



FOR ALWAYS *play* KEEPS



THE  
MEADOWS  
EVENTS & CONFERENCE CENTER



You're about to embark on planning your big day – marrying the person of your dreams.

At Prairie Meadows, we take care of all your wedding needs. From a beautiful, intimate ceremony to the timeless elegance of your reception, our event staff is here to serve you. Your wedding at Prairie Meadows includes a personal venue coordinator who is with you from beginning to end, taking care of all the details so you and your guests can enjoy the day – stress free.

We will work with you on budget, décor inspiration, vendor recommendations, food tastings, room configurations, guest seating, and all the details in between. It's your day, we are here to make it special and customized to your needs.

We pride ourselves in helping you design your day.



The Meadows Events & Conference Center is the beautiful, modern venue you have been looking for. Located just minutes from downtown Des Moines, our Events Center provides more than 20 unique event spaces, each of which can be arranged to fit your needs and budget.

## CEREMONY

Space available from 9am – 5pm

### SKINNER BALLROOM

- 280 – 420 guests
- Facility fee \$4,000

### SKINNER BALLROOM SECTIONS A & B

- 50 – 280 guests
- Facility fee \$3,000

### BISHOP BALLROOM SECTION C

- 50 – 300 guests
- Facility fee \$2,250

### SALONS 1 & 2

- 50 – 175 guests
- Facility fee \$1,750

## RECEPTION

Space available from 9am – 11:30pm

Room rental fee for reception space will be waived if you meet the food and beverage minimum

### BISHOP BALLROOM

- 350 – 650 guests
- Food and beverage minimum \$17,500 - \$32,500

### BISHOP BALLROOM SECTIONS A & B

- 250 – 350 guests
- Food and beverage minimum \$12,500 - \$17,500

### BISHOP BALLROOM SECTION C

- 50 – 150 guests
- Food and beverage minimum \$2,500 - \$7,500

### SKINNER BALLROOM

- 110 – 250 guests
- Food and beverage minimum \$5,500 - \$12,500

### SKINNER BALLROOM SECTIONS A & B

- 50 – 110 guests
- Food and beverage minimum \$2,500 - \$5,500

Menu pricing subject to 23% service charge and 7% sales tax.

Prices subject to change.



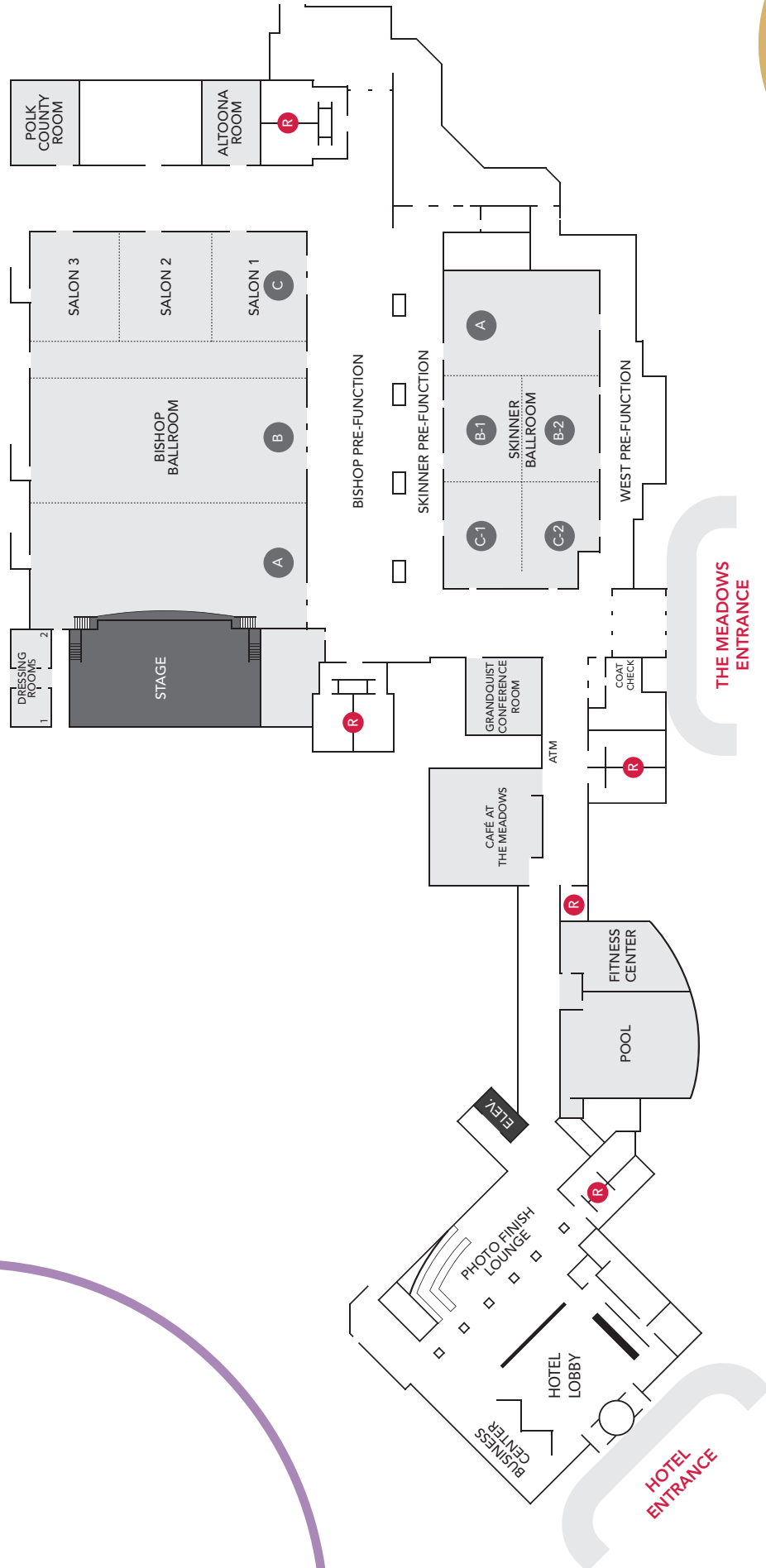
## CEREMONY AMENITIES

- Chairs
- Riser staging (gray carpet with black skirting)
- Microphones (up to two)
- Custom lighting
- HDMI cable connecting to house sound
- Pipe and drape backdrop in black
- Rehearsal room reserved the evening before based on availability. Room location confirmed 30 days prior to ceremony.

## RECEPTION AMENITIES

- Furniture & fixtures
  - Tables, chairs, custom dance floor, custom staging
- Elegant table settings
  - Fine china, glassware, 90" x 90" white or black linen tablecloths white or black linen napkins, centerpieces of tiled mirrors with LED candle votives
- One menu tasting for up to six (Contact your venue coordinator for reservations.)
- Choice of entrée (Entrée is served with house salad, artisan bread, coffee, and tea.)
- Bar and bartender (one bartender for every 100 guests)
- Built-in drop-down screens & projectors
- Hotel room for the newlyweds (Suite upgrade based on availability)
- Special guest room rates

# HOTEL & EVENTS CENTER MAP



You want your food to be flavorful, memorable, and beautiful. All of our dishes are chef-prepared to fit the needs of you and your guests. From gluten-free and vegetarian to delectable steak entrees, we will provide you with the cuisine options you desire, all served by our dedicated banquet staff.



## HORS D'OEUVRES

- Bruschetta on crostini
- Domestic cheese display
- Seasonal fresh fruit display
- Vegetable crudités
- Hummus and pita chips
- Grilled chicken on crostini with artichokes and cream cheese
- Beef tenderloin on crostini topped with red pepper pesto and cream cheese with onion confit
- Spanakopita spinach and feta cheese phyllo triangles
- Shrimp cocktail with housemade cocktail sauce

Menu pricing subject to 23% service charge and 7% sales tax.

Prices subject to change.

## ENTRÉES

All entrees include house salad with artisan bread & butter, starch, vegetable, coffee & iced tea

- **Chicken Marsala**  
*Seared chicken breast with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce*
- **Spinach Fontina Stuffed Chicken**  
*Seared chicken breast stuffed with spinach and fontina cheese*
- **Italian Pork Loin**  
*Italian roasted pork loin with parmesan cream sauce*
- **Baked Atlantic Salmon**  
*Seasoned Atlantic salmon topped with tropical fruit salsa*
- **NY Strip**  
*Seasoned and grilled to perfection NY strip topped with cognac demi-glace*
- **Beef Tenderloin**  
*Herb rubbed beef tenderloin with classic De Burgo sauce*
- **Child's Entrée**  
*Chicken tenders with fries, fruit cup, & lemonade*

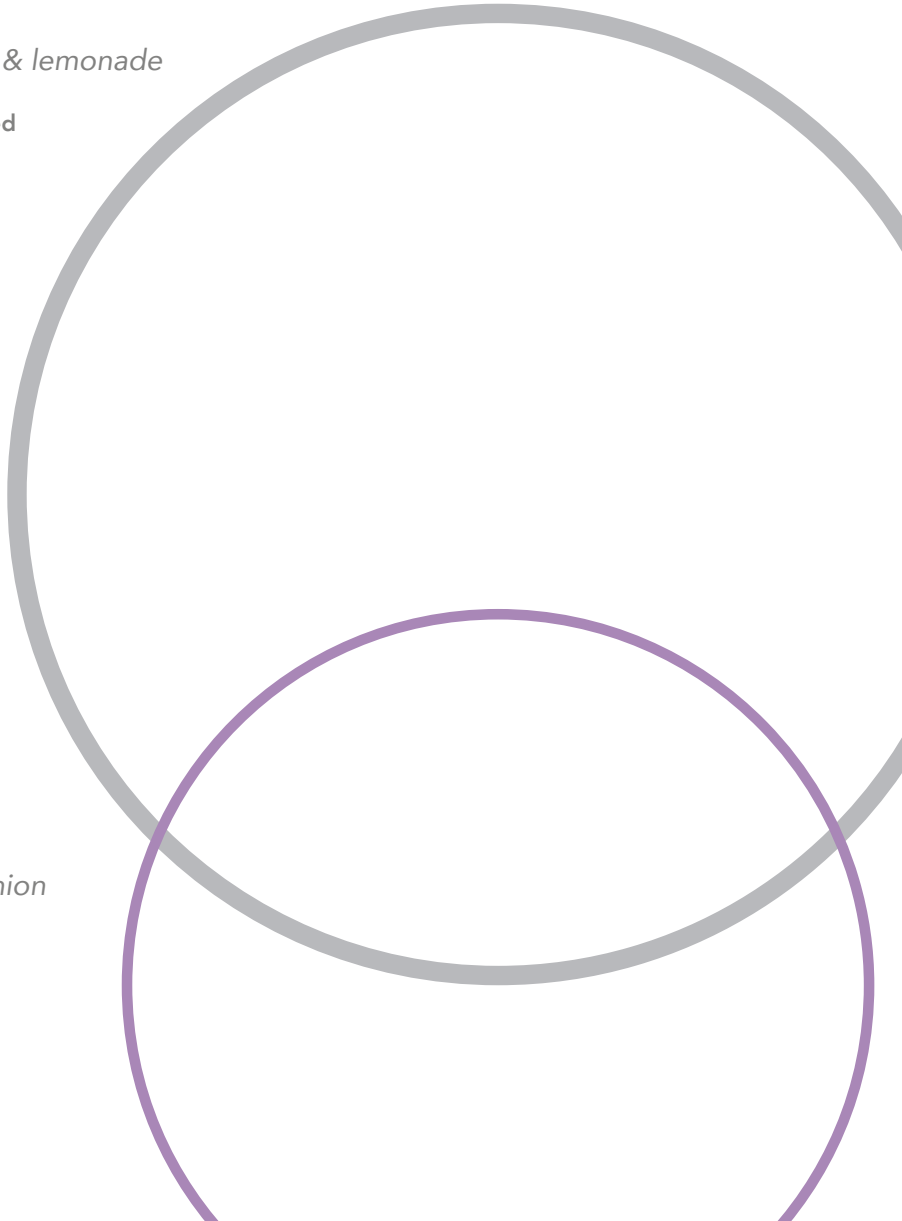
Special dietary requests will be accommodated

### STARCH SELECTION

- Yukon gold ranch potatoes
- Boursin mashed potatoes
- Cheesy potatoes
- Herb roasted baby red potatoes
- Wild rice pilaf

### VEGETABLE SELECTION

- Green beans with red peppers
- Asparagus
- Baby carrots
- Broccoli
- Medley of squash, zucchini, & red onion





## PACKAGES

### CLASSIC

*Includes the following:*

- *House salad, choice of entrée, vegetable, starch, artisan bread, coffee & tea service*
- *Bartender (1 per 100 guests)*
- **Plated Options:**
  - *Chicken Marsala \$42*
  - *Spinach Fontina Stuffed Chicken \$44*
  - *Italian Pork Loin \$46*
  - *Baked Atlantic Salmon \$49*
  - *NY Strip \$54*
  - *Beef Tenderloin \$58*
  - *Duet Entrée \$65*
  - *Child \$26*

Special dietary requests  
will be accommodated







## DELUXE

Includes the following:

- *House salad, choice of entrée, vegetable, starch, artisan bread, coffee & tea service*
- *Bartender (1 per 100 guests)*
- *Choice of two hors d'oeuvres*
- *Champagne toast for head table*
- *Choice of domestic keg (1 per 150 guests) or signature cocktail during cocktail hour*
- *Complimentary cake cutting*
- **Plated Options:**
  - *Chicken Marsala \$58*
  - *Spinach Fontina Stuffed Chicken \$60*
  - *Italian Pork Loin \$62*
  - *Baked Atlantic Salmon \$65*
  - *NY Strip \$70*
  - *Beef Tenderloin \$74*
  - *Duet Entrée \$81*
  - *Child \$30*

Special dietary requests  
will be accommodated



## PLATINUM

Includes the following:

- Choice of upgraded salad, choice of entrée, vegetable, starch, artisan bread, coffee & tea service
- Bartender (1 per 100 guests)
- Choice of three hors d'oeuvres
- Champagne toast for all guests
- Choice of domestic keg (1 per 150 guests) or signature cocktail during cocktail hour
- Complimentary cake cutting
- Choice of late-night snack

- **Salad Upgrade Options:**

- Greek Salad

- Mixed greens with red onions, grape tomatoes, banana peppers, queen green olives and feta cheese, served with balsamic vinaigrette

- Baby Spinach California Salad

- Baby spinach topped with fresh seasonal berries, mandarin oranges, and Cajun almonds, served with light vinaigrette

- Caesar Salad

- Parmesan cheese, tomatoes, red onions, and garlic croutons on a bed of fresh romaine with Caesar dressing

- **Plated Options:**

- Chicken Marsala \$82

- Spinach Fontina Stuffed Chicken \$84

- Italian Pork Loin \$86

- Baked Atlantic Salmon \$89

- NY Strip \$94

- Beef Tenderloin \$98

- Duet Entrée \$105

- Child \$34

Special dietary requests will be accommodated

- **Late Night Snack Options:**

- Race Track Station

- Mini corn dogs with assorted condiments, warm pretzel rods with cheese sauce, & funnel cake fries

- Hamburger slider and mini hot dog stations

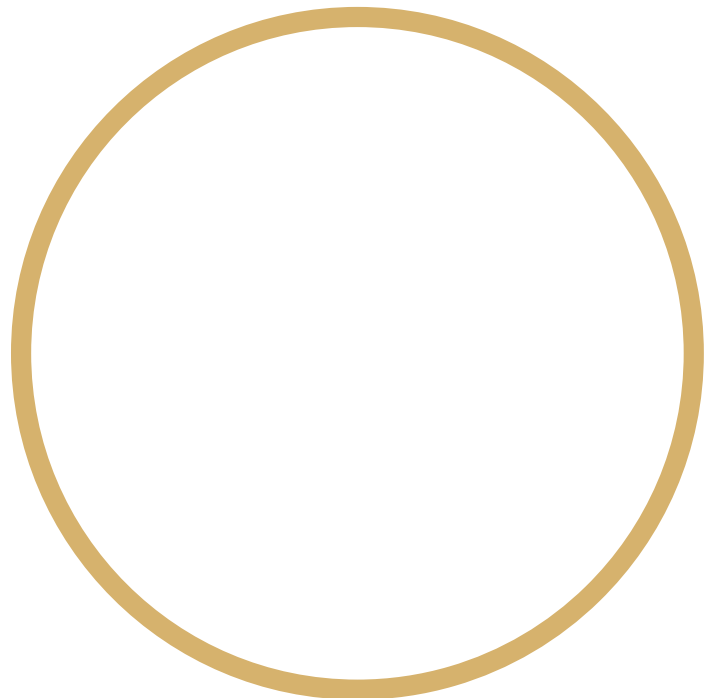
- Served with an assortment of toppings

- Pizza Station

- Assorted party cut pizzas (sausage, pepperoni, & cheese)

- Quesadilla Station

- Four cheese quesadillas and chicken quesadillas served with sour cream, guacamole, & salsa





## BRUNCH

*Add a morning-after brunch for the perfect end to a great weekend.*

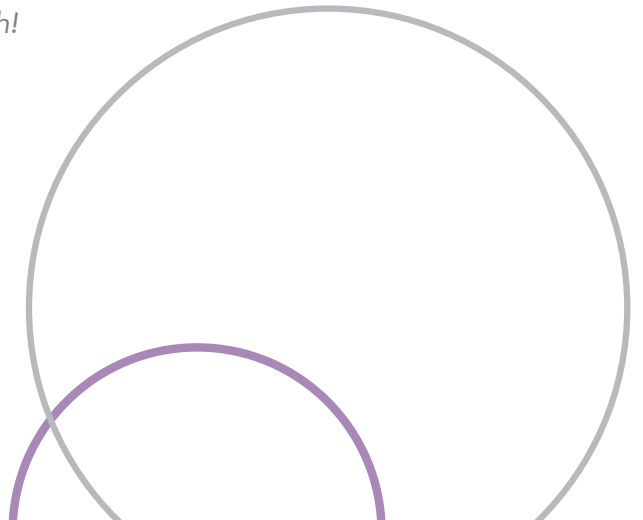
**\$35 per person includes:**

- Complimentary facility fee for your event space
- Grand Breakfast Buffet
  - Scrambled eggs with colby jack cheese
  - Cheesy potato casserole
  - Bacon and sausage links
  - French toast with praline sauce
  - Fresh fruit display
  - Assortment of fresh bakery items & breakfast breads
  - Orange juice and Starbuck's Pike's Place regular & decaffeinated coffee

*Add a Bloody Mary or Mimosa bar to your brunch!*

Menu pricing subject to 23% service charge and 7% sales tax.

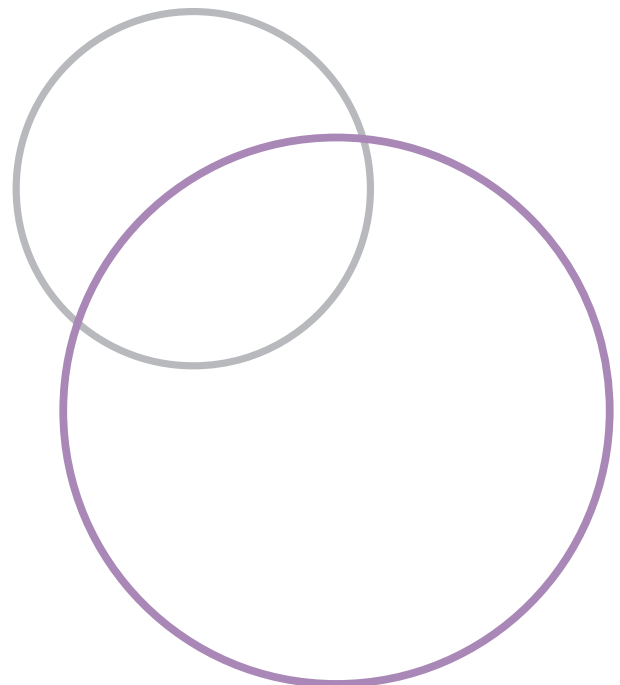
Prices subject to change.



## CASH BAR & HOST BAR

Pricing is per beverage

- **Spirits** – \$8.00 cash/\$7.50 host  
*Bombay Sapphire Gin, Bacardi Superior Rum, Malibu Coconut Rum, Captain Morgan Spiced Rum, Maker’s Mark Bourbon, Jack Daniel’s Whiskey, Crown Royal Canadian Whisky, Dewar’s White Label Scotch, Jose Cuervo Especial Gold Tequila, Tito’s Vodka, Disaronno*
  - **Wine** – \$7.00 cash/\$6.50 host/ \$32.00 per bottle  
*Sycamore Lane: Cabernet, Chardonnay, Pinot Grigio, Pinot Noir*
  - **Domestic Beer** – \$6.00 cash/\$5.50 host /\$450.00 per keg  
*Bud Light, Budweiser, Busch Light, Coors Light, Miller Lite, O’Doul’s (nonalcoholic)*
  - **Premium Beer** – \$7.00 cash/\$6.50 host/\$550.00 per keg  
*Corona Extra, Heineken, Michelob Ultra*
  - **Non-alcoholic Beverages** – \$3.00  
*Coca-Cola, Diet Coke, Sprite, Mello Yellow, bottled water, canned juices*
  - **Red Bull & Sugar Free Red Bull** – \$5.00
  - **Corkage Fee** – \$15.00/ 750 mL bottles and \$25.00/1.5 L bottles  
*Corkage fee applies to wine and champagne only. All bottles must be delivered 24 hours in advance. Unopened bottles must be removed 24 hours following event. \$50.00 storage fee per day applies to any remaining bottles.*
  - **Drink Tickets**  
*(Host Bar Only) – custom tickets provided by Prairie Meadows*
    - Beer, wine, & spirits – \$7.00
    - Beer & wine only – \$6.50
  - **Signature Cocktail** – \$9.00\*
- \*Subject to change based on ingredients**



# ENHANCEMENTS



We strive to make your wedding a unique experience. Speak to your venue coordinator about these special offerings and pricing.

- Gift delivery to your hotel guests
- White glove service for head table
- Ice sculptures
- Gobos
- Lighting
- Chair covers
- Chivari chairs
- Chair sashes
- Chair bands
- Tablecloths
- Colored napkins
- Table runners
- Overlays
- Centerpieces
- Chargers
- Ceiling draping
- Furniture
- DJ Services
- Floral





Photo courtesy of: VantageNine19



## PROPERTY AMENITIES

Prairie Meadows is the most unique venue to celebrate your marriage in central Iowa. We offer entertainment options for everyone on your guest list. From our variety of dining options, and comfortable hotel rooms to exciting casino action and sports wagering, we have it all.

### PRAIRIE MEADOWS HOTEL

- 168 deluxe accommodation rooms including luxury suites
- Bar & Lounge
- Business Center
- Fitness Center
- Indoor Saltwater Pool

### OTHER AMENITIES

- Live entertainment
- Dining options for for every taste
- Full-service bars
- Coffee shop
- Gift Shop

### CASINO GAMING

- Slot Machines
- Table Games
- Poker
- Live and Simulcast Racing
- Sports Betting



Planning your wedding can be a stressful process. We are here to help. This section covers our most frequently asked questions. Don't see an answer for your question? Your venue coordinator is here to help.

## HOW MUCH IS DUE FOR A DEPOSIT AND WHEN IS FINAL PAYMENT DUE?

### Billing Dates

- Deposit: A 25% non-refundable deposit of the minimum banquet spend is required as a deposit upon signing the contract and is applied toward the final balance.
- 6 months from event date: 50% of the minimum banquet spend is due
- 90 days out: 75% of the minimum banquet spend is due
- 10 days out: 100% of the estimated charges are due

Final payment for your event must be received 10 business days before your event. A credit card authorization must be kept on file to guarantee all final charges. Should overpayment occur, Prairie Meadows will process a refund of the difference and issue a check.

- All menu pricing subject to 23% service charge and 7% sales tax.
- Pricing subject to change.

## CAN I BRING IN OUTSIDE CATERING OR ALCOHOL?

Prairie Meadows must provide all food and beverages for your event, unless specified below.

- Wedding dessert is permitted to be brought in through a commercial kitchen and must be approved by your venue coordinator.
- Wine & champagne may also be brought in and a corkage fee applies. All bottles must be delivered 24 hours in advance.
- There will be a \$500 penalty for any outside beverages found in the Events Center.

Leftover dessert and/or unopened bottles must be removed 24 hours following event. \$50 storage fee per day applies to any remaining items.

## WHAT IS YOUR ALCOHOL POLICY?

- All alcohol must be served by Prairie Meadows bartenders.
- Alcohol may not be served after 11:30pm.
- Cash or credit card only.
- No tabs.
- No shots or doubles.
- There will be a \$500 penalty for any outside beverages found in the Events Center.

## HOW DO HOTEL ROOM BLOCKS WORK?

- Hotel room blocks are based on group size and availability.
  - See venue coordinator for rates and availability.
- Deadline for room block booking rates: 4 weeks prior to check-in
  - Block rates after this date are unavailable and remaining rooms will be released for general sale.
- Check-in 4pm and checkout 11am
  - Early check in is not guaranteed
- 24 hour cancellation policy

## WHAT DÉCOR DO YOU ALLOW?

- All decorations must be approved in advance and follow Prairie Meadows' rules and regulations.
- No affixing any items to the walls or ceilings of rooms.
- No open flame candles without prior approval.
- No one may tape, nail, tack, or otherwise fasten decorations to any fixtures.
- Balloons, glitter, and confetti materials are not allowed.
- The client will be responsible for removal and clean up of all décor.
- **Any violation of the guidelines may result in additional fees being charged.**

## WILL SECURITY BE REQUIRED AT MY EVENT?

- Prairie Meadows may require security for the duration of your wedding reception. Please speak with your venue coordinator for additional details.

## WHEN ARE FINAL DETAILS AND HEAD COUNT DUE?

- **Details due: 90 days prior to event**

Final menu and event details must be submitted 90 days before your wedding. Event details include: wedding agenda, menu selections, bar details, and vendor contact information.

- **Guarantee count due: 7 business days out**

A minimum guarantee of the number of guests to be served is required by noon, 7 business days prior to your wedding date. If the guarantee count is not received by the deadline, your original estimates will be considered the final guarantee and you will be billed accordingly. This number is not subject to reduction. Meals will be prepared for your final guarantee. We will provide additional seating and settings for 3% over the guarantee count.

- **All menu pricing subject to 23% service charge and 7% sales tax.**

## WHAT IS YOUR CANCELLATION POLICY?

- Cancellations must be in written form.
- Cancellation fees apply and must be received within 30 days after the cancellation notice. See chart for fees.

Date of Decision to Cancel	Liquidated Damages
From 10 days prior to event start time:	100% of estimated banquet spend
From 90 days to 11 days prior to event start time:	75% of estimated banquet spend
From 180 days to 91 days prior to the event:	50% of estimated banquet spend
From 270 days to 181 days prior to the event:	40% of estimated banquet spend
From contract signing to 271 days prior to the event:	25% of estimated banquet spend





Photos courtesy of (clockwise order): Simply Radiant Weddings, VantageNine19, Lower Left Side Photography, and Amy Doerring Photography

For more information, visit [prairiemeadows.com/weddings](http://prairiemeadows.com/weddings)  
or call 515.967.8550 for assistance.

THE  
**MEADOWS**  
EVENTS & CONFERENCE CENTER

Cover photos courtesy of: Simply Radiant Weddings, VantageNine19, and Lower Left Side Photography



Sales & Events

515.967.8550

[pmsales@prairiemeadows.com](mailto:pmsales@prairiemeadows.com)

[prairiemeadows.com](http://prairiemeadows.com)

515.967.1000

1 Prairie Meadows Drive

Altoona, IA 50009

*Photo courtesy of: Amy Doerring Photography*

