



At Mainframe Studios // A contemporary window-lined rental space located at the corner of 10th Street & Center on the north side of downtown Des Moines, Iowa

2019 RENTAL INFORMATION

Address // 900 Keosauqua Way, Des Moines, IA

Capacity // 250 seated; 400 reception-style

Size // 4650 square foot banquet room with exceptional flexibility

Catering // The Tangerine Food Company is our exclusive caterer

RENTAL RATES

Includes tables and chairs

Sunday through Thursday // \$1200

Special hourly and nonprofit rates available

Friday // \$2000

Saturday // \$3000

ADD-ONS

Please inquire // Pricing for add-ons vary based on use, length of time and set-up requirements.

Atrium

2,100 square foot two-story atrium located adjacent to The Big Room offers additional reception area for large events, check-in, cocktail hour and more.

The Small Room

425 square foot meeting room located adjacent to The Big Room offers the perfect options for conference break-out sessions, changing room, bridal party lounge, corporate meetings and more.

Studio #103

Flexible, private meeting room available for special exhibitions, parties, book signings, conference break-out sessions and more.

Artists

With over 70 artists, Mainframe Studios is happy to coordinate ways to make your event a crowd-pleasing success. Our talented artists are able to design invitations, conduct hands-on workshops, produce custom gifts, provide event photography, perform live painting, and even create table center pieces.

PAYMENT POLICY - A reservation fee of 50% is due upon booking. The remaining 50% is due upon final invoicing. *Payments should be made to:* The Tangerine Food Company, 900 Keosauqua Way #132, Des Moines, IA 50309

CANCELLATION POLICY - Events cancelled 90 days prior to the event will receive a 50% refund. No refund for events cancelled after 90 days prior to the reserved date.

ABOUT MAINFRAME STUDIOS - We provide permanent affordable workspace to artists of all disciplines. Slated to become the largest nonprofit art studio building in the nation, we are transforming Central Iowa's art scene by creating a financially self-sustaining economic and cultural driver that stands the test of time. Learn more at: mainframestudios.org.



CONTACT

The Tangerine Food Company

Cherry Madole and Susan Madorsky, *Owners*

515-720-7510 // tangerine@mainframestudios.org



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2019 RESERVATION FORM

DATE OF EVENT: _____

NUMBER OF GUESTS: _____

REASON FOR EVENT: _____

CONTACT INFORMATION:

Name of organization

Contact person

Street address

City, State, Zip

Email

Mobile phone number

GUEST ARRIVAL TIME: _____

EVENT END TIME: _____

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/hr

Yes / No	Alcohol to be served <i>Additional security fee: \$180</i>
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Yes / No	Engaging additional event rental services
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Yes / No	P.A. System needed
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Yes / No	Atrium use
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Additional Notes: _____

RENTAL FEE: \$ _____

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Signature

Date



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