



THE SHORES AT FIVE ISLAND

14 N LAWLER STREET, EMMETSBURG, IA | 712-852-2262 | WWW.THESHORESATFIVEISLAND.COM

BANQUET INFORMATION





BANQUET PRICING

2023 - 2024

Rental Rates	Monday-Thursday	Friday-Sunday
Lakeview Ballroom <i>Ballroom rental includes: setup/teardown of ballroom tables and chairs, use of catering kitchen and hallways, use of audio/video system, and venue cleaning</i>	\$775 + tax	\$1,200 + tax
Banquet Service Fee (Event Staffing) <i>Required fee – varies by event minimum \$50 fee</i>	\$50-300	\$50-300
Total	\$825+	\$1,250+

ADDITIONAL SERVICES

BANQUETS

Add-On Options <i>(prices subject to change)</i>		
Lakeside Veranda	Exclusive access to Arthur & Audrey Smith Veranda for event attendees	\$300
Outdoor Greenspace	Lakeside lawn along Five Island Lake	\$225
Linen Service	Table linens	\$6 each
	3-D textured table linens	\$10 each
	Chair covers	\$2.50 each
	Napkins	75¢ each
Dinnerware	Full place setting (plate, silverware, goblet)	\$3 each
	Plate + silverware only	\$2 each
	Water goblet only	\$1 each
Beverage Table	Coffee – 2-liter air pot	\$12 each
	Coffee – unlimited	\$50
	Lemonade – 3-gallon dispenser	\$15 each
	Lemonade – unlimited	\$50
	Bottled water/soda	\$2 per bottle
	Water – unlimited	FREE
Portable Bar + Bartender	Waived if event is over 100 people	\$75
Water Table Service	Pitchers of water on each table, refilled by Shores staff throughout event	\$50



THE SHORES

AT FIVE ISLAND

BEVERAGE PRICING

Beverage Pricing		
Portable Bar & Bartender	Waived for weddings or events over 100 people	\$75
Beer & Seltzer	½ Barrel Keg – 165 beers (max. 4 kegs/event)	\$350
	Case of Beer – 24 cans	\$72+
	Can of Beer	\$3.50+
	Can of Seltzer	\$4.00+
Wine	Case – 12 bottles, can mix and match	\$250
	Bottle	\$18.75+
	Individual Glass	\$4.75+
Soft Drinks	Fountain Soda/Juice (free refills)	\$2.00
	Bottled Soda	\$2.00
Champagne	Bottle	\$18.75
Drink Tickets	Beer & Seltzer = 1 ticket Wine & Mixed Drinks = 2 tickets	\$3.50 per ticket
15% gratuity will be added to hosted beverages (including open bar and drink tickets)		
Beverage Table	Coffee – unlimited	\$50
	Lemonade – unlimited	\$50
	Water – unlimited	FREE
Water Table Service	Pitchers of water on each table	\$50

Prices subject to change

CASH BAR

Guests pay for their own drinks



OPEN BAR

Hosts pay for drinks
Can limit dollar amount



HOSTED BEVERAGES

Hosts pay for specific beverages like beer or soda
Can limit quantity



DRINK TICKETS

Hosts prepay for a certain number of drink tickets



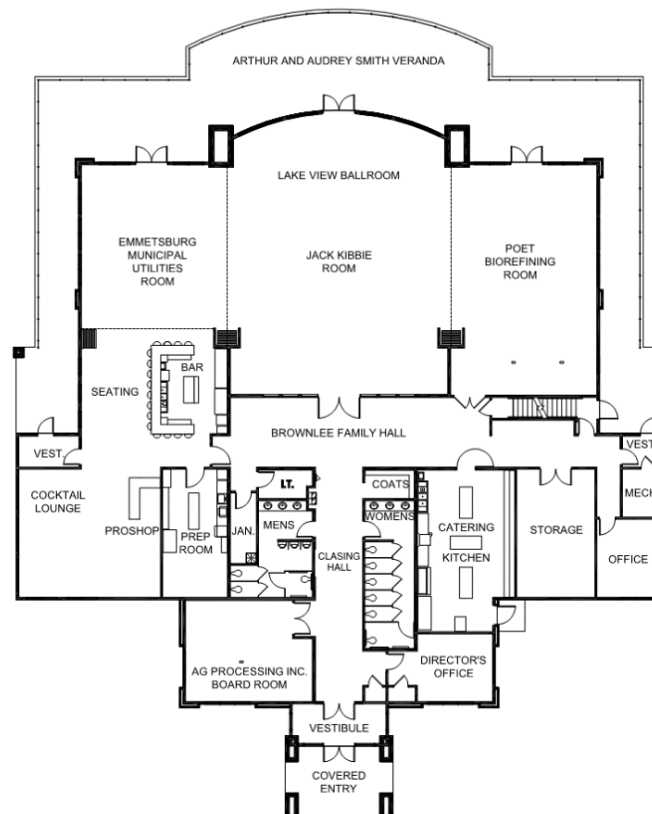


THE SHORES

AT FIVE ISLAND

ROOM CAPACITY

Room Size & Capacity					
Room	Square Ft	Dimensions	Banquet	Theater	Classroom
Lakeview Ballroom	4,331	100' X 44'	330	330	n/a
Kibbie Room	2,230	43' X 53'	144	220	60
POET Room	1,226	28' X 44'	64	96	40
EMU Room	875	28' X 31'	56	80	30
Smith Veranda	2,112	L - 33' X 16' C - 58' X 16' R - 33' X 16'	40	n/a	n/a





FREQUENTLY ASKED QUESTIONS

BANQUETS

What is included in the rental fee?

All rentals include setup/teardown of all tables and chairs. Full ballroom rentals also include use of the catering kitchen and hallways, use of audio/video system, and venue cleaning.

Is a deposit required? When is the full balance due?

The full room rental fee is due immediately upon signing the contract unless other arrangements have been made with the Community Center. The event date is not secured until payment is received. The required banquet service fee and any add-on services or beverage are due the day of the event.

What form(s) of payment do you accept?

We accept cash, check, and credit cards.

What is the cancellation policy?

There is no refund of the reservation fee. Cancellations due to Federal, State, or Local government restrictions will be refunded at 75%, or the event may be rescheduled for no additional charge. The Shores will work with renters to accommodate a change of date due to extenuating circumstances.

Is there a fee for banquet staff?

There is a banquet service fee for all Ballroom rentals. This required fee varies by event - \$50-300 depending on event details and attendance. This fee is payable the day of your event and allows us to fully staff your event and make sure everything runs smoothly. Our banquet staff refills beverage station dispensers and/or water pitchers on tables, sets out/refill snacks and desserts, keeps tables cleared of trash/dishes, empties trash cans, maintains clean and stocked bathrooms, and more depending on the needs of the individual event.

Is there a cleaning fee? What is the renter responsible for?

The renter must remove all items brought into the facility (décor, accessories, food, etc.) by the end of the rental period. Venue cleaning fee is included in Ballroom rentals.

Can we use the catering kitchen?

Use of the catering kitchen is included with Ballroom rentals. All food should be prepared off-site and brought to The Shores. Cooler space, sinks, and dishwasher are available for use. The caterer (or renter) must clean the kitchen and take trash to the dumpster.


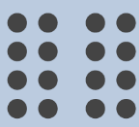
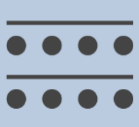
When are we allowed to start setting up?

You are allowed in the building at 9:00 a.m. on the day of your rental to begin setup. If the ballroom/meeting rooms are not booked the day prior to the event, the Community Center may choose to grant the renter early access to the venue for setup.

How late can my event run?

Our hours vary by the day and season. The event must end and the venue must be cleared of all guests and décor by closing time. For weddings and banquets, the last call for drinks is at 11:00 p.m. at the latest, and the venue must be cleared of all guests and décor by 11:30 p.m.

What is the maximum occupancy?

Room	Square Ft	Dimensions	 Banquet	 Theater	 Classroom
Lakeview Ballroom	4,331	100' X 44'	330	330	n/a
Kibbie Room	2,230	43' X 53'	140	220	60
POET Room	1,226	28' X 44'	64	96	40
EMU Room	875	28' X 31'	56	80	30
AGP Board Room	445	24' X 19'	14 (board table and chairs)		
Smith Veranda	2,112	L - 33' X 16' C - 58' X 16' R - 33' X 16'	40	n/a	n/a

Do you have tables and chairs?

Indoor tables and chairs (and setup) are included in the rental fee. The Shores has forty-five (45) 60" round tables, two (2) 45" round tables, sixteen (16) 8' rectangular tables, fourteen (14) 6' rectangular tables, one (1) 6' wood table, and five (5) cocktail tables.

Do you have linens?

The Shores offers black, white, ivory, and textured (3-D) floor-length table linens, ivory spandex chair covers, and napkins for rent. Linens are laundered and set-up prior to your arrival. You are also welcome to rent linens from a vendor of your choice or bring/purchase your own.

Do you have dinnerware?

The Shores offers full place settings (includes plate, silverware, and water goblets) or water goblets only for rent.

Do you have a dance floor?

Yes, the dance floor is built into the floor in the Kibbie Room/Ballroom. It is approximately 20' x 24'.

Do you have a stage?

Sorry, we no longer have a stage available for rent. Outside staging may be brought in to the venue and set up by the renter.

Do you have an AV (audio/video) system?

The Shores offers both a sound system and projector system for a fee. The system can connect to CD, DVD, laptops, and other electronic devices.

**Do you cater events?**

No, The Shores does not offer catering. Our kitchen is small and can only accommodate groups of 15 or less during our regular kitchen hours. Renters are welcome to bring in any licensed caterer, so long as they provide the following documents to The Shores: certificate of liability insurance, health department license, ServSafe certificate, and copy of most recent health department inspection.

Are we allowed to bring in snacks?

Yes, you are welcome to bring in any snacks of your choice.

Are we allowed to bring in alcohol?

Per Iowa law, no outside alcohol is allowed anywhere on the premises. No exceptions. Outside alcohol will be confiscated, and violators may be asked to leave the premises.

Is there a bar?

The Shores at Five Island has a full-service portable bar in the Kibbie Room/Ballroom, or drinks may be purchased from Dockside Lounge when open. There is a fee to cover bartender(s) for events with less than 100 guests.

Do you offer beverage packages?

Yes, The Shores offers both alcoholic and non-alcoholic beverages. A beverage table can be set up with unlimited coffee and/or lemonade for a flat fee. Complimentary water is provided at the beverage table, or water pitchers with table-service may be for a flat fee. Renters may choose to have a cash bar, an open bar, an open bar with a cap, purchase drink tickets, pay for only certain types of drinks (i.e. soda, beer, wine), or pay for a specific quantity of drinks. Beer may be purchased by the keg (16 gallons), wine may be purchased by case (12 bottles, can mix-and-match), and champagne may be purchased by the bottle. 15% gratuity will be added to all hosted alcohol, including open bar and drink tickets.

Are there decoration restrictions?

Candles are only allowed if they are enclosed in a container that will hold all melted wax, and the flame will not be taller than the container opening. No long taper candles are allowed. No tape, adhesive, nails, tacks, or staples may be used to attach décor to walls, windows, the floor, or ceiling. Helium balloons, glitter, silly string, confetti and/or throwing of rice or bird seed is not allowed.

What happens if the venue is damaged during our rental?

The renter is required to provide a credit card on file prior to the event in case of damages. Any damage to the banquet hall, rented equipment, outdoor area, or property of The Shores will be assessed an appropriate fee. The renter will be informed of any damages that occur during the event with documentation and charged a damage fee within five days of the event.

Do you have any décor?

We have minimal décor items available for use/rent? Ask Community Center Director for available options.

Do you have an outdoor area?

Yes, The Shores offers a beautiful greenspace with a permanent arbor on the shore of Five Island Lake, perfect for an outdoor wedding ceremony or yard games. There is a flat fee to rent the greenspace.

Do you offer special golf rates?

Yes, we offer discounted green fees for banquets and meetings the day of your event. Guests must have a tee time to receive discounted rates.

Do you have Wi-Fi?

Yes, The Shores offers a protected guest network. Please ask a member of our staff for the password.

Can we have fireworks?

No, the use of fireworks is prohibited within city limits unless City Council grants a special permit. Sparklers send-offs are allowed outside of the building.

How many restrooms do you have?










The Shores has a women's restroom with five (5) regular stalls and one (1) accessible stall and a men's restroom with three (3) regular stalls, one (1) accessible stall, and three (3) urinals.

How many parking spots do you have?

The west parking lot of The Shores has seventy-five (75) parking spaces plus two (2) accessible parking spaces.

local VENDORS

CATERING

COMPANY	CONTACT	LINKS
 CornerStone Pub & Grille Emmetsburg, IA	Shannon Iverson, Owner 712-852-3838 cornerstonepub.si@gmail.com	Facebook: @TheCornerstonePubGrille
 Double M Catering & Concessions Emmetsburg, IA	515-210-4514 doublemmconcessions@gmail.com	Facebook: @DoubleMConcessions
 Edgewater BBQ Emmetsburg, IA	Erika Thompson, Owner 712-260-3172 edgewaterbbq@gmail.com	Website: edgewaterbbq.com
 Kirby's Cafe Emmetsburg, IA	Kirk Stearns, Manager 712-852-3999	Website: family-table.com
 Kampen's Catering West Bend, IA	Chris & Tanna Kampen, Owners 515-887-3231 kampenscatering@gmail.com	Website: kampenscatering.com
 Lidderdale Country Store Catering Lidderdale, IA	Brad & Nicole Stork, Owners 712-822-5322 lcs@westianet.net	Website: lidderdalecountrystore.com
 McCreary's Creative Catering Spencer, IA	Mark and Cassie McCreary, Owners 712-240-0298 info@mccrearyscatering.com	Website: mccrearyscreativecatering.com
 Schmidt's BBQ & Catering (Linda Kay's) West Bend, IA	Jamie & Linda Schmidt, Owners 515-320-2020	Facebook: @Schmidts-BBQ-Catering-1814623298839367
 Vickie's Country Catering Fenton, IA	Darin Johnson (Weasy), Owner 712-262-9871 mweasys.20J@gmail.com	Website: weasys.com



Weasy's
Spencer, IA

Vickie Gangestad, Owner
515-889-2793
gang@netins.net

Website:
vickiescountrycatering.com

CAKE & DESSERT

COMPANY

CONTACT

LINKS



Creative Cakes by Stacie
Fenton, IA

Stacy Busch, Owner
641-231-1788
staciebcakes@hotmail.com

Facebook:
[@Creative-Cakes-by-Stacie-New-page-105957321230266](https://www.facebook.com/Creative-Cakes-by-Stacie-New-page-105957321230266)



Seven Sweets
Bancroft, IA

Shannon Goche & Sandee Vaske
515-320-1183
sevensweets@ymail.com

Facebook:
[@7sweets](https://www.facebook.com/7sweets)

FLORISTS

COMPANY

CONTACT

LINKS



Blossoming Creations
Emmetsburg, IA

Shell Iwen, Owner
712-852-4855
design@blossomingcreations.net

Website:
blossomingcreations.com



The Willow Tree Garden Center
Emmetsburg, IA

Erin Janssen, Owner
712-852-8073
thewillowtreegardencenter@gmail.com

Website:
thewillowtreegardencenter.com



Andi's Embellishments & Floral
Bancroft, IA

Andrea Broesder, Owner
515-885-2230

Website:
andisfloral.net



Bloom Floral
Algona, IA

Kelsey Thompson, Owner
515-395-6333
bloomalgona@gmail.com

Website:
bloomalgona.com



Heart 'n' Home
Laurens, IA

Julie Wurr, Owner
712-841-2546
hello@heartnhomeonline.com

Website:
heartnhomeonline.com



Rooted
West Bend, IA

Breann Schneider, Owner
515-379-0331
mandbschneider@hotmail.com

Facebook:
[@westbendiowa](https://www.facebook.com/@westbendiowa)

DECORATING SERVICES

COMPANY

CONTACT

LINKS








Simply Divine Weddings & Events
Algona, IA

Sarah Vonnahme, Owner
515-395-1088
sarah@simplydivinebysarah.com

Website:
simplydivinebysarah.com

LODGING

COMPANY	CONTACT	LINKS
 Brookstone Lodge & Suites Emmetsburg, IA	712-415-1079	Website: brookstonelodgeandsuites.com
 Five Island Cabins (City of Emmetsburg) Emmetsburg, IA	Billie Jo Joyce, City Clerk 712-852-4030 bjoyce@emmettsburg.com	Website: emmettsburg.com/5-island-cabins
 Suburban Motel America's Best Value Inn Emmetsburg, IA	712-852-2626	Website: redlion.com
 Super 8 Motel Emmetsburg, IA	712-852-2667	Website: wyndhamhotels.com
 Wild Rose Casino & Resort Emmetsburg, IA	712-852-3400	Website: wildroseresorts.com/emmettsburg

DJ SERVICES

COMPANY	CONTACT	LINKS
 Mojo Productions Emmetsburg, IA	Jared Wingert, Owner 515-408-1074 spookymojo@mchsi.com	Website: mojoproductionsdj.com

PRINTING / INVITATIONS

COMPANY	CONTACT	LINKS
 The Print Shop Emmetsburg, IA	Dale Miller, Owner 712-852-2675 Theprintshop1@iowatelecom.net	



RENTAL TERMS & POLICIES

BOOKING AND BILLING POLICIES

- Signed rental agreement and full venue rental fee are due upon booking unless other arrangements have been made with the Community Center. To reserve the day prior to decorate, the room(s) must be rented.
- A service charge for banquet staff is required for all events and is payable the day of the event.
- 10 Days prior to the event: Renter meets with Community Center to finalize guest count, room layout, any additional services and/or beverages, and provide credit card to have on file for damages.
- Conclusion of the event: Renter will pay for additional services, bar bill and gratuity.
- In the event the catering company does not pick up their catering items after the meal is complete, a fee will be added to the final invoice.
- Within 5 days after the event: Any damage fees will be charged to the credit card on file.

CANCELLATION POLICY

- All room rental payments are non-refundable.
- Cancellations due to Federal, State or Local government restrictions will be refunded at 75%, or the event may be rescheduled for no additional charge. The Shores will work with renters to accommodate a change of date due to extenuating circumstances.

VENUE RENTAL INCLUDES

The rental fee includes rental of the Lakeview Ballroom, setup/teardown of ballroom tables and chairs, use of the catering kitchen and hallways, audio/video system, and venue cleaning.

ADDITIONAL CHARGES

The rental fee includes rental and setup/teardown of the selected meeting room(s).

- There will be additional charges for linens, dinnerware, and beverage service. Please ask Community Center for available options and pricing.
- An additional charge for a banquet bar with bartender will apply to events with less than 100 guests.
- The outdoor greenspace and/or veranda may be rented for an additional fee.

SETUP

The Lakeview Ballroom will be available to you at 8:00am on the day of your event unless other arrangements have been made with the Community Center.

CLEAN UP INFORMATION

The renter is responsible for removal of any personal property, equipment (including catering equipment), and decorations from The Shores at Five Island at the end of the rental period. If items are not able to be removed at the conclusion of the event, there will be an additional fee charged. The Shores at Five Island management may remove said property from the premises and discard if it is not addressed in a timely manner.

DAMAGE DEPOSIT [Credit card number on file is due at least 10 DAYS prior to the event.]

Renters authorize that any damage costs will be charged to the credit card on file within five business days. Any damages to the Banquet Hall (including rented equipment), outdoor area (including plants, trees, and dock) or to the properties of The Shores at Five Island will be assessed an appropriate fee. The renter will be informed of all damages which occur during and after the event with written & photographic documentation. The Shores at Five Island shall hold the contracting party of the scheduled event responsible for defacing walls and floors, breakage, vandalism or pilferage of The Shores at Five Island property. The card on file will not be charged as long as the premises is left in the condition as it was before the scheduled event, which includes removing any decorations and depositing any trash in the provided receptacles.

DECORATIONS

- Candles are only allowed if they are enclosed in a container that will hold all melted wax and the flame will not be taller than the container opening. No long taper candles are allowed unless they are enclosed in a glass sleeve or vase. Tealight/votive candles must not be taller than the votive holder.
- No tape, adhesive, nails, tacks, clips or anything that can potentially cause damage is permitted on any walls, windows, shades, ceiling or floors.
- Helium balloons, glitter, silly string, confetti and/or throwing of rice or bird seed is not allowed.
- Decorations must not block doors, fire extinguishers, fire sprinklers, any emergency equipment, emergency exits or lighting systems.



ALCOHOLIC BEVERAGES

The Shores at Five Island is responsible for the sale and service of any alcoholic beverages in accordance with the State of Iowa Alcoholic Beverages Division regulations. The following are, but not limited to, the policies of The Shores at Five Island for the use of bar services:

- The State of Iowa prohibits the sale and consumption of alcoholic beverages to persons under the age of 21. No Exceptions. Guests must be prepared to show proper and valid identification when ordering or consuming alcoholic beverages. If no ID is shown when requested, no service will be provided. The Shores at Five Island reserves the right to end an event at any time if minors are found to be consuming alcohol.
- All alcohol must be purchased through The Shores at Five Island in accordance with the Iowa Class C Liquor License. No alcohol may be removed from the premises or brought onto the premises by renters or guests.
- The Shores at Five Island reserves the right to check all coolers brought in by guests. Any outside alcoholic beverages will be confiscated and/or disposed of immediately.
- The bartender reserves the right to refuse service to any guest.
- The Shores at Five Island reserves the right to suspend liquor service at any time for any reason.
- A 15% gratuity will be added to the renter's bill for all hosted alcohol (kegs, cases of wine, open bar/drink tickets).
- Please see the Community Center at least 14 days prior to the event to make any special bar arrangements.

PREMISES & CITY OWNED LAND/EQUIPMENT

- The Shores at Five Island equipment such as tables, chairs, audio/visual equipment, golf carts, etc. may not leave the premises.
- No renter or guests should be on the golf course or golf carts unless green fees/cart rental fees have been paid. Any damages to the golf course or golf carts will be assessed and a fee may be charged for damages due. The renter is responsible for the guests' actions.
- Children must be supervised by a responsible adult at all times; inside the facility, the veranda and public dock on the lake.
- The renter shall not use the premises in any way that will unreasonably bother occupants of adjacent properties or tenants within the facility. If an incident should arise, The Shores at Five Island reserves the right to cancel/revoke the room rental immediately and no refund will be given.
- The Shores at Five Island reserves the right to refuse to rent the building to any group or individual.

AUDIO SYSTEM

The Shores at Five Island staff is responsible for the house audio system and must supervise any connection made with the system.

SOUND LEVELS

The Shores at Five Island management reserves the right to require sound levels to be lowered, if requested.

PYROTECHNICS

The use of pyrotechnics is not allowed on The Shores at Five Island property. Use of fireworks is prohibited in the City of Emmetsburg unless City Council grants a special permit.

FOG AND SMOKE MACHINES

The use of fog and smoke machines is not allowed on The Shores at Five Island property.

LASER AND LASER LIGHTS

For public safety reasons, only Class I lasers will be permitted. Class II or greater are prohibited within the building.

PACKAGE INSPECTION

For safety and security reasons – cartons, packages, or other containers brought in or removed from The Shores at Five Island may be subject to inspection.

HAZARD MATERIALS LABELING

For the safety of the public and all employees, OSHA requires that all containers of hazard materials be labeled with the identity of the hazardous materials contained therein and appropriate hazard warnings. Any exhibitor/renter displaying or using hazardous chemicals must submit Material Safety Data Sheets and manifests to The Shores management no less than 60 days prior to the event.

SURFACE DRILLING

Floor, wall and/or ceiling drilling is strictly prohibited.



ANIMALS

For the safety and comfort of all our guests and staff, animals are not permitted in The Shores at Five Island. Guide dogs, signal dogs, or service dogs (as defined by law) are allowed in The Shores at Five Island at any time. The Shores at Five Island can request proof at any time. All sanitary needs for animals are the responsibility of the owner of the animal and/or renter of the facility.

CAPACITIES

All rooms have a maximum occupancy, which may not be exceeded. The Shores at Five Island reserves the right to deny further entry into these spaces in order to protect public safety.

SAFETY AND FIRE CODE REQUIREMENTS

The safety of all occupants of The Shores at Five Island is of primary concern. Any unsafe condition or activity should be immediately reported to The Shores management for corrective measures. In case of emergency, call 911.

The Shores at Five Island requires that no doors, hallways or fire exits can be blocked or obstructed when the area is occupied.

SMOKING

As designated under the State of Iowa law, The Shores at Five Island is a non-smoking facility, including the veranda. No smoking is allowed within 25 feet of any building entrance. The Shores at Five Island has designated smoking areas available.

BEHAVIOR

Rude behavior directed towards The Shores at Five Island staff or other hired staff will not be tolerated. Repeat offenders may be barred from use of The Shores facilities. The State of Iowa Anti-Bullying/Anti-Harassment laws will be strictly enforced, and any violation of these will be severely punished. For more information of these laws, please visit www.iowa.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

As a facility of public accommodation, The Shores at Five Island is aware of those with special needs, and complies in all respects with the Americans with Disabilities Act (ADA) and regulations issued there under. We also require our guests to comply with all provisions of the ADA.

WE LOOK FORWARD TO WORKING WITH YOU TO HOST YOUR EVENT!