



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 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.

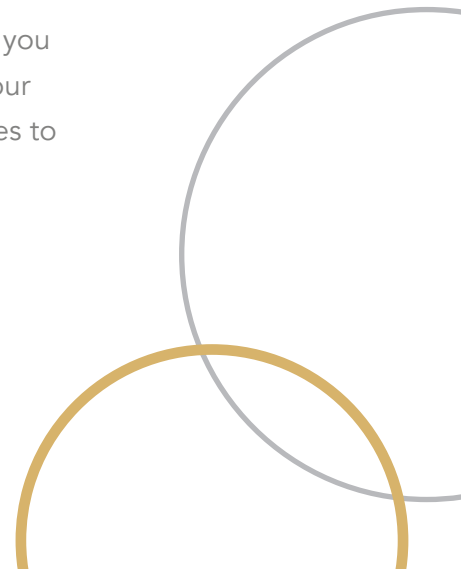
We will work with you on budget, décor inspiration, vendor recommendations, food tastings, room configurations, guest seating, and all the details in between. It's your day, we are here to make it special and customized to your needs.

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 a variety of unique indoor and outdoor event spaces to create your perfect day.



## CEREMONY

Space available from 9am – 5pm

### SKINNER BALLROOM

- 280 – 420 guests
- Room rental \$4,000

### SKINNER BALLROOM SECTIONS A & B ONLY

- 50 – 280 guests
- Room rental \$3,000

### BISHOP BALLROOM SECTION C ONLY

- 50 – 300 guests
- Room rental \$2,000

### SALONS 1 & 2

- 50 – 175 guests
- Room rental \$1,000

## RECEPTION

Space available from 9am – Midnight

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

### BISHOP BALLROOM

- Up to 700 guests
- Food and beverage minimum \$25,000

### BISHOP BALLROOM SECTIONS A & B

- Up to 350 guests
- Food and beverage minimum \$14,000

### BISHOP BALLROOM SECTION C

- Up to 150 guests
- Food and beverage minimum \$6,500

### SKINNER BALLROOM

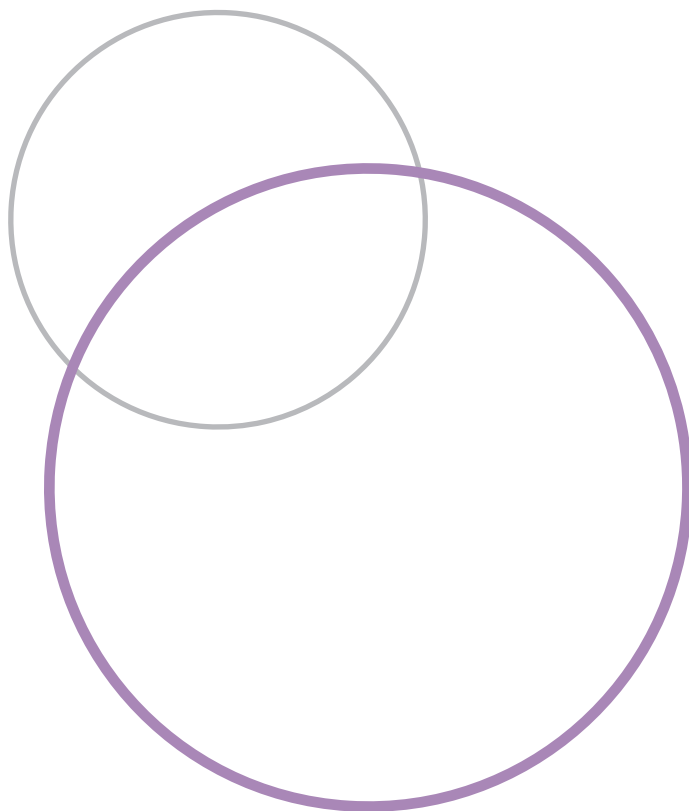
- Up to 250 guests
- Food and beverage minimum \$9,000

### SKINNER BALLROOM SECTIONS A & B

- Up to 110 guests
- Food and beverage minimum \$6,500

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

Prices subject to change.



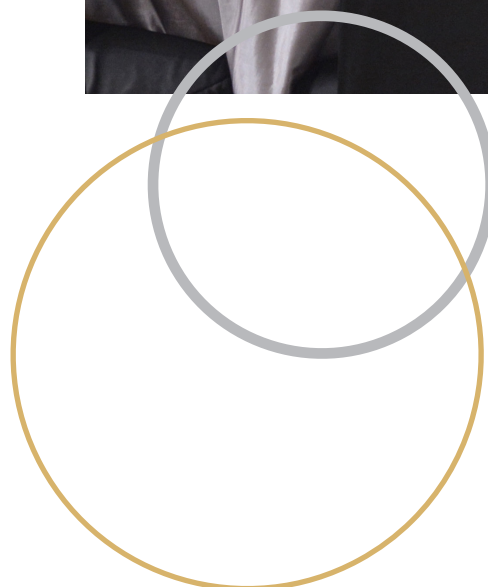


## CEREMONY AMENITIES

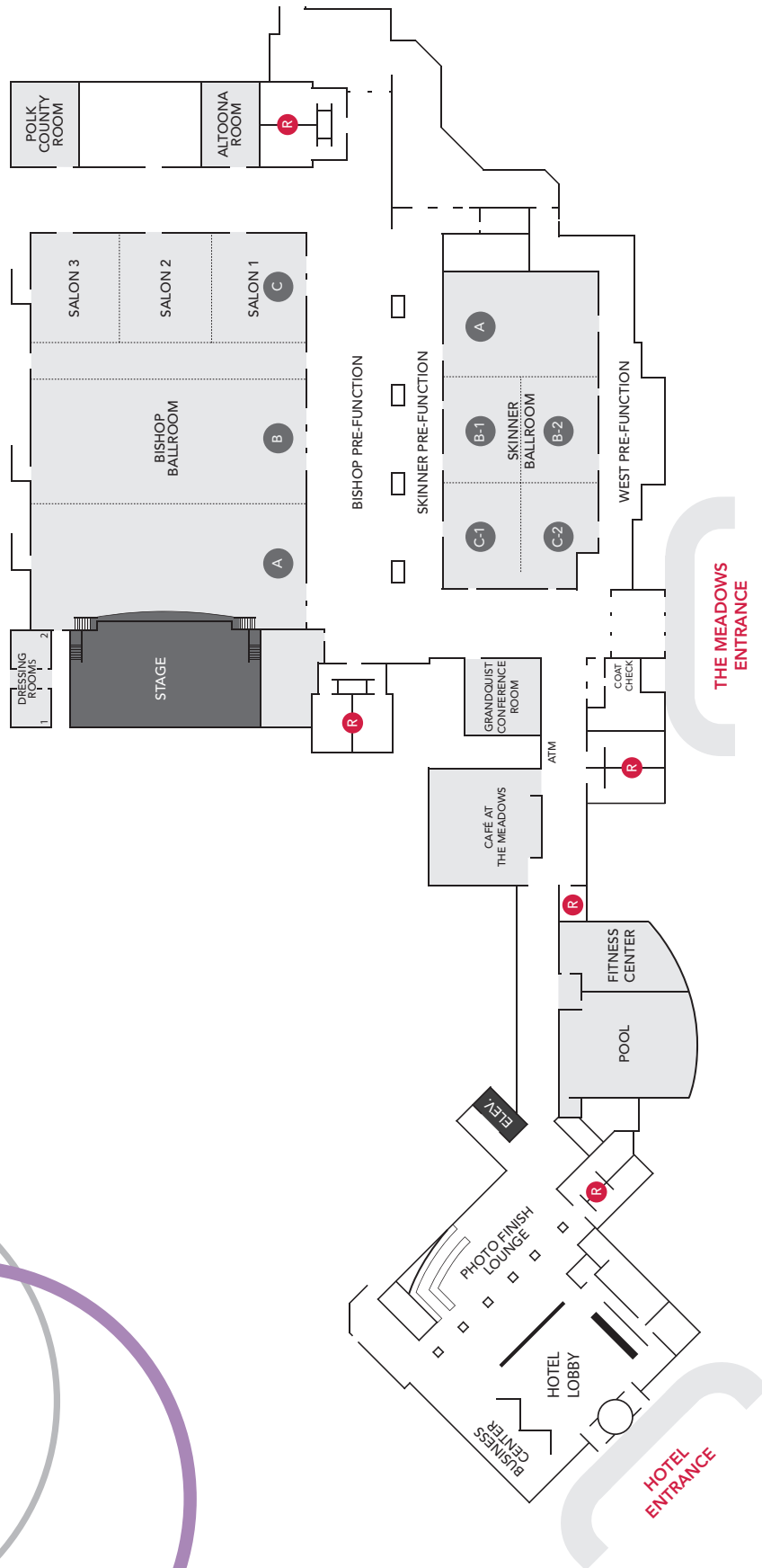
- Chairs
- Riser staging (gray carpet with black skirting)
- Microphones (up to two)
- Custom lighting
- HDMI cable connecting to house sound
- Pipe and drape backdrop in black
- Rehearsal room reserved the evening before based on availability. Room location confirmed 30 days prior to ceremony.

## 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 Event 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





# CUISINE

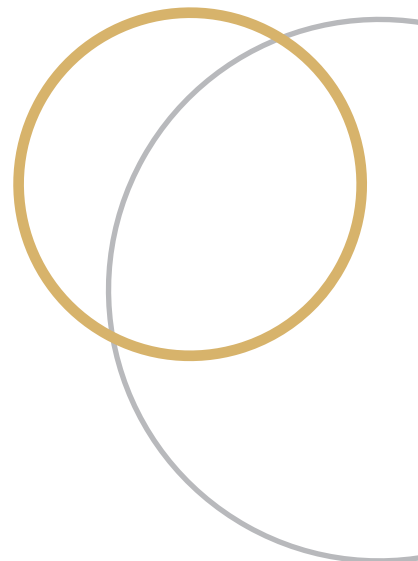
You want your food to be flavorful, memorable, and beautiful. All of our dishes are chef-prepared to fit the needs of you and your guests. From gluten-free and vegetarian to delectable steak entrees, we will provide you with the cuisine options you desire, all served by our dedicated banquet staff.



## HORS D'OEUVRES

- Tomato Basil Bruschetta
- Artisan Cheese Board
- Fresh Fruit Display<sup>GF</sup>
- Vegetable Crudité<sup>GF</sup>
- Spinach and Artichoke Dip
- Chicken Satay
- Pepper Crusted Beef Crostini
- Spinach Spanakopita
- Jumbo Shrimp Shooters

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



## ENTRÉES

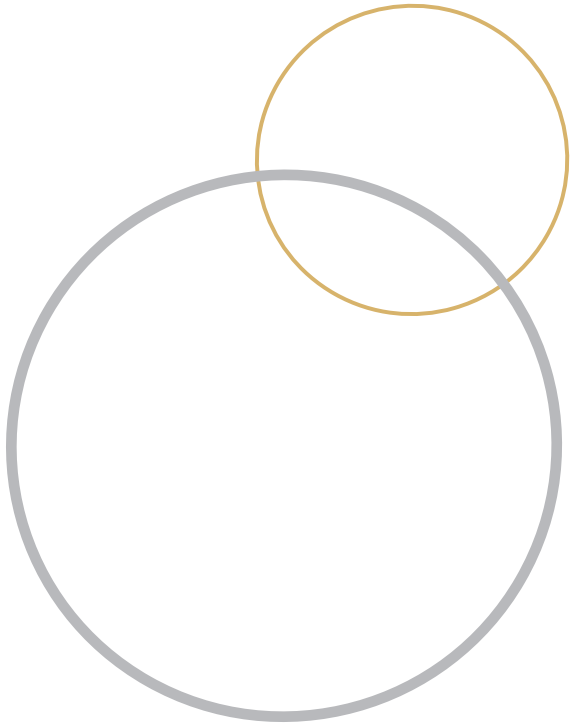
All entrees include house salad with artisan bread & butter, starch, vegetable, coffee & iced tea

- **Chicken Marsala<sup>GF</sup>**  
*French cut chicken breast, shallots, garlic, fresh mushrooms in a creamy Marsala wine sauce, whipped Yukon gold mashed potatoes, broccolini*
- **Chicken Caprese<sup>GF</sup>**  
*Seared French cut chicken breast, fresh mozzarella, basil pesto, tomato ragout, balsamic reduction, herb roasted baby red potatoes, broccolini*
- **Florentine Stuffed Pork Loin**  
*lowa pork loin stuffed with spinach, garlic, bacon, onion, garlic cream sauce, with herb roasted baby red potatoes and broccolini*
- **Baked Atlantic Salmon<sup>GF</sup>**  
*Tropical fruit salsa, wild rice pilaf, broccolini*
- **NY Strip<sup>GF</sup>**  
*Grilled 10-ounce New York Strip, mushroom bordelaise, Duchesse potatoes, green beans, roasted garlic, applewood smoked bacon*
- **Filet of Beef<sup>GF</sup>**  
*Grilled 8-ounce filet mignon, bordelaise, Duchesse potatoes, green beans, roasted garlic, applewood smoked bacon*
- **Child's Entrée**  
*Chicken tenders with fries, fruit cup, & lemonade*

Special dietary requests will be accommodated











## 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<sup>GF</sup> \$48
  - Chicken Caprese<sup>GF</sup> \$50
  - Florentine Stuffed Pork Loin \$50
  - Baked Atlantic Salmon<sup>GF</sup> \$50
  - NY Strip<sup>GF</sup> \$58
  - Filet of Beef<sup>GF</sup> \$65
  - Duet Entrée \$70
  - Child \$26

Special dietary requests  
will be accommodated

If you are selecting a meal with multiple entrees, the cost of all meals will reflect the higher priced of the two meals. All menus are subject to 7% sales tax and 23% service charge. Prices subject to change.





## 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*
- *Signature cocktail during cocktail hour*
- *Complimentary cake cutting*
- **Plated Options:**
  - *Chicken Marsala<sup>GF</sup> \$65*
  - *Chicken Caprese<sup>GF</sup> \$67*
  - *Florentine Stuffed Pork Loin \$67*
  - *Baked Atlantic Salmon<sup>GF</sup> \$67*
  - *NY Strip<sup>GF</sup> \$75*
  - *Filet of Beef<sup>GF</sup> \$82*
  - *Duet Entrée \$87*
  - *Child \$30*

Special dietary requests  
will be accommodated

*If you are selecting a meal with multiple entrees, the cost of all meals will reflect the higher priced of the two meals. All menus are subject to 7% sales tax and 23% service charge. Prices subject to change.*



# 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
- 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<sup>GF</sup> \$88

- Chicken Caprese<sup>GF</sup> \$90

- Florentine Stuffed Pork Loin \$90

- Baked Atlantic Salmon<sup>GF</sup> \$90

- NY Strip<sup>GF</sup> \$98

- Filet of Beef<sup>GF</sup> \$105

- Duet Entrée \$110

- Child \$34

- **Late Night Snack Options:**

- Race Track Station

- Mini corndogs with condiments, warm pretzel rods with cheese sauce, and funnel cake fries

- Hamburger Slider & Mini Hot Dog Stations

- Served with an assortment of toppings

- Pizza Station

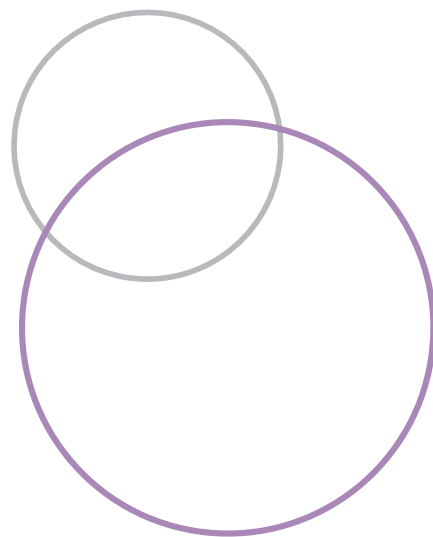
- Assorted party cut pizzas (sausage, pepperoni, & cheese)

- Quesadilla Station

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

**Special dietary requests will be accommodated**

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## BRUNCH

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

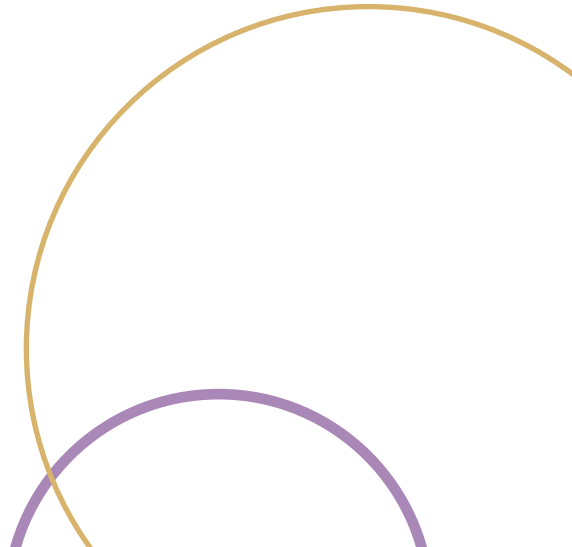
**\$33 per person includes:**

- Complimentary facility fee for your event space
- Grand Breakfast Buffet
  - Loaded scrambled eggs, ham, tomatoes, green peppers, onions, cheese<sup>GF</sup>
  - Cheesy potato casserole
  - Applewood smoked bacon<sup>GF</sup> and Pork sausage links<sup>GF</sup>
  - Grand Marnier brioche French toast, praline sauce, maple syrup
  - Seasonal display of fresh fruits and berries<sup>GF</sup>
  - Assorted Danishes, muffins, breakfast pastries
  - Starbucks Pike Place regular and decaffeinated coffee, assorted hot tea, and orange juice

*Add a Bloody Mary or Mimosa bar to your brunch for just \$15 per person per hour!*

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

Prices subject to change.

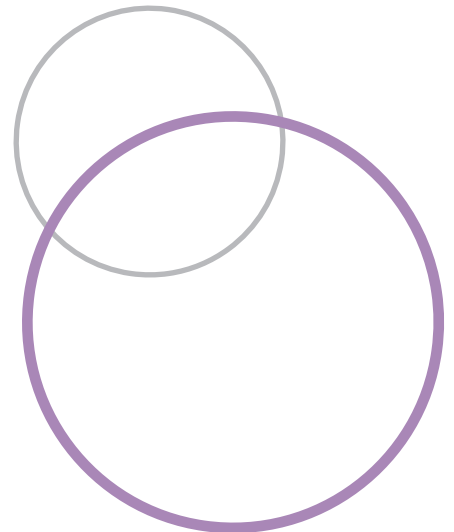




## CASH BAR & HOST BAR

*Pricing is per beverage*

- **Spirits** – \$8 per drink | \$10 premium mixer | \$11 rock | \$15 martini  
*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 per drink | bottle list available  
*Sycamore Lane: Cabernet, Chardonnay, Pinot Grigio, Pinot Noir*
- **Domestic Beer** – \$6 per bottle  
*Bud Light, Budweiser, Busch Light, Coors Light, Miller Lite, O'Doul's (nonalcoholic)*
- **Premium Beer** – \$7 per bottle  
*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** – \$6.00 per can
- **Corkage Fee** – \$18.00/ 750 mL bottles and \$30.00/1.5 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*
- **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
- Ice sculptures
- Gobos
- Lighting
- Chair covers
- Chivari chairs
- Chair sashes
- Chair bands
- Tablecloths
- Colored napkins
- Table runners
- Overlays
- Centerpieces
- Chargers
- Ceiling draping
- Furniture

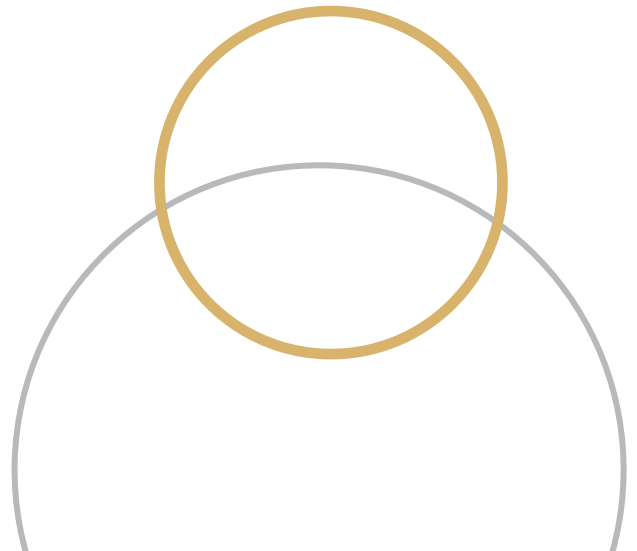






Photo courtesy of: VantageNine19



## 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
- Indoor Saltwater Pool
- Fitness Center
- Business Center
- Bar & Lounge

### OTHER AMENITIES

- Live entertainment
- Dining options 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 is 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.

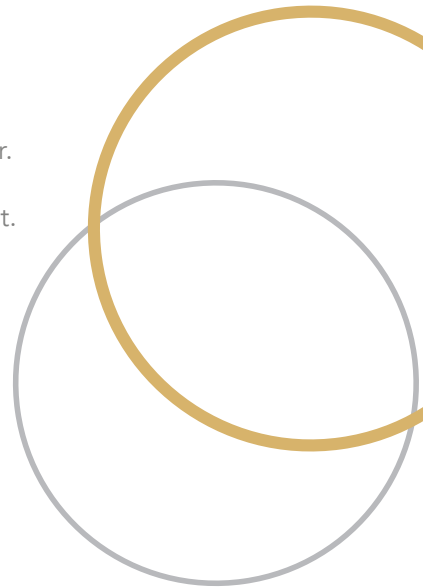
Leftover dessert and/or unopened bottles must be removed 24 hours following event. \$50 storage fee per day applies to any remaining items.

## 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. Remaining rooms 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



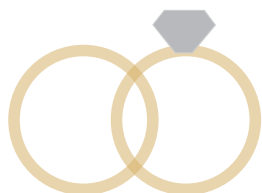


Photos courtesy of (clockwise order): Simply Radiant Weddings, VantageNine19, Lower Left Side Photography, and Amy Doerring Photography

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

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