions)

Day Before Decorating: \$300.00 Ice Cream / Popcorn Pkg. _____

Total: \$ _____

Reservation Payment 50% \$ _____ Date Rec'd: _____

Balance Due: \$ _____ Date Rec'd: _____

Credit Card on file for Damage / Cleaning Deposit: _____ Date: _____

It is your responsibility to pay the balance – due at least 2 weeks prior to your event. You will not be billed.

I have read and agree to comply with the terms of the rental agreement, guidelines and policies.

Signature: _____ Date: _____

Staff ___ NW ___ Date Reservation Received: _____ Date Confirmation given / mailed: _____

Staff ___ NW ___ Date Final Payment Received: _____

_____ Exc. Director Music Man Square Date: _____



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Damage and / or Cleaning Deposit

A credit card is required to be on file, over and above the deposit and final payment for your event for cleaning and / or repair. It will be required at the time your reservation is confirmed. After your event, the Event Manager will inspect the premises to determine if, except for the return of chairs and tables to storage sites, you left the facility as you found it when you arrived.

The credit card information shall be removed from your invoice if it is determined that no damage has been done and the areas you have occupied are not being left in a state where we, TMMS, have to call in extra custodial care to return it to a normal state or someone to repair any damages.

To quote from the Rentals and Guidelines Policies which you were given initially, "All tables must be cleared following your event. Garbage cans with liners will be provided. You are responsible for disposing of your trash in the large dumpster outside the north delivery entrance. You are NOT required to take down tables or put away chairs". _____ (initial)

CC#: _____ EXP. Date _____ CVV: _____



The Music Man Square Bar Services Request

Phone: (641)-424-2852 Fax: (641)-421-0068 Email: finance@themusicmansquare.org

I, _____ request the services of Music Man Square to provide and serve alcohol for (event) _____ on (date) _____.
Time of event _____ to _____. Number of guests _____.

Pricing:

- \$100.00 (event under 75) \$200 (event 76 and up) setup fee to be paid in advance of event.
- Beer (16 Oz. Aluminum cans or bottles) -\$4.00 - Craft Beer \$6.00
- Mixed Drinks – Premium Drinks - \$5.00 - Top Shelf Drinks - \$7.00
- Domestic Keg Beer – Discuss as needed (roughly 165 12oz. cups of beer)
- House Wine - \$6.00
- Soda - \$1.00, Bottled Water - \$2.00

You or the caterer may bring in soda (MUST be Coca-Cola Products), water, and coffee for your guests. Charges for partially or fully hosted Bars must be paid immediately after the event unless arrangements have been made with Music Man Square Staff.

Will your bar be (circle one please) Cash Partially Hosted Fully Hosted

ALL Partially Hosted Or Fully Hosted Bar Service Events will have a 25% automatic gratuity added.

Preferred Alcohol Items not already offered by Music Man Square (Beer /Spirits /Wine /Craft & Import Beer)

Requestee will pay for entire product in advance of event, and is responsible for any leftover inventory

Guests will be carded. No additional alcohol may be brought in. Guests will be asked to leave if they present a fake ID or bring alcohol into the premises.

I have read and comply with the terms of this agreement.

Signature: _____ Date: _____
Address: _____ Phone: _____
Email: _____

Music Man Square Staff Signature: _____ Date: _____



The Music Man Square Bar Services Price List

Beer (16 Oz. Aluminum Cans or Bottles) - \$4.00 Each

- Busch Light
- Budweiser
- Bud Light
- Michelob Ultra
- Miller Lite
- Coors Light

Craft Beer – Pseudo Sue (Toppling Goliath) - \$6.00 Each

Domestic Keg Beer – Discuss Upon Request

Craft / Import Beer Keg – Discuss at time of request

Premium Mixed Drinks - \$5.00 Each

- Vodka – Svedka
- Rum – Captain Morgan / Bacardi
 - Gin – Beef Eater
- Whiskey – Black Velvet
- Bourbon – Jack Daniels
 - Scotch - Dewar's
- Tequila – Hornitos

Top Shelf Mixed Drinks - \$7.00 Each

- Vodka – Belvedere
- Rum – Captain Morgan Private Stock
 - Gin – Aviation
- Whiskey – Crown Royal
- Bourbon – Makers Mark
 - Scotch – Glenlivet
- Tequila - Patron

House Wine - \$6.00 Each

- Chardonnay
- Cabernet Sauvignon
 - Merlot
 - White Zin
 - Moscato

Champagne available upon request

****All Prices and Inventory are subject to change****

Banquet and Reception Services

We do prefer you use these catering companies, we offer the following as a general list, which may help in your planning.

Preferred Catering Companies

Hy-Vee 551 S. Illinois Ave Mason City, IA 50401 641-424-9741 www.hy-vee.com	Prime N' Wine 3000 4 th Street S.W. Mason City, IA 50401 641-424-8153 www.primenwine.com	Rib Crib 455 Tiffany Dr. Mason City, IA 641-424-3794 www.ribcrib.com	Black Dog BBQ 523 N. Penn. Ave. Mason City, IA 641-430-5750 blackdogbbq@yahoo.com
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The Decker House Bed & Breakfast

119 2nd Street SE
Mason City, IA 50401
641-423-4700
www.facebook.com/TheDeckerHouse

D.J.'s

Rich's Ultimate DJ Service

Rich Lorence
641-425-5932
www.richsdjsevice.com
richsdjsevice@gmail.com

MOJO Productions

Jared Wingert
515-408-1074
spookymojo@mchsi.com
www.mojoproductionsdj.com

Creative Sound Productions

319-232-6216
Harry O'Neil
creativesoundproductions.com

Wedding / Party Suppliers / Event Coordinator

Mason City Rent All

518 S. Pennsylvania Ave.
Mason City, IA 50401
641-424-4949
www.mcrentall.com

Marcie Mae Creations

Event Coordinator
Sally Jejlik
Britt, IA 50423
641-843-4398

www.theknot.com

www.eventective.com