

THE
CONSERVATORY
EVENTS & ARTS
East Village, Des Moines

Invoice Number: 8302022

INVOICE

Client(s): **Kappa Delta** Contact: **Ellie, Marah, Olivia, and Sam**
 Date(s): **12/1/23**
 Number of Guests: **180**
 Event Start Time: **730pm** Event ends: **930pm**
 Doors Open: **715pm**

Notes: Doors open for setup at 6pm (as needed)

Item	Description	Quantity	Cost	Total	Note:
Booking Fee	Space Rental Fee: This is the non-refundable booking fee (and is not the rental fee). Discounted from \$4000	1	\$2,000.00	\$2,000.00	Non-refundable but transferable to another open date
	Security - 1 for main door	1	\$150.00	\$150.00	
Music	Sound system	1	\$300.00	\$300.00	
Bar	Cash Bar (water stations included at no cost)	1	\$150.00	\$150.00	Bartender fee
Catering	Cookies, bars, cupcakes, chips and dips/salsas, cheese crackers, and grapes.	180	\$8.00	\$1,440.00	
	All drinks must come from The Conservatory including but not limited to the following: Beer, wine, liquor, soda, coffee, bottled water, and energy drinks. The wedding party may not bring in their own liquor or alcoholic beverages. A charge of \$150 per bottle will be charged to you as the client if any guests are found bringing in their own alcohol. Dry weddings (weddings without alcohol) are billed at \$1500 more on top of your rental and booking fees. Bars that only serve cash bars (no hosted/provided alcohol) is \$300 more on top of your rental. We strongly suggest paying for all of your guests soda pop throughout the night.				
	If using outside catering add \$600				

Total:	\$4,040.00	Deposit due upon booking
Deposit:		
Balance:		
2nd Payment:		
Balance:		

Checks Payable to The Conservatory
315 E. 5th St.
Suite 2
Des Moines, Iowa 50309

Terms:

- A. Any other services are additional and will be invoiced to you.
- B. The Conservatory East Village (TCEV) is not responsible for work done by other vendors. C. TCEV has no liability if some unforeseen event beyond the control of that party prevents it from performing its obligations under this agreement. D. Diagrams are not to scale but are simple graphic representations of the rental item placement and actual setup may vary from the diagram. E. Proposals, plans, designs, and ideas prepared and provided by TCEV are solely for the use of TCEV and should not be used, reproduced, or relied upon by any other parties. F. No refunds on any deposits or payments.

Sign: _____

*Note your deposit acts as your agreement to these terms

Date: _____