

DINING



BANQUET MENU



One amazing place!

# CONVENTION & EVENT CENTER

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Thank you for considering the PZAZZ! Convention & Event Center, Catfish Bend Casino, Catfish Bend Inn & Spa and FunCity for your upcoming meeting or special event.

We are currently in the process of updating our catering menu. It should be completed in the near future. For more specifics on custom menus and food for your event, please contact either of the Event Coordinators listed below.

Following our menu selections you will find our Meeting and Banquet Guidelines and Contract Information. We are ready to assist you in planning and customizing your event from the moment you contact us to the time your program successfully adjourns. Our experienced and professional staff is dedicated to meeting your specific needs and requirements, and will strive to make your special event an unforgettable experience.

Feel free to contact us with any questions or if you are in need of more specific information. Thanks again for allowing us to serve you:

**Teresa Jamison**  
*Event Coordinator*  
319.237.1224  
teresa.jamison@thepzazz.com

**Tennaya Robinson**  
*Event Coordinator*  
319.237.1277  
tennaya.robinson@thepzazz.com



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# MEETING & BANQUET CONTRACT GUIDELINES

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## BILLING AND DEPOSITS

A non-refundable deposit is required in order for PZAZZ! Convention & Event Center to reserve use of the facility for your event. Deposits are 25% of anticipated food and beverage charges. No dates or convention center rooms will be held without a deposit on file. If deposit is not received on designated date, your contract becomes null and void and the space will no longer be held for you. The remaining balance must be paid in full prior to the event or will be collected on the day of the event.

Payment methods are cash, local check, certified or cashier check, money orders or credit card: VISA, Mastercard, Discover, American express.

FunCards are not accepted as a payment option for special events.

## EVENT CANCELLATION POLICY

If you need to cancel your event for any reason, PZAZZ! Convention & Event Center requires at least 90 days advance notice. If you are unable to cancel your event within the required time frame, we reserve the right to retain the initial deposit.

## HOTEL CANCELLATION POLICY

To cancel your hotel booking for any reason, our hotels requires at least 90 days advance notice. Hotel reservations are non-refundable 30 days prior to arrival.

A rooming list is due 14 days prior to arrival. There is a 72 hours revision policy on all rooming lists. No more than 5% of rooms being held can be cancelled at this time. Non-compliance of hotel deadlines results in 100% cancellation charges incurred to credit card on file.

## GUARANTEE AGREEMENT

In order for us to provide you with the highest quality service, we require a confirmation of guaranteed attendance at least 72 hours prior to all functions.

This number will be considered a guarantee and is not subject to reduction.

Meals will be prepared for the guaranteed number and your bill will be based on that number, plus any additional charges. Plated events require a minimum of 25 persons and buffets require a minimum of 40 persons. Final menu selections are requested at least 2 weeks prior to your event. It is requested that serving times be adhered to.

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## MINIMUMS & ROOM FEES

Event Center rooms follow a food and beverage minimum, FunCity banquet spaces do not.

Room	Food & Bev Minimum	Sq Footage	Rounds of 8	Theater	Classroom
EVENT CENTER	\$4,500	9,060	650	650	400
HALL A	\$3,000	6,300	275	430	200
HALL B1	\$600	1,500	115	118	83
HALL B2	\$504	1,260	97	107	70
HALL B	\$1,104	2,760	180	225	150
FUNCITY A	-	450	32	-	-
FUNCITY B	-	840	40	-	-
FUNCITY C	-	960	40	-	-
COMBINATION	-	2,250	112	-	-

Rooms are assigned according to the anticipated number of guests. In the event the number of anticipated guests changes, notification must be made at least 3 weeks prior to the event. We reserve the right to change rooms based upon number of guests and availability.

### Service Charge and Tax

All food and beverage are subject to applicable gratuity and tax as specified on the contract. An 18% gratuity and 7% sales tax will be applied to your final bill.

### Exclusive Food & Beverage

The PZAZZ! Convention and Event Center is the only licensed authority to serve and sell alcoholic beverages on the grounds. Outside alcoholic beverages are not permitted on property. This is non-negotiable. All food and beverage must be exclusively purchased from the PZAZZ! Convention and Event Center and consumed in designated areas. Cake is the sole exception. Employees must dispense all alcoholic beverages. All attending guests must be able to produce valid photo identification upon request in accordance with Iowa law. We reserve the right to refuse service to any patrons for any reason.

### Room and Setup

Regular set up/tear-down and event function hours are between 6am and Midnight. All functions must conclude by midnight, no exceptions. The room layout will be arranged prior to the event with your Event Coordinator and any extraordinary changes made the day of the event will be assessed an extra fee.

### Decorations

Decorations may be brought in with prior approval from the Event Coordinator. Signs and paper items left at the conclusion of your event will be considered unwanted and removed accordingly. We ask that all candles be contained and flames cannot be within a specified distance from fabric. Decorations and objects **cannot** be hung from ceiling. Our staff will not be held liable for damages to decorations done during the course of your event. If you would like to reserve the Event Center for the day BEFORE your function in order to decorate, a \$1500 fee will guarantee the space is available for you.

### Signage

Signs and registration tables in the public areas of the property and/or lobby or guest room floors are allowed. Signs outside hospitality suites or function space must be professionally printed no larger than poster size. Affixing of any items to walls, floors, ceilings or rooms with nails, staples, tape or any other substance is not permitted unless written approval is given by the Event Coordinator.

### Equipment Rental (Audio/visual)

Basic equipment is included with your room charge. Podium with wireless handheld microphone, LCD Projector, Easel and Dance floor are available at no extra charge. Flip Charts and markers are available for a fee. Authorized personnel will set up all equipment.

### No Smoking Policy

Pzazz! Convention & Event Center is a smoke free facility. Designated smoking areas are located outside.

### Insurance and Indemnification

Guests shall indemnify and hold the PZAZZ! Convention and Event Center and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any facility property by guests or any attendee of the function on the facility's premises.

### Liability

The Pzazz! Convention & Event Center reserves the right to inspect and control all functions. Liability for damages to the premises will be charged accordingly. We cannot assume responsibility for personal property and equipment brought onto the premises. We cannot be responsible for damage or loss of any articles or merchandise left on the premises prior to, during or following your event. We shall not be liable for non-performance of a contract when it is attributable to labor or troubles, disputes or strikes, accidents, restrictions on travel, national emergencies, acts of God or other causes which are beyond the reasonable control of this facility.

### Prices and Policies

All prices and policies contained in this publication are subject to change with the exception of executed contracts. This agreement is the complete agreement of both parties and no other representation or agreements shall be binding unless in writing and agreed by both parties.

By signing below, you acknowledge that you have read and considered the terms and conditions set forth in this agreement and attachments if any and you further acknowledge to be bound by these terms and conditions.



Convention & Event Center Representative

Client

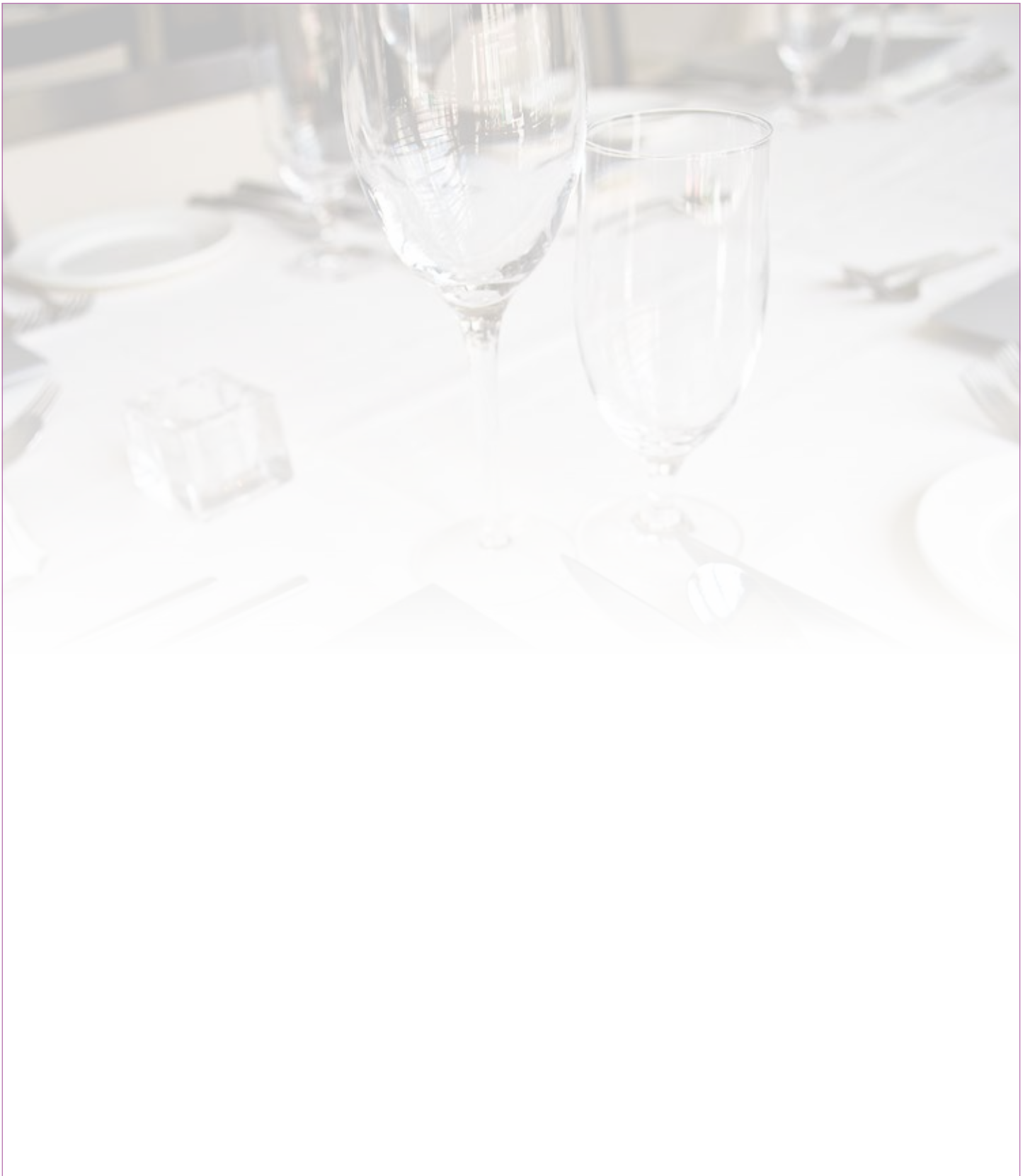
By \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_





3001 WINEGARD DRIVE  
BURLINGTON IA 52601  
319-753-2946

[WWW.THEPZAZZ.COM](http://WWW.THEPZAZZ.COM)



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