









Weddings AT THE

IOWA EVENTS CENTER











Melcome

HELLO!

Thank you for considering the lowa Events Center for your upcoming wedding. Spectra is committed to assisting you throughout the planning process with a priority on creating a memorable day for you and your guests. Our focus on the health and safety of our employees and your guests continues to drive every aspect of our meticulous preparation to responsibly and safely welcome back crowds to the lowa Events Center.

We have spent countless hours throughout the past few months evaluating and enhancing our safe service guidelines. As the management company for the lowa Events Center and facilities throughout North America, Spectra has provided us with a comprehensive playbook to bring us all "Together Again!" We used these best practices, combined with recommendations from the CDC, state and local authorities to help us problem solve and create the following solutions for events:

- 1. Enhanced training for staff on new sanitation guidelines and daily cleaning logs
- 2. Daily temperature screening for all venue and food service staff and vendors
- 3. Spectra staff will wear masks in all community spaces at the lowa Events Center
- 4. Dance floor size can be made larger and specific to group size to accommodate social distancing
- 5. Tables will be placed at least six feet apart
- 6. Guest count per table can be adjusted based your on comfort level
- 7. Additional signage encouraging social distancing
- 8. Hand sanitizing stations throughout your space
- 9. Plated meals are strongly encouraged
- 10. Coffee, water, and other beverage stations will be served by an attendant
- 11. Service will begin when guests are seated and not preset out in the open

We promise to approach the planning process with patience and understanding knowing that we all share in creating a safe environment for you and your guests. We will communicate with you on a regular basis and share updates and policy changes as we learn additional ways to increase efficiency while maintaining safety.

We look forward to connecting with you soon and welcoming you to the lowa Events Center.

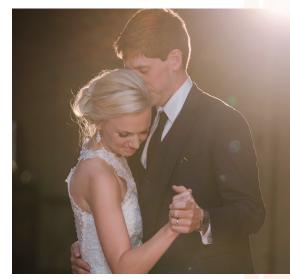
Be Well,

Ali Brackett

Assistant General Manager/Director of Catering

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Wedding) YOUR DAY

CONGRATULATIONS

Thank you for considering the lowa Events Center for your upcoming reception or ceremony. We look forward to the opportunity to provide a memorable evening for you and your guests.

The lowa Events Center is the ideal facility for rehearsal dinners, ceremonies and receptions. Our multiple venues provide the perfect setting and is conveniently located near downtown—just minutes away from local attractions!

Originally constructed in 1955 as an auditorium, Community Choice Credit Union Convention Center has been repurposed into a modern, state-of-the-art facility. The updated amenities and first-class service is an experience within itself. The Grand Ballroom or meeting room level rooms can be customized to host intimate receptions or the most extravagant guest list.

As you begin the planning journey, we wish to extend our expertise to guide you along the way. A wedding professional will work with you from booking and menu creation, to your venue layout and final touches to ensure your day is the one you've always dreamed.









CONSULT WITH YOUR **WEDDING**PROFESSIONAL FOR MORE DETAILS

REHEARSAL DINNER

Let us give your guests an evening to remember as they mingle and relax before your big day!

Celebrate your romance with a fun themed menu or gourmet experience.

CEREMONY

The Iowa Events Center ican accommodate for ceremonies of all sizes. Our venues provide unlimited space options and atmospheres.

\$750-\$1,000 Ceremony Fee Includes:

- » Staging
- » Black backdrop
- » Banquet chair set-up/tear-down
- » Tables as requested for guest book, gifts, altar, etc.

RECEPTION

Complimentary With Your Booking

- » On-site, experienced wedding professional to assist you
- » Tasting for up to six guests
- » Set-up and tear-down of all banquet tables and chairs
- » Tables for gifts, cake, guest book and more
- » Elevated staging for head table
- » Entertainment staging and DJ table
- » Champagne toast for the bridal party
- » China, silverware and glassware
- » Choice of white, ivory or black table linens
- » Mirror tile centerpieces with votive candles
- » Table numbers and stanchions
- » Cake knife and server









and entertainment Start planning the guest list P-6 Months Before Take engagement photos Send save the dates Book florist Purchase a wedding dress Register for gifts Reserve hotel blocks Finalize menu Order wedding cake Rent the men's formalwear Arrange wedding day transportation Months Before Mail invitations I lowa Events Center could look like. The details below are only suggestions. If you have any concerns about timing, we would be more than happy to answer your questions and offer our experienced recommendations! — Cocktail hour start time (allow 45–60 minutes) — Doors open to room (15–20 minutes prior to intoductions) — Arrival of wedding party (30 minutes prior to intoductions) — Introduction of wedding party (10 minutes) — Bride and groom cut cake/take picture (5 minutes) — Welcome/blessing prior to dinner (5 minutes) — Welcome/blessing prior to dinner (5 minutes) — Champagne toast — Wedding cake to guests (station or served) — Apply for a marriage license — Dance begins 2 Weeks Before — Review final RSVP list — Last call	WEDDING PLANNING CHECKLIST 12–10 Months Before ☐ Select wedding date and time ☐ Secure ceremony and reception venues ☐ Rook photographer videographer	Planning a wedding can be overwhelming. With the help of our experienced wedding professional and event staff, the day can be organized and stress-free.
Book florist Purchase a wedding dress Register for gifts Reserve hotel blocks Arrival of wedding party Gorder wedding cake Rent the men's formalwear Arrange wedding day transportation Mail invitations Bowa Events Center wedding questionnaire due to wedding professional Month Before Apply for a marriage license Review final RSVP list Cocktail hour start time (allow 45–60 minutes) Doors open to room (15–20 minutes prior to intoductions) Arrival of wedding party (30 minutes prior to intoductions) Introduction of wedding party (10 minutes) Bride and groom cut cake/take picture (5 minutes) Welcome/blessing prior to dinner (5 minutes) Dinner (45 minutes) Champagne toast Late night snack Last call	☐ Start planning the guest list 9–6 Months Before ☐ Take engagement photos	lowa Events Center could look like. The details below are only suggestions. If you have any concerns about timing, we would be more than happy to answer your questions and offer our
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 □ Apply for a marriage license 2 Weeks Before □ Review final RSVP list □ Last call 	☐ Mail invitations☐ Iowa Events Center wedding questionnaire	(5 minutes) Dinner (45 minutes)
Review final RSVP list Last call		
Iowa Events Center Reception end time	Review final RSVP list Final guarantee and payment due to	Last call (30 minutes prior to reception end time)

Hoorplan

COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER



MEZZANINE LEVEL

TOTAL SQUARE FEET: 226,000

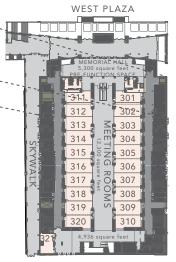
TOTAL EXHIBIT SQUARE FEET: 150,000

TOTAL PRE-FUNCTION SQUARE FEET: 60,300

TOTAL MEETING ROOMS: 37

TOTAL BALLROOM SQUARE FEET: 28,800

(Capacities subject to change.)



LEVEL 4: COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER BALLROOM LEVEL

Room	Square Feet	Dimensions	Ceiling Height	Reception Seating Capacity	Ceremony Seating Capacity
Meeting Room 401	1,400	25' x 52'	12'	N/A	100
Meeting Room 402	1,000	25' x 40'	12'	N/A	100
Grand Ballroom	28,800	180' x 160'	30'-40'	1,300	2,800
Grand Ballroom A	14,400	180' x 80'	30'-40'	650	1,300
Grand Ballroom B	14,400	180' x 80'	30'-40'	650	1,300
Green Room West	225				
Green Room East	225				

LEVEL 3: COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER MEETING ROOM LEVEL

We are able to custom fit your ceremony and reception needs because our meeting rooms are air-wall driven.

Room	Square Feet	Dimensions	Ceiling Height	Reception Seating Capacity	Ceremony Seating Capacity
Meeting Room 301	1,000	20' x 50'	16'	N/A	N/A
Meeting Rooms 302-310	1,350	27' x 50'	16'	700	1,000
Meeting Room 311	1,000	20' x 50'	16'	N/A	N/A
Meeting Rooms 312-320	1,350	27' x 50'	16'	700	1,000
Meeting Room 321	950	38' x 25'	16'	N/A	N/A

MEZZANINE LEVEL: COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER

The Mezzanine Level, located directly above Memorial Hall, features (4) executive boardrooms ideal for rehearsal dinners or gift openings.

Room	Square Feet	Dimensions	Ceiling Height	Reception Seating Capacity	Ceremony Seating Capacity
Boardroom 1	485	26'4" x 20'	12'	Permanent Conference for 12	
Boardrooms 2 & 3	1,315	38'3" x 37'3"	12'	100	133
Boardroom 4	760	35'8" x 25'2"	12'	Permanent Conference for 12	













































NEED TO BE FURTHER PERSUADED? LET OUR CLIENTS DO THE TALKING.

Having our daughter's wedding reception at the lowa Events Center was one of the best decisions we made! The food, drink and service surpassed our expectations. The look and feel of the room was the beautiful and romantic venue our daughter had envisioned. I can't imagine finding another venue in the Des Moines area that could rival the look this room provides. We were equally pleased with our lowa Events Center wedding coordinator. She was available to answer our questions at all times and responded immediately. She was professional, yet fun to work with. By the time the wedding took place, she felt like a family friend. We would highly recommend the lowa Events Center for a wedding reception in the Des Moines area! You will look back, as we do, and realize how fortunate we were to have celebrated this wonderful day at the perfect venue!

KAREN & MIKE (PARENTS OF THE BRIDE)

Our wedding reception at the Iowa Events Center was perfect! We heard so many great comments—about the projected photos on the grand concourse, the food, service and the lighting in the ballroom! Our wedding manager has been so great to work with over the past year and has always responded quickly and is very knowledgeable. She was able to serve all of our requests and made us feel like our event was the most important. The lowa Events Center exceeded our expectations!

EMILY & RYAN

It's hard to put in to words what the lowa Events Center did for us to create a unique and top-notch wedding reception. Yes, the venue is down-right beautiful, easy to decorate and has all of the amenities you could ever need, but the team of individuals that work here, WOW! Every staff member is full of talent, creativity and professionalism. No detail was left unaddressed. We literally did not worry about a single thing and fully enjoyed every aspect of our evening. To say everything was perfect is an understatement.

MEGAN & ANDREW

We want to thank all of the staff for helping make our wedding a truly memorable event. The level of service, attention to detail and catering were extraordinary—the staff went above and beyond! Our day was perfect and stress free, we can't tell you enough how much that meant. Thank you so much for everything!

RYAN & JENNIFER



IF THAT WASN'T ENOUGH ENCOURAGEMENT, HERE'S MORE.

The Iowa Events Center staff made certain EVERYTHING was perfect—from the dressing rooms stocked with mirrors and snacks to a full suite of photo-worthy spaces. Our reception was set up early and beautifully. The food was amazing. EVERYONE said it was by far the BEST banquet food they had ever eaten. The staff was exceptional. Everything was cleaned guickly. They were polite and looked great.

I cannot imagine that there is a better place in the state of Iowa for a 400+ person event. The Iowa Events Center and it's staff are truly the jewel of our city.

My daughter had her dream reception. As parents we gave this beautiful couple even more than we'd hoped and that is in large part due to the staff's professionalism, food quality, service quality and attention to every little detail—even details we did not know needed to be handled. And yes—we stayed on budget!

JESSICA (MOTHER OF THE BRIDE)

Amazing service from everyone all around! I don't know what we would have done without our wedding manager helping us out! She was a wedding saver! I got comments all night long about how beautiful the venue was, how great the food was and how friendly the staff were. There is no other venue in Des Moines as beautiful as this one. The lights in the grand ballroom can be any color you want, any color! We had ours set to Tiffany blue to match our wedding colors, and then also had it randomly cycle throughout some of our fun dances and intros. My bride's family was originally worried about the food, because they wanted something more traditional for an Asian wedding. They were all very pleased with what the catering staff came up with. Our menu was chicken parma rosa, pork pad see ew and veggie pad thai. I received very positive comments on all three dishes, and also the egg rolls we ordered as a late night snack. Finally, the staff is amazing! Our wedding manager worked her tail off making sure that we got everything we wanted all the way leading up to and during our day. The rest of the staff were awesome as well! All throughout the day staff kept coming up and complimenting us on everything! They were all so nice and helpful! We had brought a lot of our own decorations, and they helped pack everything up for us in no time! It was amazing! Long story short if you want a wedding that people will remember, this place will make it happen. A+

CANDY & CHRIS



HORS D'OEUVRES

(Priced per 100 pieces/servings unless otherwise noted.)

COLD HORS D'OEUVRES

Smoked Salmon Canapé: \$450 Shrimp Cocktail Shooter: \$400 Beef Tenderloin & Brie Crostini:

\$350

Caprese Kabob: \$350

Blackberry Thyme Crostini:

\$300

Thai Sweet Chili Chicken Wonton Crisp:

\$300

BLT Cup:

\$300

DISPLAYS

Artisan Cheese Display (50 Servings):

\$400

Fresh Sliced Fruit Display (50 Servings):

\$250

Charcuterie Board (50 Servings):

\$350

Hot Spinach & Artichoke Dip with Cumin

Dusted Pita Chips: \$250

Fresh Vegetable Crudite (50 Servings):

\$250

HOT HORS D'OEUVRES

Bacon Wrapped Scallops: \$450

Chicken or Beef Satay: \$400

Sausage Stuffed Mushroom: \$375

Spinach and Artichoke Stuffed Mushroom:

\$325

Risotto Lollipops: \$300

Maple Glazed Pork Belly: \$325

Santa Fe Spring Roll with Chipotle Salsa:

\$400

Sesame Chicken Strips with Chipotle Aioli:

\$300

Spanikopitas: \$300

Vegetable Samosas: \$350

Smoked Gouda Mac & Cheese Bites:

\$250



SPECIAL **DIETARY MENUS**AND **CHILDREN'S MENUS**ARE AVAILABLE UPON REQUEST.

PLATED DINNERS

(All plated dinners include fresh baked rolls with whipped butter, water, hot tea and coffee service.)

SALADS (INCLUDED IN ENTRÉE PRICE)

Garden Green Salad

Mixed Greens with Tomato, Cucumber and Cheddar Cheese with Choice of Dressing

Classic Caesar

Chopped Romaine Lettuce, Croutons and Shaved Parmesan Cheese with Traditional Caesar Dressing

UPGRADED SALADS (ADD \$3)

Bruchetta Salad

Diced Tomatoes, Mozzarella Cheese, Arugula, Red Onion, Garlic and Basil served with Balsamic Vinaigrette

Tossed Baby Kale Salad

Dried Cranberries, Almonds, Shaved Red Onion, Feta Cheese and Citrus Vinaigrette

Berry Spinach Salad

Spinach with Sliced Strawberries, Toasted Almonds and Goat Cheese with Raspberry Vinaigrette

DUET PLATES

Crab Topped 6 oz. Beef Tenderloin

Topped with Mushroom Demi-Glace, Garlic Mashed Potatoes, Asparagus and Roasted Red Pepper: \$58

6 oz. Pan Seared Beef Sirloin and Herb Marinated Chicken Breast

Finished with Rosemary Demi-Glace and Herb Velouté, served with Duchess Potatoes and Roasted Brussels Sprouts: \$35

6 oz. Red Wine Marinated Beef Sirloin and Two Jumbo Shrimp

With White Chedder and Chive Mashed Potatoes and Grilled Asparagus: \$35



PLATED DINNERS

(All plated dinners include fresh baked rolls with whipped butter, water, hot tea and coffee service.)

CHICKEN

Grilled Chicken with Champagne Cream Sauce

Served with Duchess Potatoes and Seasonal Vegetables: \$25

Sautéed Chicken Breast with Roasted Garlic Velouté

Served with Sundried Tomato Mashed Potatoes and Italian Vegetables: \$25

Brie Cream Grilled Chicken

With Garlic Mashed Potatoes and Asparagus: \$25

PORK

Pork Loin

Sea Salt Rubbed Pork Loin, served with Potatoes Lyonnaise, Green Beans and Herb Veloute: \$25

Pork Loin with Apple Chutney

Served with Garlic Herb Roasted Potatoes and Broccolini: \$24

BEEF

6 oz. Char-Grilled Filet

Finished with Roasted Garlic and Rosemary Demi-Glace, served with Smoked Gouda Orzo Pasta, Asparagus and Seared Grape Tomatoes: \$55

6 oz. Seared Sirloin

Served with White Cheddar Mashed Potatoes, Broccolini and Exile Stout Demi-Glace: \$38

SEAFOOD

Herb Roasted Mahi Mahi with Citrus Butter

Served with Basil Couscous and Broccolini: \$32

Grilled Salmon

Served with Roasted Fingerling Potatoes and Asparagus topped with Hollandaise Sauce: \$35



STARTING AT: \$30 / PERSON

BUFFFT DINNERS

(All buffet dinners include fresh baked rolls with whipped butter, water, hot tea and coffee service.)

SALADS

(CHOOSE ONE)

- Garden Salad with Tomato,
 Cucumber, Carrot, Cheddar
 Cheese and Choice of
 Dressing
- » Romaine Lettuce with Aged Parmesan, Croutons and Caesar Dressing
- » Arcadia Mix with Teardrop Tomatoes, Onion, Feta Cheese, Cucumber and Poppyseed Dressing
- » Baby Greens with Candied Pecans, Blue Cheese and Dried Cranberries with Balsamic Vinaigrette
- » Kale Salad with
 Mandarin Oranges,
 Almonds and Red Onion with
 a Citrus Vinaigrette

ACCOMPANIMENTS

(CHOOSE TWO)

- » Haricots Verts with Sweet Peppers
- » Roasted Seasonal
 Vegetables with Olive Oil
 and Fresh Herbs
- » Mashed Potatoes
- » Duchess Potatoes
- » Herb Roasted Red and Yukon Gold Potatoes
- » Wild Rice Pilaf with Dried Cranberries
- » Orzo Pasta with Asiago Cream Sauce
- » Asparagus with Roasted Tomatoes
- » Shredded Cheesey Potato
 Bake

ENTRÉES

(CHOOSE TWO)

- » Roasted Chicken Breast with Herb Velouté
- » Char-Grilled Chicken Breast with Bacon Cream Sauce
- » Grilled Chicken with Tomato,Onion, Fresh Mozzarella andBasil with Balsamic Reduction
- » Maple Glazed Pork Loin with Seasonal Fruit Chutney
- » Baked Pasta Bolognese
- » Tilapia with Lobster Sherry Cream Sauce
- » Baked Penne Florentine with Fresh Spinach and a Five-Cheese Blend
- » Tri-Colored Tortellini with Roasted Tomatoes, Spinach, Asparagus, Pine Nuts and Goat Cheese



LATE NIGHT

SNACK

Kettle Chips \$25/25 servings

Buttered Popcorn

\$20/25 servings

Pretzels

\$15/25 servings

House Made Snack Mix

\$25/25 servings

HOT

Duo Mac & Cheese Bar

Aged Cheddar and Bacon, Poblano and Pepperjack: \$9/person

Munchies

Boneless Wings, Pretzel Bites and Barbeque Meatballs: \$9/person

Party Cut Pizzas

Pepperoni, Sausage and Cheese: \$8/person

Slider Bar

Char-Grilled Beef or Chicken Sliders on Mini Buns with Assorted Cheeses and Gourmet Condiments: \$7/person

Nacho Bar

Tortilla Chips with Queso, Chili, Onion, Jalapeños, Salsa, Black Olives and Chopped Cilantro: \$6/person SWEET

Chocolate Covered Strawberries

\$38/dozen

Gourmet Cookies, Brownies & Blondies

\$34/dozen

Rice Krispie Treats

\$24/dozen

Housemade Truffles

\$42/dozen



CUSTOMIZED **SIGNATURE COCKTAILS**ARE A GREAT WAY TO SHOW
GUESTS YOUR CREATIVE FLAIR!
CONSULT WITH YOUR WEDDING
PROFESSIONAL FOR PRICING AND
TASTING INFORMATION.

BEVERAGES

HOSTED DRINKS

Bottled Water

\$3.00

\$6.50

Assorted Canned Sodas \$3.00

Assorted Bottled Juices \$3.50

Domestic Bottled Beer

\$5.50

Specialty Bottled Beer

House Wine by the Glass

House Wine by the Bottle \$25.00

Champagne Toast \$3.00/quest

Premium Mixed Drinks \$6.50

Domestic Kegs of Beer \$400.00

Microbrew & Import Kegs Inquire with your wedding professional

WINE LIST: 1ST TIER

WHITE WINE

Canyon Road Winery

Modesto, California

- » Chardonnay
- » Moscato
- » Pinot Grigio
- » Sauvignon Blanc
- » White Zinfandel

RED WINE

Canyon Road Winery

Modesto, California

- » Cabernet Sauvignon
- » Merlot
- » Pinot Noir

SPARKLING WINE

Barefoot Bubbly

WINE LIST: 2ND TIER

WHITE WINE

Chateau Souveraign

- » Chardonnay, North Coast, California
- » Sauvignon Blanc, *Alexander Valley, California*

RED WINE

Chateau Souveraign

- » Cabernet Sauvignon, North Coast. California
- » Merlot, Alexander Valley, California
- » Pinot Noir, California

SPARKLING WINE

Freixenet Blanc de Blanc

WINE LIST: 3RD TIER

WHITE WINE

Bex

Riesling, Mosel, Germany

Whitehaven

Sauvignon Blanc, *Alexander Valley, California*

William Hill Winery

Chardonnay, North Coast, California

RED WINE

Louis M. Martini

Cabernet Savignon, *North* Coast, California

Gascon

Malbec, *Mendoze Region*, *Argentina*

MacMurray Ranch

Pinot Noir, California

SPARKLING WINE

La Marca Prosecco

Event Specifics

DEPOSIT

A non-refundable 35% of the food and beverage minimum is required as a deposit upon signing the contract and is applied towards the minimum.

FINAL PAYMENT

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, the lowa Events Center will process refunds of the difference to be issued by check.

FINAL MENU AND GUARANTEES

Your final menu must be submitted 30 days before your event to ensure availability. A guaranteed number of guests is required (5) business days before your event and is not subject to reduction. The lowa Events Center will prepare 3% overset for plated meals only.

MANAGEMENT CHARGE

All catered events are subject to a 22% Management Charge. This Management Charge is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities, and wages), and is not charged in lieu of a tip. The Management Charge is not a tip, gratuity, or service charge, nor is it purported to be a tip, gratuity, or service charge, for any wait staff employee, service employee, service bartender, or other employee, and no part of the Management Charge will be

distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

INSURANCE

All events are required to carry liability insurance for each event. See your wedding professional for further information.

ADDITIONAL INFORMATION

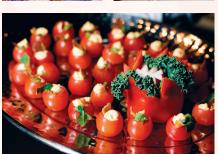
All Spectra Food Services & Hospitality listed menu prices are subject to change. Spectra Food Services & Hospitality will not guarantee price quotes more than six months prior to the event date.

In compliance with Iowa State Law, all alcoholic beverages must be supplied and served by Spectra Food Services & Hospitality. In accordance with state regulations, we reserve the right to request a state issued photo ID of any person to verify their age and to refuse service to those underage or failing to produce a photo ID. Alcoholic beverages may not be removed from the Iowa Events Center.

No outside food or beverage (with the exception of wedding cake) will be permitted to be brought into the lowa Events Center facilities. Food items may not be taken from the lowa Events Center; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at Spectra Food Services & Hospitality's sole discretion.



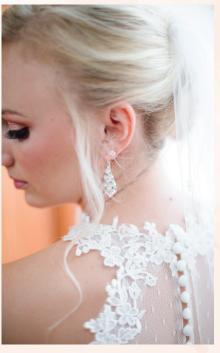






















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