



## **MENUS**

- Our catering menu is delicately crafted for our facility, however, we are happy to help with special requests.
  - Menus must be confirmed at least one week prior to the event.
  - Due to health code regulations and NewAldaya Lifescapes' dedication to quality, all menus are based on a two-hour maximum time limit.
  - Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.
  - Food and beverage prices may be guaranteed six (6) months prior to your event.
  - No food or beverage may be brought in or removed from NewAldaya Lifescapes.
- \*With approval prior to the event, specialty cakes/cupcakes can be permitted
- Attendance guarantees for all meals are due to your event planner no later than 48 hours prior to the event. After said point, the guarantee can only increase, it cannot be reduced.

## **FEES**

- Tips are not accepted, however, donations to NewAldaya's mission are encouraged and welcomed.
- If cancelling less than 72 hours prior to event, client is responsible for 25% of said bill for the event.
- Bartender - \$25 per bartender, per hour. A bartender will be provided free of charge if sales exceed \$300 per bartender, per event.
- Passed Hors D'oeuvres - \$25 per server, per hour.
- Cake Cutting - \$1 per guest for cakes brought in from outside vendors. Any baked goods purchased through NewAldaya Lifescapes will include cutting. Due to restrictions, we are unable to store any baked goods from outside vendors.

## **TOBACCO**

- In compliance with the Iowa Smoke Free Air Act, NewAldaya Lifescapes, outdoor areas, and properties are completely tobacco-free. All tobacco products are prohibited and violators are subject to fine.

## **ALCOHOL**

- NewAldaya Lifescapes does not permit the serving or consumption of alcoholic beverages to anyone under the age of 21 or under the influence of alcohol.
- We reserve the right to refuse service.

## **SECURITY**

- Routine security services are provided by NewAldaya Lifescapes. If the client desires additional security to protect exhibits, merchandise, or to monitor the event, the client is responsible for ordering and paying for the additional security.

## **SETUP REQUIREMENTS & ROOM LOCATION**

- Final menu items, room arrangements, and other details pertaining to the event are outlined in the Banquet Event Order (BEO). Unless otherwise stated in the Banquet Event Order form, NewAldaya Lifescapes reserves the right to change function rooms at any point should the number of attendees decrease, increase, or if NewAldaya Lifescapes deems it necessary.
- Resetting of meeting rooms from previously agreed setups per the Banquet Event Order may result in additional cost. Multiple changes to room setup will incur a labor fee determined by the size and degree of change desired.

## **DÉCOR**

- If you are using an outside vendor for your event, NewAldaya Lifescapes must be provided with the name, phone number, setup, and delivery requirements for that vendor.
- Linens & Centerpieces – NewAldaya offers a complimentary selection of linen tablecloths and napkins. If the client desires a different color, NewAldaya is happy to assist in acquiring additional fabrics on a rental basis.
- Confetti and open flames are not permitted
- Signs/banners must be of professional quality. Any signs outside of the function rooms must be set up on easels.

## **BILLING**

- A \$100 deposit will be due along with a signed BEO for any and all events.
- The balance of the bill is due 30 days after the event.

