



ALWAYS *play*
FOR 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 wedding 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.



THE BASICS

Amenities included

- Event space, furniture, & fixtures
 - Tables, chairs, custom dance floor, and custom staging
- Elegant table settings
 - Fine china, glassware, 90" x 90" white or black linen tablecloths, white or black linen napkins, and centerpieces of tiled mirrors with LED candle votives
- One menu tasting for up to six (see your wedding coordinator for reservations)
- Choice entrée (comes with house salad, gourmet bread, coffee, and tea)
- Bar and bartender (one per every 100 guests)
- Champagne pour for head table (sparkling cider available)
- Hotel room for the newlyweds (suite upgrade based on availability)
- Special guest room rates

ROOM DETAILS

| Room Name | Sq. Ft. | Dimension | Ceiling |
|----------------------------|---------|------------|---------|
| Altoona Room | 630 | 30' x 21' | 9' |
| Bishop Ballroom | 14100 | 143' x 99' | 25' |
| Bishop Ballroom A | 4120 | 45' x 99' | 25' |
| Bishop Ballroom B | 4950 | 45' x 99' | 25' |
| Bishop Ballroom C | 5148 | 52' x 99' | 25' |
| Grandquist Conference Room | 780 | 26' x 30' | 10' |
| Meadows Pre-Function Area | 8240 | 206' x 40' | 25' |
| Pavilion | 2967 | 35' x 86' | 13' |
| Polk County Room | 730 | 30' x 24' | 12' |
| Prairie Rose Room | 1058 | 23' x 46' | 9' |
| Sales Conference Room | 432 | 18' x 24' | 10' |

| Room Name | Sq. Ft. | Dimension | Ceiling |
|--------------------|---------|------------|---------|
| Salon 1 | 1325 | 39' x 34' | 25' |
| Salon 2 | 1287 | 39' x 39' | 25' |
| Salon 3 | 1250 | 39' x 32' | 25' |
| Skinner B1 | 1026 | 38' x 27' | 13' |
| Skinner B2 | 1026 | 38' x 27' | 13' |
| Skinner Ballroom | 6270 | 144' x 55' | 13' |
| Skinner Ballroom A | 2090 | 38' x 55' | 13' |
| Skinner Ballroom B | 2090 | 38' x 55' | 13' |
| Skinner Ballroom C | 1824 | 38' x 48' | 13' |
| Skinner C1 | 1026 | 38' x 27' | 13' |
| Skinner C2 | 760 | 38' x 20' | 13' |

ROOM DETAILS



CEREMONY

Space available from 9am – 4pm

SKINNER BALLROOM

SKINNER BALLROOM – A & B

BISHOP BALLROOM – C

SALONS 1 & 2



CEREMONY AMENITIES

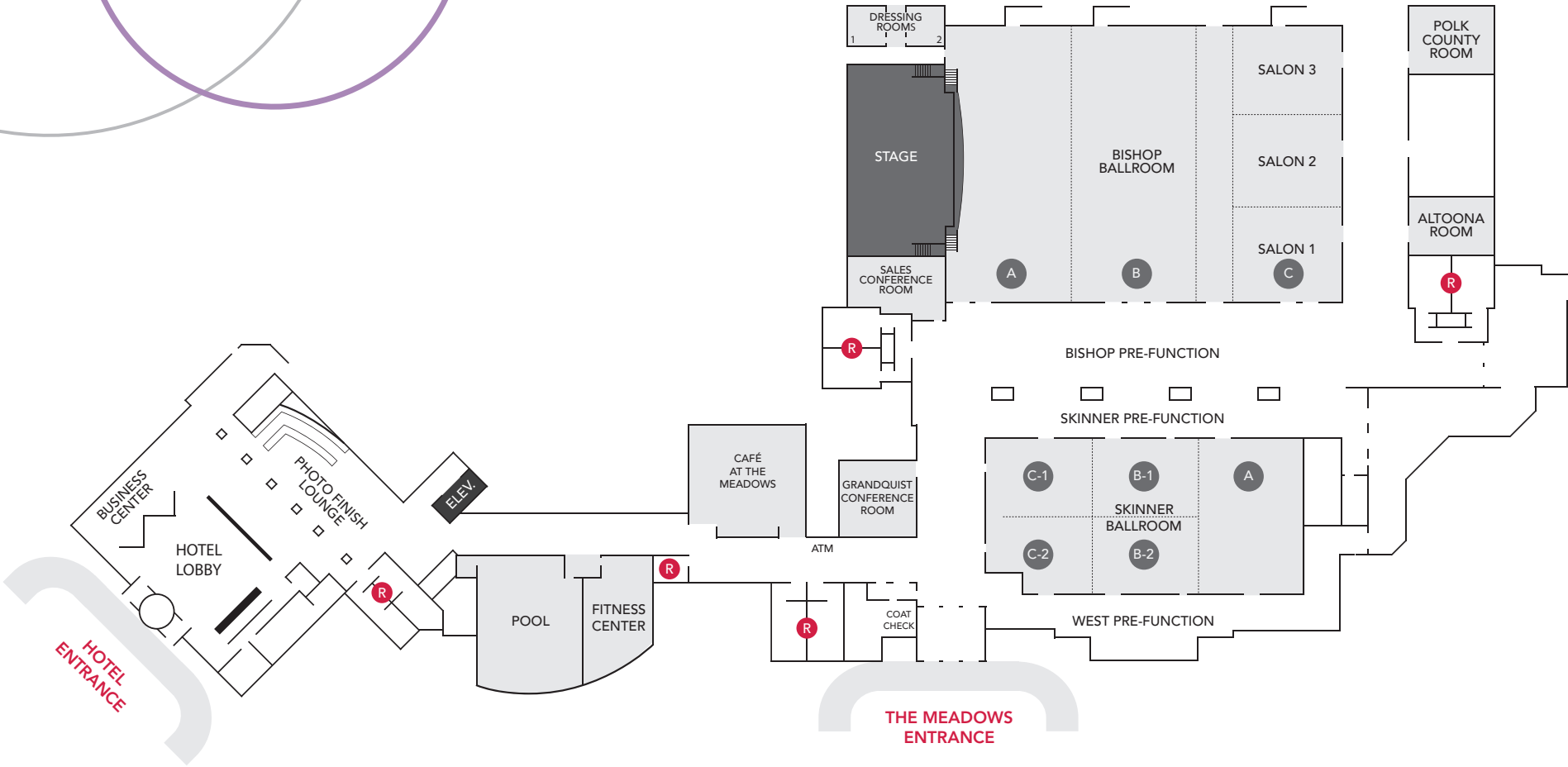
\$10.00⁺⁺ per person

- Chairs
- Tables with black or white linens
- Riser staging (gray carpet with black skirting)
- Up to 2 microphones
- Custom lighting
- HDMI cable connecting to house sound
- Bridal party room near ceremony space
- Small rehearsal room reserved the evening before based on availability (room location confirmed 30 days prior to wedding)

⁺⁺Menu pricing subject to 22% service charge and 7% sales tax.

Prices subject to change.

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.



PLATED

All plated dinners include house salad served family style with artisan bread & butter, starch, vegetable, coffee & iced tea

ENTRÉES

- **\$42⁺⁺ Chicken Marsala**
Seared chicken breast with shallots, garlic, and fresh mushrooms in a creamy Marsala wine sauce
- **\$44⁺⁺ Spinach Fontina Stuffed Chicken**
Seared chicken breast stuffed with spinach and fontina cheese
- **\$46⁺⁺ Italian Pork Loin**
Italian roasted pork loin with parmesan cream sauce
- **\$49⁺⁺ Blackened Salmon**
Blackened salmon fillet topped with a Cajun cream sauce
- **\$54⁺⁺ NY Strip**
Seasoned and grilled to perfection NY strip topped with cognac demi-glace
- **\$58⁺⁺ Beef Tenderloin**
Herb rubbed beef tenderloin with classic De Burgo sauce

SPLIT ENTRÉE

Choose up to three selections; all meals will be charged at the highest priced item.

- **Duet Entrée \$65⁺⁺**
- **Child \$26⁺⁺**
Chicken tenders with french fries, fruit cup and lemonade
- **Special dietary requests will be accommodated**

⁺⁺Menu pricing subject to 22% service charge and 7% sales tax.

Prices subject to change.



CUISINE ENHANCEMENTS

Entertain your guests with butler passed hors d'oeuvres and hosted bar.

HORS D'OEUVRES

Pricing is per person

BUTLER PASSED CHOICES

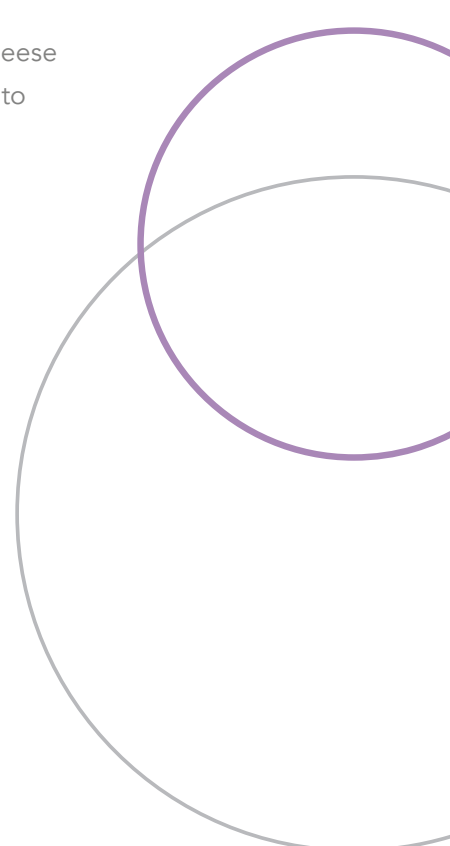
Choice of 2 hors d'oeuvres \$12⁺⁺

Choice of 3 hors d'oeuvres \$18⁺⁺

- Bruschetta on crostini
- 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 22% 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** – \$8.00 Cash / \$7.50 Host / \$32.00 per bottle
Sycamore Lane: Cabernet, Chardonnay, Pinot Grigio, Pinot Noir
 - **Domestic Beer** – \$6.00 Cash / \$5.50 Host / \$450.00 keg
Bud Light, Budweiser, Busch Light, Coors Light, Miller Lite, O'Doul's (nonalcoholic)
 - **Premium Beer** – \$7.00 Cash / \$6.50 Host / \$550.00 keg
Corona Extra, Heineken, Michelob Ultra
 - **Non-alcoholic Beverages** – \$3.50
Coca-Cola, Diet Coke, Sprite, Mello Yellow, bottled water, canned juices
 - **Red Bull & Sugar Free Red Bull** – \$5.50
 - **Corkage Fee** – \$15.00 / 750 mL and \$25.00 / 1.5L
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**



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

- Gift delivery to your hotel guests
- White glove service for head table
- Champagne toast for all guests (sparkling cider available)
- Seasonal coat check
- Cake cutting (Prairie Meadows staff will slice and plate your cake)
- Dessert display
- Ice sculptures
- Audio visual - HD projectors and screens
- Gobos
- Lighting
- Chair covers
- Chivari chairs
- Chair sashes
- Chair bands
- Tablecloths
- Colored napkins
- Table runners
- Overlays
- Centerpieces
- Chargers
- Ceiling draping
- Furniture
- DJ Services
- Floral



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.

AWARD-WINNING HOTEL

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

OTHER AMENITIES

- Live entertainment
- Award-winning restaurants and quick bites for every taste
- Full-service Bars
- Coffee Shop
- Gift Shop

CASINO GAMING

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



Photo courtesy of: VantageNine19



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 wedding 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 out: 50% due of the minimum banquet spend.
- 90 days out: 75% due of the minimum banquet spend.
- 10 days out: 100% due of the estimated charges.

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 22% 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 wedding 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 wedding coordinator for rates and availability.
- Hotel cut-off date: 3 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.**

WHEN ARE FINAL DETAILS AND HEAD COUNT DUE?

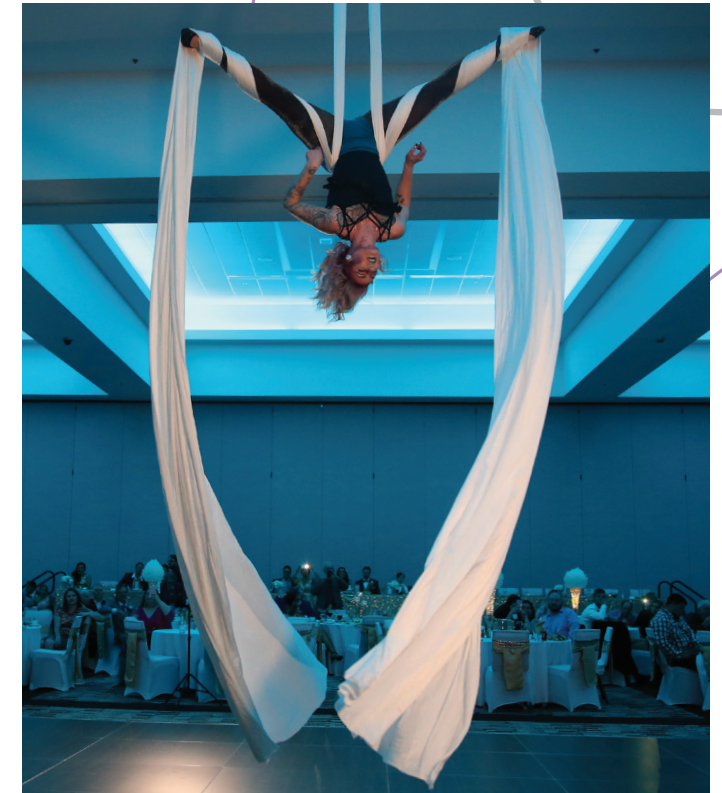
- **Details due: 90 days prior**
Final menu and event details must be submitted 90 days before your wedding. Event details include: wedding agenda, menu selections, bar details, and vendor contact information.
- **Guarantee count due: 10 business days out**
A minimum guarantee of the number of guests to be served is required by noon, 10 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 22% service charge and 7% sales tax.**

WHAT IS YOUR CANCELLATION POLICY?

- Cancellations must be in written form.
- Cancellation fee must be received within 30 days after the cancellation notice.

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

*Prairie Meadows requires security for the duration of your wedding reception,
Speak with your coordinator for current security rates.*



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

For more information, visit
prairiemeadows.com/weddings
or call 515.967.8550 for assistance.

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



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Photo courtesy of: Amy Doerring Photography

