

Des Moines Social Club Rental Brochure

Culinary Loft - Room 214



Description: The light-filled Culinary Loft is beautifully suited for receptions, luncheons, presentations, parties and more. This space is highly adaptable and can be rented for unique events like private cooking classes and demonstrations.

Capacity:

Casual Cocktail set-up - 100 people
Seated at rounds- 80 people

Pricing:

Tier 1 - Cocktail Style \$130/hour or \$1300/day includes staffing, AV, up to 6 cocktail tables and up to 5 bistro tables

Tier 2 - Theater Style \$150/hour or \$1500/day includes staffing, AV, and up to 100 chairs

Tier 3 - Formal \$170/hour or \$1700/day includes staffing, AV, up to 8 rounds and 80 chairs

Tier 4 - Full Kitchen \$200/hour or \$2000/day includes staffing, AV, steel tables

- Does not include chef & food costs
- Renter responsible for cleaning

Mulberry Room - Room 204



Description: The Mulberry Room offers a unique aesthetic with a beautiful view of downtown Des Moines. This is an adaptable space and can accommodate most small events. Great for workshops, meetings, showers, luncheons, or cocktail parties.

Capacity:

Meeting- 20 people
Casual Cocktail - 40 people
Seated at rounds - 10-30 people

Pricing:

Tier 1 - \$40/hour or \$400/day includes no staffing, tables, and chairs conference style (*meetings 9am-7pm Mon-Fri only*)

Tier 2 - \$60/hour or \$600/day includes staffing, tables, and chairs conference style (*meetings only*)

- Mandatory for meetings starting before 9am or ending after 7pm

Tier 3 - Cocktail Style \$70/hour or \$700/day includes staffing, up to 6 cocktail tables and up to 5 bistro tables

Tier 4 - Formal Dinner \$80/hour or \$800/day



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Kum & Go Theater



Description: Our Kum & Go Theater is a 50' x 50' black-box theater, suited to a variety of events. It can be used for theater performances, fashion shows, concerts, fundraisers, and more. When it's not being used for your event, the space is used for concerts, plays, musicals, comedy, Iowa Public Radio streams, and more. Please note a two hour mandatory set-up time for this space.

Capacity:

Standing room - 350 people
Theater seating - 200 people
Seated at rounds - 150 people

Pricing-

Tier 1 - Empty

Weekday: \$220/hour or \$2200/day
Friday/Saturday: \$295/hour or \$2950/day
includes staffing

Tier 2 - Empty with bar

Weekday: \$270/hour or \$2700/day
Friday/Saturday: \$345/hour or \$3450/day

includes staffing, up to 4 rounds and 40 chairs

Tier 3 - Cocktail

Weekday: \$250/hour or \$2500/day
Friday/Saturday: \$325/hour or \$3250/day
includes up to 6 cocktail tables, up to 5 bistro tables, and staffing

Tier 4 - Cocktail with bar

Weekday: \$300/hour or \$3000/day
Friday/Saturday: \$375/hour or \$3750/day
includes up to 6 cocktail tables, up to 5 bistro tables, house manager, and bar staffing

Tier 5 - Theater style

Weekday: \$290/hour or \$2900/day
Friday/Saturday: \$365/hour or \$3650/day
includes 2 staff members, and up to 200 chairs

Tier 6 - Theater style with bar

Weekday: \$340/hour or \$3400/day
Friday/Saturday: \$415/hour or \$4150/day
includes 2 staff members, bar staffing, and up to 200 chairs

Tier 7 - Formal

Weekday: \$300/hour or \$3000/day
Friday/Saturday: \$375/hour or \$3750/day
includes 2 staff, up to 15 6' rectangle tables, and 120 chairs

Tier 8 - Formal with bar

Weekday: \$350/hour or \$3500/day
Friday/Saturday: \$425/hour or \$4250/day
includes 2 staff, bar staff, up to 15 6' rectangle tables, and 120 chairs



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includes house manager, and bar staffing
Courtyard



Description: Our Courtyard is a 7,000 square-foot outdoor space. It is perfect for hosting concerts, festivals, fundraisers, and other large-group events. There is a fun and eclectic mix of graffiti and brick walls in the space. The space comes with a stage in the northwest corner. Feel the heartbeat of downtown Des Moines in this urban, energetic setting.

Capacity:
Standing room - 1,000 people
Theater seating in rows - 350 people

Pricing:
\$1,500/day includes two staff

Viaduct Gallery



Description: Located on the first floor of the Firehouse building, the Viaduct Gallery is a bustling, open space that is perfect for social hours, cocktail parties, and breakout sessions. The art rotates fairly often, so there’s always something new and exciting to see in the gallery.

Capacity:
Casual Cocktail set-up - 75 people
Theater seating in rows - 40 people
Seated at rounds - 30 people

Pricing:
Tier 1 - Cocktail \$80/hour or \$800/ day includes staffing, up to 6 cocktail tables, and up to 4 bistro tables

Tier 2 - Theater Style \$90/hour or \$900/day includes staffing, and 50 chairs

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The Basement



Description: While mainly used for concerts, comedy shows and public events. The Basement can also be rented out for large private events. It offers an eclectic, dimly-lit, casual atmosphere for your private party!

Capacity:

Standing room only - 200 people
Theater seating in rows - 150 people
Seated at pub tables - 50 people

Pricing:

Tier 1 - Neutral

Weekday: \$170/hour or \$1700/day
Friday/Saturday: \$245/hour or \$2450/day
includes staff, pub tables, couches, and chairs

Tier 2 - Neutral with bar

Weekday: \$210/hour or \$2100/day
Friday/Saturday: \$285/hour or \$2850/day
includes pub tables, couches, chairs, staff, and bartender

Tier 3 - Standing only

Weekday: \$200/hour or \$2000/day
Friday/Saturday: \$275/hour or \$2750/day
includes couches and staff

Tier 4 - Standing only with bar

Weekday: \$240/hour or \$2400/day
Friday/Saturday: \$315/hour or \$3150/day
includes couches, staff and bartender

Tier 5 - Theater style

Weekday: \$210/ hour or \$2100/ day
Friday/Saturday: \$285/hour or \$2850/day
includes staff, couches and up to 150 chairs

Tier 6 - Theater style with bar

Weekday: \$250/hour or \$2500/day
Friday/Saturday: \$325/hour or \$3250/day
includes staff, couches, up to 150 chairs, and a bartender



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The Rooftop



Description: Our rooftop, located above the Kum & Go Theater, offers a vibrant, urban view of downtown Des Moines. This space is perfect for casual dinners, private parties, fundraisers, and other unique events.

Capacity:

Standing room only- 120 people
Theater seating- 100 people

Pricing:

Tier 1 - Cocktail style \$170/hour or \$1700/day
includes staff, wooden spool tables, and outside chairs

Tier 2 - Cocktail style with bar \$220/hour or \$2200/day
includes staff, wooden spool tables, outside chairs, and bar

Classroom Spaces

Chief's Office

Chief's Office is a traditional round-table meeting room that holds up to 10 people. Not eligible for nonprofit discount.

- \$20/hour or \$200/day includes table, chairs, and whiteboard

Movement Room - Room 210

This open space with mirrors and wood floors is ideally suited to movement classes but also works well as an event space. Perfect for yoga, fitness, or dance parties.

Tier 1 - Class \$30/hour or \$300/day includes one speaker

Tier 2 - Cocktail \$60/hour or \$600/day includes staff, up to 6 cocktail tables, up to 5 bistro tables, and a speaker

Tier 3 - Formal Dinner \$70/hour or \$700/day includes staff, up to 4 rounds, and 40 chairs

Workshop - Room 211

Our workshop space is a meeting room in the education wing that accommodates 15-20 people, ideally suited for workshops, and breakout sessions.

- \$30/hour or \$300/day



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Art Studio - Room 212

Our Art Studio space is a meeting room in the education wing, primarily used for our after school program.

- \$30/hour or \$300/day includes tables, chairs and staff

Handball Court -

Originally built as a handball court in 1938, the space has natural lighting, original wood floors and tall ceilings, giving the room an open spacious feel. This space is best suited for aerial classes, parties, and performances with up to 75 attendees.

Tier 1 - Class \$50/hour or \$500/day includes empty room and floor mats.

Tier 2 - Cocktail \$80/hour or \$800/day includes staff, up to 6 cocktail tables, and up to 5 bistro tables

Tier 3 - Formal \$90/hour or \$900/day includes staff, up to 5 rounds, and 50 chairs



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TERMS AND CONDITIONS FOR RENTAL AND USE OF DES MOINES SOCIAL CLUB FACILITIES:

PLEASE LEAVE THE SPACE IN THE SAME CONDITION YOU FOUND IT. This includes but is not limited to; picking trash off of the floor or tables, discarding or removing left over food, and removing all personal items and decor from the rented space. The contracted renter must be the last one out and must check out with the house manager or concierge. THERE IS A UP TO \$200 PENALTY FOR THE SPACE NOT BEING RESTORED TO ITS ORIGINAL STATE unless prior arrangement has been made with DMSC.

RENTERS MUST FOLLOW THE CHECK IN PROCEDURE:

All renters must schedule a phone call or walk through with the Venue Coordinator three weeks prior to your event to solidify final details unless otherwise stated by Coordinator. If a three-week check does not occur we are not responsible for final details.

The day of your event, renters must check in with the DMSC staff member assigned to you at the start of all rentals. Renters must check out with the assigned staff at the end of their engagement. Renters must have read, understood, and agreed to abide by the Technical Rider to this contract. Renters may use only those areas designated in their rental agreement. The offices, technical booth, other rooms and storage areas are off limits unless otherwise arranged with permission of the DMSC staff.

An adult must accompany any event with persons under the age of 18 at all times. Said adult must check in and check out with DMSC staff member assigned to that event. During the three-week check in all renters are required to provide chaperone's contact information.

For theater rentals: Hanging any equipment (i.e. rope) including body weight from the ceiling grid in the Theater is forbidden, unless prior arrangements have been made including engineering plans. Only those items in the space at the time of the rental may be used. Lighting and audio equipment in the theater is governed by the technical rider. There are also additional charges for the services of a DMSC technical director, which includes access to theatrical or specialized lighting.

There are NO storage facilities for renters unless previously arranged by permission of the DMSC staff. All equipment and supplies not belonging to DMSC must be out of the building by the end of the rental period.

ALL SPACES INCLUDE



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Rentals include free wireless internet access, house lights, tables and chairs are available on a first come, first served basis day of. Disclaimer- the tier selected in contract will reserve that amount and type of tables and chairs. Anything needed beyond what is reserved may not be available day of. Extra fees apply for audio/visual equipment and other technical services.

CATERING/BEVERAGE SERVICE

Our preferred caterers are Malo, Gateway Market, Tangerine, Le Jardin, Taste! To Go, Tacopacocalypse and Krunkwich. Any catering outside of our preferred list is subject up to a \$100 fee. For coffee, we highly recommend Capes Kafe. DMSC does not provide non-alcoholic beverage service in-house but you are welcome to bring in your own soft drinks and water with the expectation that trash will be disposed of properly. DMSC provides some in-house catering in the form of customized Culinary demonstrations and team-builds- please inquire for separate pricing sheet.

Malo, holds the liquor license for the main Firehouse building and will arrange all alcoholic beverage service. Contact Malo's manager, Nick Bopes <nbopes@malodesmoines.com>, for more information and pricing. Rooftop, Basement, and Kum & Go Theater rentals will have bar service arranged through the rental coordinator, due to a separate liquor license. Disclaimer: Malo is not affiliated with DMSC, you are responsible for contacting their General Manager in order to make bar and food arrangements.

HOUSE MANAGER

DMSC requires a staff member to be on campus during all events. Event times must be submitted 2 weeks in advance for scheduling purposes. Events over 150 people may be required to hire additional security if alcohol is served.

House Manager duties include-

- Point of contact check in
- Set-up of space based off of needs stated in contract
- Direct guests to restrooms
- Run facility; such as lights, air, heat, etc.
- Tear-down of DMSC tables, chairs, etc.
- Dispose of trash
- In case of emergency contact during event

House Managers are not required to set-up or clean up items brought in by renter or attendees unless stated in contract. House Managers work multiple events a day so they are not required to stay in one space during an entire event. However, they will check in on you every hour to make sure everything is



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going well. During “contact check in” please exchange phone numbers with House Manager so you can reach them in between check-ins.

CLEANING

DMSC supplies rental spaces in a neutral position, and renters are expected to return the space to neutral position. If the room is not left in the condition in which it was found and prior arrangements have not been made, a \$200 cleaning fee will be assessed to the renter. Renters are financially liable for messes made by attendees the entire day of the event.

TECH

- Projector – \$50 (NOTE: Connection is VGA only; user responsible for adaptor if required)
- Projection screen – \$50
- Podium - \$25
- Microphone – \$50, additional microphones available upon request for extra fee (note: some rooms are already equipped with a wireless microphone)
- Additional sound – prices vary
- Theatrical or specialized lighting – prices vary*
- Technical services staffing, if deemed necessary by Technical Director – prices vary*
- *Consultation with Technical Director required for additional technical services.

SOUND ORDINANCE

- For events with amplified sound in the DMSC Courtyard or Rooftop, renters must obtain a sound permit through the City of Des Moines. All amplified sound in outdoor DMSC spaces must end by 10pm – due to our relationship with the apartment complex next door. Any amplified sound in the Courtyard after 10pm will be shut down by DMSC staff, and renters will incur a \$150 fine for breaking our internal sound ordinance.
- Permit: <https://www.dmgov.org/Contacts/Pages/Permits.aspx>

THEATER AND BASEMENT RENTALS

At least two hours of mandatory buffer time is needed at the beginning to finalize lighting, table and stage placement along with set-up. One hour before the event begins all technical aspects are permanently set and no other requests for movements will be granted.



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The job of our tech staff is to set up the room, assist with audio/video, and help the event run smoothly from start to finish. Tech staff is NOT expected to DJ, run a powerpoint presentation, or otherwise be involved in the script/performance of the event. Tech staff reserves the right to refuse these services.

Projection Services-

- 6'x6' tripod with projector to either HDMI, VGA, or DVI. Renters are to bring their own device/laptop to run the projection. Renters must confirm if presentation uses video/audio, as additional setup is needed to provide audio \$50
- 10'x16' Backdrop directly behind stage with projector to either HDMI, VGA, or DVI. Renters are to bring their own device/laptop to run the projection, as well as any adapters needed to meet one of our three standard formats. Renters must confirm if presentation uses video/audio, as additional setup is needed to provide audio. **only available in Black Box Theater** \$250

Staging-

- Standard stage in Theater is 12'x16' and will be placed at the center of the West wall unless otherwise agreed upon. \$250
- Smaller stages (4'x4', 8'x8', 12'x8') can be provided for \$150
- In most cases seating risers are available to rent. There will be one build available at a time. Contact ryan@desmoinessocialclub.org to find which seating build is available for any given date. \$600

All three week walkthroughs must include the technical director or someone on the production team. At that time they will need a program timeline, any special lighting / staging or projection requests, and a room set-up map.

TABLES/CHAIRS + EVENT SET-UP

You may enter your rented space only during the times stated in your contract. If renter attempts to enter and start set-up more than 15 minutes before scheduled time, renter must pay double the full hour rate along with \$25/hr for House Manager. Adjustments to times have to be made 2 weeks in advance in order to avoid penalties. Tables and chairs are available to renter on a first-come, first-served basis if renter changes plans day of. Chairs, tables, and other set-up may have to be rented from an outside vendor if all of our in-house furniture is in use. Please make set-up requests known upon completion of your contract, so that DMSC can reserve renters preferred number of tables and chairs. DMSC will handle set-up and tear down of furniture (no decor or linen service). Renters may handle these items on their own at discretion of Venue Coordinator. All use of DMSC tables/chairs are required to a set-up fee by Venue Coordinator.

DÉCOR



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DMSC is a renovated, historic art deco Firehouse with an industrial aesthetic and a lot of natural charm. That being said, a little decor goes a long way. Unfortunately, we do not provide linens (Malo provides complimentary linens with catering or hosted bar purchase). Not allowed: glitter, confetti, rose petals, tape/adhesives, hanging decor on sprinkler system, open flame, fog machines, smoke machines. Allowed: blue sticky tack, electronic tea lights, painters tape, and special lighting. All decorations in the Kum & Go Theater must be discussed with and approved by our Technical Team. If you leave behind any of your decor after your wedding or event, a \$200 fee will be applied to your credit card on file. Please ask if you have decor in mind that is not mentioned above. A \$300 holding fee is applied to any non DMSC furniture that is dropped off the day before or left the night after the event

ENTERTAINMENT/TEAMBUILDING OPTIONS

DMSC's mission is to use the arts as a catalyst to create unprecedented community engagement. Any outside entertainment must be discussed with the Venue Coordinator prior to signing the contract. We would love to assist you in adding on a creative team-build or entertainment component to your private rental. Some ideas:

- Culinary Team-Build / Demonstration – prices vary
- Theater/Comedy/Improv workshop - prices vary
- Team Trivia/Game Show Event - prices vary
- We have artists for hire. We have a diverse list of musicians, live painters, wrestlers, MCs, acrobats, chefs, and a variety of other artists at our disposal to perform at your event. Rates vary, just inquire.

RENTAL POLICY – RESERVING SPACE

Once a contract is written up and sent to you, we will hold your reservation for at least two weeks. If two weeks have gone by and we have not received a signed contract with deposit, we may offer the space to other potential renters. Please note that a space is never reserved for certain until we have received a signed contract and deposit.

INDEMNIFICATION

The Renter is responsible for replacing or repairing any damage to the DMSC facilities or its equipment, fixtures or other property. The Des Moines Social Club (DMSC) is not responsible for any lost, damaged or stolen property brought to DMSC by the renter or his/her associates.

Renter agrees to indemnify and hold harmless the Des Moines Social Club and each of its owners, employees, agents, partners and affiliates, (collectively, the "Indemnitees"); from and against any and all



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claims, damages, expenses, costs, fees (including legal fees), charges, losses and liabilities arising out of or relating to (i) the event or class of renter, and any services provided by renter or any third party in connection with the event (ii) the breach by renter of any agreements, representations, warranties or covenants set forth herein, (iii) any violations of laws and regulations and (iv) any acts or omissions by renter or its employees, agents and invitees or others attending the event. Renter shall, at its sole cost and expense, defend any claim brought against the Indemnitees for which Renter is obligated to provide indemnification, and Renter shall not settle such claim without the consent of DMSC. The provisions of this section shall survive any expiration or termination of the Rental Contract.

DISORDERLY CONDUCT

DMSC reserves the right at all times to refuse admission to or to cause to be removed from the event and/or premises any disorderly person, including Renter's employees, agents, contractors, guests and invitees, as determined by DMSC in its sole discretion, and in the event of the exercise of such authority, Renter hereby waives any and all claims for damages against DMSC.

FORCE MAJEURE

Should Renter be unable to use the space due to an Event of Force Majeure, under the DMSC's discretion can give a refund of all expenses excluding the original 50% deposit. The term "Event of Force Majeure" shall mean any and all acts of God, strikes, lock-outs, other industrial disturbances, acts of the public enemy, laws, rules and regulations of governmental or quasi-governmental entities, wars or warlike action, arrest or other restraint of government (civil or military), blockades, insurrections, riots, vandalism, terrorism or terrorist threats, epidemics, lightning, earthquakes, hurricanes, storms, floods, washouts, fire or other casualty, civil disturbances, explosions, breakage or accidents to equipment or machinery, threats of bombs or similar interruptions, confiscation or seizure by any government or public authority, nuclear reaction, radioactive contamination, accidents, or any other causes, whether of the kind herein enumerated or otherwise that are not reasonably within the control or DMSC including actions by the owner of the premises.

MISCELLANEOUS.

This Agreement represents the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes any and all prior understandings, written or oral, among the parties hereto. This Agreement may only be modified or amended by a subsequent written agreement signed by authorized representatives for each party. The contract shall be governed by the laws of the State of Iowa applicable to contracts made and to be performed in such state, without regard to conflicts of laws principles. Each party consents to the sole and exclusive jurisdiction and venue of the state and federal courts of Polk County, Iowa, and waives any objections thereto. This Agreement may not be assigned without the written consent of the other party.



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MULTIPLE RENTERS

Please note that other events or activities may be scheduled within the Des Moines Social Club in space not reserved for Renter.

CONTACT

Kristen Meyers, Venue Coordinator

Email: Kristen@desmoinessocialclub.org

Adrienne Fay, Program Associate

Email: Adrienne@desmoinessocialclub.org