

Weddings

HOFF FAMILY ARTS & CULTURE CENTER

POTTAWATTAMIE ARTS, CULTURE & ENTERTAINMENT



WEDDING CEREMONIES

Exchange vows among our preserved historic wood beams, brick and wood floors. More convenient though no less elegant, holding both your wedding ceremony and reception at the Hoff Family Arts & Culture Center simplifies the planning process and eliminates the need for guests to travel to multiple locations.

SOCIAL / COCKTAIL HOUR

A favorite custom at many weddings, social hour is an excellent opportunity to whet guests' appetites while the new-ly-weds prepare for the reception in their private bridal and groom's rooms. In addition to delectable Hors D'oeuvres, our team of Kitchen Council Entrepreneurs and Mixologists will treat your friends and family to champagne, fine wine, craft beer and unique cocktails at McCormick's 1894.

WEDDING RECEPTIONS

Seamlessly integrated rustic beauty with impressive technological amenities, The Hoff Family Arts & Culture Center's 4,000 square foot Iowa West Event Venue is a wedding venue unlike any in Council Bluffs. Share your first dance within our historic architecture. Enjoy your unique dinner selections at tables arranged to your exact specifications. At The Hoff Family Arts & Culture Center, there is no wedding reception vision we cannot realize.



IOWA WEST EVENT VENUE

\$4,200.00

300 Seating Capacity

3,964 Square Feet

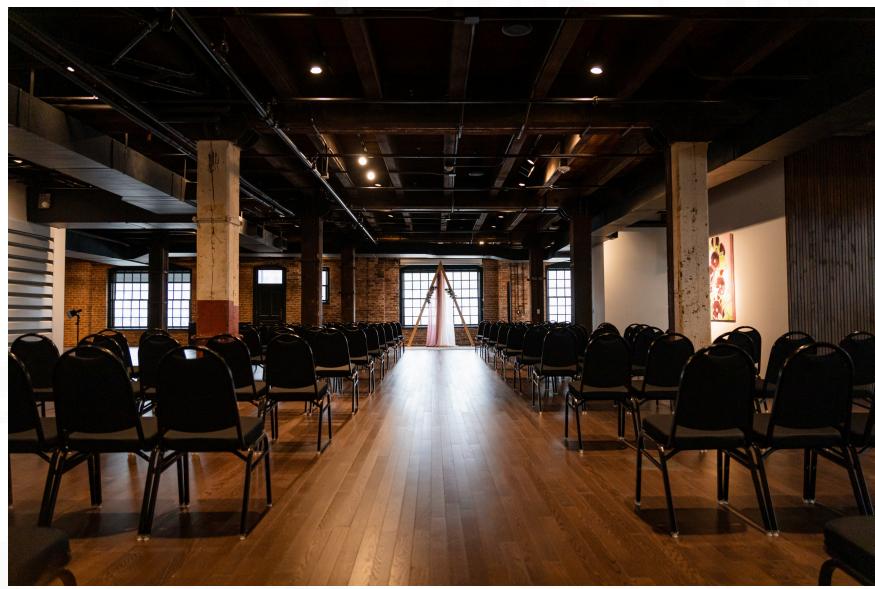
What's Included:

Flexible room layouts

Water carafes on each table

Water goblets on each table

Complimentary napkin rolling



What we take care of during a Room Flip

Placing all reception items

Decorate the reception tables

Move any ceremony pieces

Put out the desserts

Place napkins & plates

Place water carafes & goblets

Ensure the reception looks perfect



Event Staff Duties:

Busing tables of glasses & plates

Washing dishes

Bathroom checks

Cake cutting

Restocking desserts

Directing buffet line

Greeting guests

Helping with decorations as needed



Access the day before & rehearsal:

\$500.00 additional fee

Beverage Minimum

\$1,000.00 beverage minimum for events over 100 guests



ACCOMMODATIONS

On-site Event Coordinator

*Outside Vendors are welcome

*Outside Catering is welcome with additional charge

Ask about our recommended vendors list

*All vendors must be licensed and insured

DURATION

*Access day before for additional fee

All day access to Venue day of Wedding

Room Flip from Ceremony to Reception

Event curfew:

2:00 a.m on Friday/Saturday

12:00 a.m on Monday - Thursday/Sunday

*Limitations if another event is booked

AMENITIES

Dressing Rooms - \$25.00 each

(Based on availability)

Complimentary Tables & Chairs

Round 72" Tables

6' Banquet Tables

Black Banquet Chairs

Cocktail Tables

PARKING

132 Parking Spaces on site

Valet & self-parking options are available at an additional rate

Plenty of street parking nearby

VENUE POLICIES

- Coordinator is present during the set up until end of breakdown
- All vendors must be licensed and insured
- No on-site cooking without prior approval and a \$75.00 fee
- **Real flame candles are NOT allowed**
- Hired PACE staff is required for set up, janitorial duties, banquet servers, bartenders and breakdown
- Nothing can be hung on brick walls
- \$500.00 fee to remove art work if desired
- Confetti cannons, sparklers, glitter & cold sparks are not permitted
- Room tear down not required until the following Monday or Tuesday

IN HOUSE ADDITIONAL CHARGES

FURNITURE

- (22) 72" round tables.....\$0.00
- (16) 6x30 rectangle tables.....\$0.00
- (15) 30" Cocktail tables.....\$0.00
- (232) Black banquet chairs.....\$0.00

LINENS

- (22) 132" Black round linens.....\$14.00 each
- (16) 6x30 Black rectangle linens.....\$14.00 each
- (15) 30" Black cocktail linens.....\$14.00 each

LABOR

- Set Up / Tear Down \$24.00 per hour
- Bartender \$24.00 per hour
- Banquet Server \$24.00 per hour
- Event Staff.....\$24.00 per hour
- Event Director.....\$500.00

CLEANING

- 1st Floor Event Space\$150.00
- Dressing Rooms\$50.00

DAY BEFORE SET UP

- Room Rental \$500.00

DRESSING ROOMS

- Room Rental \$50.00

AUDIO VISUAL

- Projector.....\$100.00
- Lobby TVs.....\$100.00
- 80" TV's.....\$50.00 each



EQUIPMENT RENTAL CHARGES

If your event needs more equipment than what we have in house (listed on previous page), the following rental items are available



SMALL - WARES

10" Square Plate	\$0.75 each
7" Square Plate	\$0.75 each
6" Square Plate	\$0.75 each
11oz Small Bowl	\$0.75 each
8oz Small Bowl	\$0.75 each
4oz Sauce Cup.....	\$0.75 each

SILVERWARE

Dinner Fork.....	\$0.55 each
Salad Fork	\$0.55 each
Soup Spoon	\$0.55 each
Teaspoon	\$0.55 each
Dessert Spoon	\$0.55 each
Dessert Serving Set.....	\$0.55 each

TABLES

72" Round table.....	\$13.50 each
6x30 Rectangle table.....	\$9.50 each
30" Cocktail table.....	\$9.50 each

LINENS | ANY COLOR

132" Round linen.....	\$15.25 each
6x30 Rectangle linen.....	\$16.25 each
120" Cocktail linen.....	\$13.25 each
20x20 Visa napkins.....	\$0.60 each

CHAIRS

Black Samsonite.....	\$1.00 each
Chivari.....	\$7.50 each

DELIVERY FEE

Delivery fee for out sourced rentals....\$120.00

MCCORMICK'S 1894

\$1,000.00 BEVERAGE MINIMUM FOR EVENTS OVER 100 GUESTS

NON-ALCOHOLIC BEVERAGES

Bottled Water.....	\$4.00
Coffee	\$2.00
Iced Tea.....	\$4.00
Pepsi Products.....	\$3.50
Pepsi, Diet Pepsi, Dr Pepper, Mt Dew, Starry	

BOTTLED BEER

Domestic.....	\$6.00
Bud Light, Busch Light, Michelob Ultra,	
Busch Light N/A, Angry Orchard	
Imported.....	\$6.00
Corona, Guinness, Stella Artois	

DRAFT BEER



BBUSCH LIGHT

Busch Light is brewed longer to create a lighter body and few calories while always delivering that classic taste.



Michelob Ultra

Michelob Ultra is a light lager brewed with the perfect balance of Herkules hops and wholesome grains, producing a light citrus aroma and a crisp, refreshing finish.



Councils' Kolsch (German Kolsch)

Name after our home community. Crisp, dry, easy drinking, and refreshing. Golden straw color. Minimal hop flavor and aroma



Floyd the Barbarian (Session IPA)

Inspired by Nirvana + a yeast strain called 'Barbarian'. An easy drinking, cloudy, hazy, session IPA. 100% Citra hops adds citrus, orange, and grapefruit character.



Blufftown Brown Ale (American Brown)

This brown ale is malty, chocolaty, and nutty with a healthy amount of Pacific Northwest hops for a very well balanced yet slightly complex American Brown Ale.



Kros Strain Fairy Nectar IPA

Aromatic hops and notes of grapefruit, mango and tropical goodness fill this tasty IPA. Leaving very little bitterness behind.

BAR PACKAGES

\$1,000.00 beverage minimum for events over 100 guests

All beverages are required to come from PACE

Only PACE staff is allowed to serve alcohol

PACE allows couples to customize a package that fits their budget. A popular trend has been setting a specific dollar amount to cover beer, wine & soda for guests until the limit has been hit. This ensures you stay within your budget. We will work with you to create the perfect package. Kegs available upon request & availability

TIER 1 LIQUOR

BOURBON Jim Beam

GIN Gilbey's

LIQUEURS Paramount Amaretto,
Peach Schnapps
Blackberry Brandy

RUM Bacardi, Captain
Morgan

TEQUILA Jose Cuervo

VODKA UV Blue, New
Amsterdam

WHISKEY Canadian Club,
Seagram's 7
Dewar's

TIER 2 LIQUOR

BOURBON Ezra Brooks

GIN Tanqueray,
Bombay Sapphire

LIQUEURS Paramount Amaretto,
Peach Schnapps
Blackberry Brandy

RUM Bacardi, Captain
Morgan

TEQUILA Hornitos

VODKA Absolut Citron,
Absolut Mandarin,
Stoli Blueberry
Tito's

WHISKEY Jack Daniels

SCOTCH Glenlivet

TIER 3 LIQUOR

BOURBON Basil Hayden,
Bulleit, Maker's
Mark, Woodford
Reserve

GIN Hendrick's

LIQUEURS Paramount Amaretto,
Peach Schnapps
Blackberry Brandy

RUM Malibu

TEQUILA Patron Silver

VODKA Grey Goose

WHISKEY Crown Royal,
Jameson, Crown
Royal Apple,
Skrewball Peanut
Butter

SCOTCH Glenfiddich

RYE Bulleit 95,
Templeton 4yr

WINE: INCLUDED IN ALL TIERS

Cabernet Sauvignon, Pinot Noir, Chardonnay, Moscato, Pinot Grigio, Sauvignon Blanc



KITCHEN COUNCIL

CATERING

PACE has partnered with Kitchen Council to provide on-site Catering for our couples. Kitchen Council is a food startup incubator designed to lower barriers to market entry for food entrepreneurs. Through shared commercial kitchen space at PACE and accelerator programming, Kitchen Council aims to increase the startup success and expand inclusivity into “the new food economy”. Outside Catering is allowed. Buyout fee is applied according to guest count & is applied to your final PACE invoice.

RECOMMENDED VENDORS

Wedding / Event Planners

Lust for Life

lustforlifeevents.com

801-710-6382

Divine Events by Rayna, LLC

divineeventsbyrayna.com

402-321-5418

divineeventsbyrayna@gmail.com

Flowers

Loess Hills Floral Studio

Loesshillsfloral.com

1010 S. Main Ste 700

Council Bluffs, IA 51503

712-256-9959

Bloom Works Floral

ebloomworks.com

142 West Broadway, Suite 138

Council Bluffs, IA

bloomworksccb@gmail.com

DJ Services

P-H Productions

djpatrickomaha.com

402-637-5134

djpatrickomaha@gmail.com

Photographers / Video Service

ErinRenPhotography

erinrenphoto.com

Lovely Nai Photography

lovelynai.com

402-880-6556

Dog & Pony Productions, Inc.

Dogandponyinc.net

402-391-7691

Digital Moxie Studio

digitalmoxie.studio

402-505-1051

marguax@digitalmoxie.studio

Other

Hy-Vee on Madison Ave.

1745 Madison Ave Ste 1, Council Bluffs, IA 51503

AAA Rents & Event Services

Aaarentevents.com

402-339-3707

Paramount Parking, Inc.

Omahaparking.com

402-339-8998

Professional Wedding Officiants

itietheknots.com

402-965-1060

FOREVER STARTS

Today



Bitsy Wells
Event Director
Bitsy@PACEartsiowa.org



Pottawattamie Arts,
Culture &
Entertainment (PACE)
712.890.5600
PACEartsiowa.org

Hoff Family Arts &
Culture Center
1001 S 6th St.
Council Bluffs, IA 51501