

Parkview

EVENT CENTER

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EVENT INFORMATION

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1303 10th Street

Rock Valley, IA 51247

712-476-4300

Rental Information

BALLROOMS	Capacity
Full Facility	350
West Ballroom	80
Central Ballroom	200
East Ballroom	120
Meeting Room	40

*Capacity is for chairs alone. Adding tables will decrease the number of people we are able to comfortably seat.

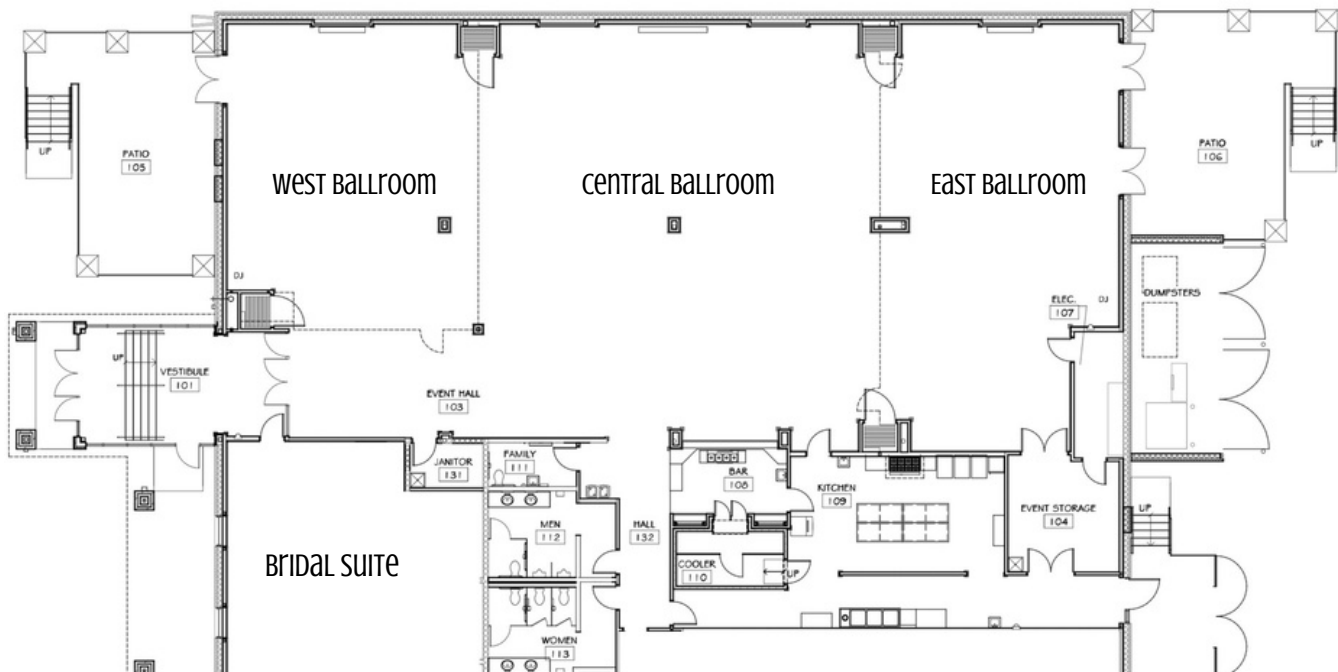
EVENT PRICING

Full Facility	\$1,800
Central Ballroom	\$1,000
West/Central Combo	\$1,600
East/Central Combo	\$1,700
Meeting Room	\$200

Call or email for weekday, non-profit, school, funeral luncheon, or holiday pricing.

712-476-4300

jenndg@cityofrockvalley.com



Event Packages

Deluxe.

Base Rental Price + \$4.25 per seat

Access to facility on day of from 9AM - 1AM* (Completely out of facility by 1:00 AM)

45 round tables, 16 banquet tables, 7 cocktail tables

Cushioned chairs

Use and Set up of table linens, tables, and chairs - Set up to be completed by Parkview Staff

- Choice Black or White table linens and skirting for accent tables

Tear down of table linens, skirting, tables, and chairs

Use and Set up of staging

Beverage Table for water with glasses provided by Parkview

Full Bar Service upon request

Customized Floor Plan

Catering Kitchen

Cleaning service provided (caterers/clients are still responsible to pick up after themselves in the kitchen)

ADDITIONS:

Day Prior: Pre-book at \$500 or if still available at 10-Day Meeting \$250

Linen Napkins in various colors available for rent: \$1.00 per seat

Guest or Caterer must provide ALL disposable supplies (plates, napkins, forks, cups)

Access to Meeting Room for storage throughout the event: \$100

Audio Visual package: \$50

- Includes Manager coordination of Audio Visual Equipment: Sound System in Event Hall, Microphones, Projectors, Screens, Spotify

Event Transition: \$250

- Any type of transition of the floor plan such as adding tables or taking down tables during the event.



ELITE.

Base Rental Price + \$6.25 per seat

Access to facility on day of from 9AM - 1AM* (Completely out of facility by 1:00 AM)

45 round tables, 16 banquet tables, 7 cocktail tables

Cushioned chairs

Use and Set up of table linens, tables, and chairs - Set up & tear down to be completed by Parkview Staff

- Choice of Black or White table linens and skirting for accent tables
- Linen napkins in various colors

Use and Set up of staging

Set up and tear down of Dessert/Appetizer/Buffer tables & skirting

Set up and Use of Parkview China plates, salad plates, glassware, and flatware

Salt & Pepper Shakers at each table

Event Staff bus plates from tables following dinner & clearing trash throughout evening

Water service at each table during social hour and dinner

Full Bar Service upon request

Customized Floor Plan

Access to Meeting Room if needed

Catering Kitchen

AV System

Cleaning service provided (caterers/clients are still responsible to pick up after themselves in the kitchen)

ADDITIONS:

Day Prior: Pre-book at \$500 or if still available at 10-Day Meeting \$250

Event Transition: \$250

- Any type of transition of the floor plan such as adding tables or taking down tables during the event.



Meeting Room

Base Rental Price (\$200)

Access to facility on day of from 9AM - 5PM

10 Rectangular Tables with Office Chairs. Additional cushioned chairs available

All set up and tear down completed by Client

ADDITIONS:

Mini-Fridge stocked with Pop & Water available for \$3 per person attending.

