

Dodge House Rental Regulations and Guidelines

Approved groups/individuals may use the Dodge House Ballroom, Dining Room and/or Gardens subject to the following guidelines.

Facility Fees

The following fees apply to the facilities.

- * Ballroom Daytime Use – 5 hours (event ending before 5:00pm) **\$450.00**
(\$100 deposit due at reservation time)
- * Ballroom Nighttime Use – 5 hours (event starting after 5:00pm) **\$600.00**
(\$150 deposit due at reservation time)
- * Gardens, Daytime **only** for 2 hours (event ending before 5:00pm) **\$200.00**
(\$50 deposit due at reservation time)
- * Dining Room (limit 12 people) **\$1,200.00**
(\$200 deposit due at reservation time)

Members will receive a 10% discount on these rental prices.

The deposits mentioned above are non-refundable. This deposit will hold the date of your rental. **The balance for the rental is due at least one week prior to the event along with the signed Rental Agreement.** PLEASE NOTE: NO INVOICE WILL BE SENT. This Rental Agreement must also be signed at least one week prior to the event by the caterer, where applicable.

The Gardens at the Dodge House can be rented for events. Chairs and tables need to be rented by the renting party from an outside company (for example, Gibbs Rental, AAA Rents, etc.). There will be no admittance into either home with an outdoor rental. Chairs

The **Dining Room** can be rented for up to twelve people for dinner. Approved caterers will provide menus and rent linens, china, etc. For more information contact the Director.

What's included in the rental?

Tables and black plastic folding chairs are included in the set-up and take down in the Ballroom only. Other styles of tables/chairs may be rented at the renter's expense. Any rented tables and/or chairs from an outside source must have rubber tips or plastic slides on the legs to prevent scratching the floors and/or porches.

All other items such as dishes, glasses, flatware and linens must be rented through an outside source and arranged either through the caterer or by the renter.

One public restroom is available on the second floor of the Dodge House.

Capacity of the Ballroom is limited to 60 people seated and 80 people standing. Grounds rentals are limited to 150 people. The Dining room seats up to 12 people.

The rental fee of the Dodge House Ballroom includes: The 5-hour block of time can cover decorating and your event. If the event runs over the 5-hour block of time, an additional \$50.00 will be charged for every 30 minutes and the renting party will be billed.

A staff member will be on the premises at all times to answer questions and assist with guest safety and the security of the collection.

Facility Use policies

As the Dodge House is primarily a museum bearing National Historic Landmark status, it must be kept in mind that the contents are valuable and fragile. Guests should be mindful of staying within the public areas and must not touch or handle any of the artifacts. There is no admittance beyond the ropes in any room. Food and drink must remain in the third floor Ballroom (excluding a Dining Room rental). The renter will be held accountable and responsible for any damage to the premises and/or contents.

No photographs may be taken in the basement or the first and second floors of the home. Photos may be taken in the Ballroom. Unlimited photographs may be taken out of doors. In the event of a wedding, a photo of the bride and/or groom on the spiral staircase will be permitted.

No rentals during January.

No smoking or open flames of any kind, including candles, in-house or on the grounds.

Alcoholic beverages are permitted within the following guidelines and notification given to the Executive Director prior to the event:

- Wine and beer in cans and bottles only
- No kegs or mixed drinks are permitted. An off-duty officer must be retained for the duration of the event if alcohol is served. The Dodge House will secure the officer. The fee will be determined prior to the event and paid for by the renting party.

Renting party – please initial by each item.

All groups must be out of the house by 11:00 p.m. Any time over will be billed at \$100.00 for each 30 minutes._____

No rice, confetti, birdseed, glitter, etc. is to be thrown in the house or on the grounds._____

No large bands, dancing, or physical activity (such as jumping, running, etc) allowed inside the home._____

Small musical groups or CD's are allowed subject to approval._____

No one is permitted to sit on the museum furniture with roped-off seats or go beyond the ropes._____

All renters must meet with the Dodge House staff at least one week prior to the event to review all plans and contract details._____

The renter is responsible for all individuals in attendance. The Dodge House places a priority on the safety of its guests and protection of its contents. The Dodge House staff reserves the right to ask any unruly guests to vacate the premises at any time. This action could result in the termination of your event with no refund.

Any and all food served must be prepared by an approved caterer. All food is to be brought in through the fire-escape. Exceptions may be made through the Director._____

Caterer information

Five caterers are approved for the Dodge House. If you wish to use your own caterer you must receive approval from the Director.

Catering Creations

7515 Pacific Street, Suite B
Omaha, NE 68114
402-558-3202
Jeff Snow

Main Event Catering

2202 River Road
Council Bluffs, IA 51503
712-325-8900
www.cateringbymainevent.com info@cateringcreations.net

Hy Vee Catering

1702 North 16th St.
712-328-9792
www.hy-vee.com

Hy Vee Catering

1745 Madison Ave (Josh Bensen)
712-322-9260
www.hy-vee.com

Kitchen Sisters Catering

PO Box 5 Persia, IA
Sheila 402-676-6532
Jackie 402-676-2363
www.kitchensisterscatering.com

The caterer will be held responsible for any damages in the kitchen and will be solely responsible for the food provided and for the kitchen cleanup following the event, including trash removal from the premises.

Contact Information

The Historic General Dodge House
621 Third Street
Council Bluffs, IA 51503
Ph.: 712-322-2406 Fax: 712-322-3504
E-mail: gmdodge@dodgehouse.org
Web site: www.dodgehouse.org
Memberships / Special Projects: Danette Hein-Snider

Please make checks payable to: Historic General Dodge House

RENTAL AGREEMENT

After reading the enclosed **Rental Regulations**, this **Rental Agreement** must be signed and returned with your non-refundable deposit. The balance of the rental is due one week prior to the event.

The parties signing the agreement agree to be solely responsible for leaving the premises in the condition they were found, (i.e. cleaning, damage repair and disposal of trash). Any damages incurred will be billed to the renting group. Caterers are responsible for trash removal.

We, the undersigned, agree to all the stipulations contained in the Rental Regulations and Guidelines.

RENTER INFORMATION

Name Phone

Street Address

Signature of Renter(s) Date

Date of Event Caterer for Event

Signature of Caterer

Signature of Executive Director Date

TYPE OF EVENT _____
(Example: wedding, anniversary party, office party, Christmas party, etc.)