



AT MAINFRAME STUDIOS // RESERVATION FORM

DATE OF EVENT _____

CONTACT

Name of organization _____

Contact person _____

Address _____

Phone number _____

Email _____

TYPE OF EVENT _____

NUMBER OF GUESTS _____

ALCOHOL SERVED No Yes (*Additional security fee may be charged - \$135*)

TIME OF GUEST ARRIVAL _____

TIME EVENT ENDS _____

Last call is a firm 11:30 pm. You are expected to vacate the space by midnight. Additional time after hours is optional for an added fee of \$250 per hour.

RENTAL FEE \$ _____

PAYMENT POLICY - A reservation fee of 50% is due upon booking. The remaining 50% is due 30 days before the event. Payments should be made to Mainframe Studios, 900 Keosauqua Way, Des Moines, IA 50309

CANCELLATION POLICY - Events cancelled 60 days prior to the event will receive a 50% refund. No refund for events cancelled after 60 days prior to the reserved date.

Signature

Date

CONTACT

The Tangerine Food Company

Cherry Madole and Susan Madorsky, Owners

Tang4000@gmail.com // 515-720- 7510 // tangerinefoodco.com

