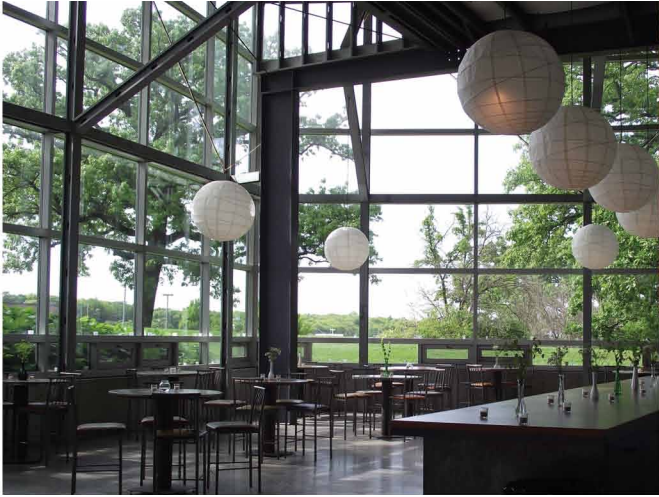


Sticks EVENTS



corporate events - fund raisers - parties - outdoor events - receptions - weddings

Sticks EVENTS



Sticks, Inc. Design Studio

The studio sits centrally amongst 16 acres of native prairie grasses, rolling lawns and mature oak trees, just beyond the city lights of West Des Moines. Awarded the prestigious Architectural Award of Excellence in 2000, the venue features two-story windows overlooking the green tree-filled lawn. Massive wooden double doors open from floor to roof, allowing for full ventilation as well as a door-to-door cross breeze. The interior space an entire two stories, all open to the air. Its design reduces noise while maximizing the natural lighting and airflow. As a result, the studio is not air conditioned, and stays comfortable year round with only fan circulation and conventional heating. Perfect for large weddings, dinners, private parties, or corporate events, the building's design allows for a guest walkway and entrance, while a rear loading dock allows for the easy movement of furniture or decorations without disruption.

Sticks is happy to accommodate its guests with its designed spaces – facilities, full kitchen space, parking, and greenery spaces. Sticks also allows for their guests to carry in their own beer and wine selections within the restrictions of the approved caterer you select.

Sticks Studio is available for guided tours of the production process Monday through Thursday between 9am and 2pm, by appointment only. Standard rate is \$80 for a one hour tour. Times and rates may vary as we work to accommodate each group, their needs, and their restrictions on an individual basis.

Additional Options - Quoted Based on Design

Invitations designed by Sticks
contact Miranda at mkeith@sticks.com

Custom Chalk Drawing - \$80 per hour
contact Anthony at events@sticks.com

Custom Gifts & Awards made by Sticks
contact Courtney at cwork@sticks.com

Sticks Event Representative to manage event - \$50 per hour
Magnetic wall votives - \$75
Votives around windows - \$100
Combination of window and magnetic votives - \$175

Rental prices

Pricing is for one day only. Access to building for the day of the event to be coordinated through approved caterer. Friday night events - hours may vary.

Design Studio Kitchen \$1,000
seating capacity: 80 / 100 cocktail

Drawing Room & Kitchen \$3,000
seating capacity: 175-200 / 250 cocktail

Painting Atrium & Kitchen \$3,500
seating capacity: 275 / 300 cocktail

Painting Atrium, Kitchen & Drawing Room \$4,000
seating capacity: 380 / 400 cocktail

Sticks Retail Galleries - \$200 per hour
availability and capacity may vary

Included with Rental

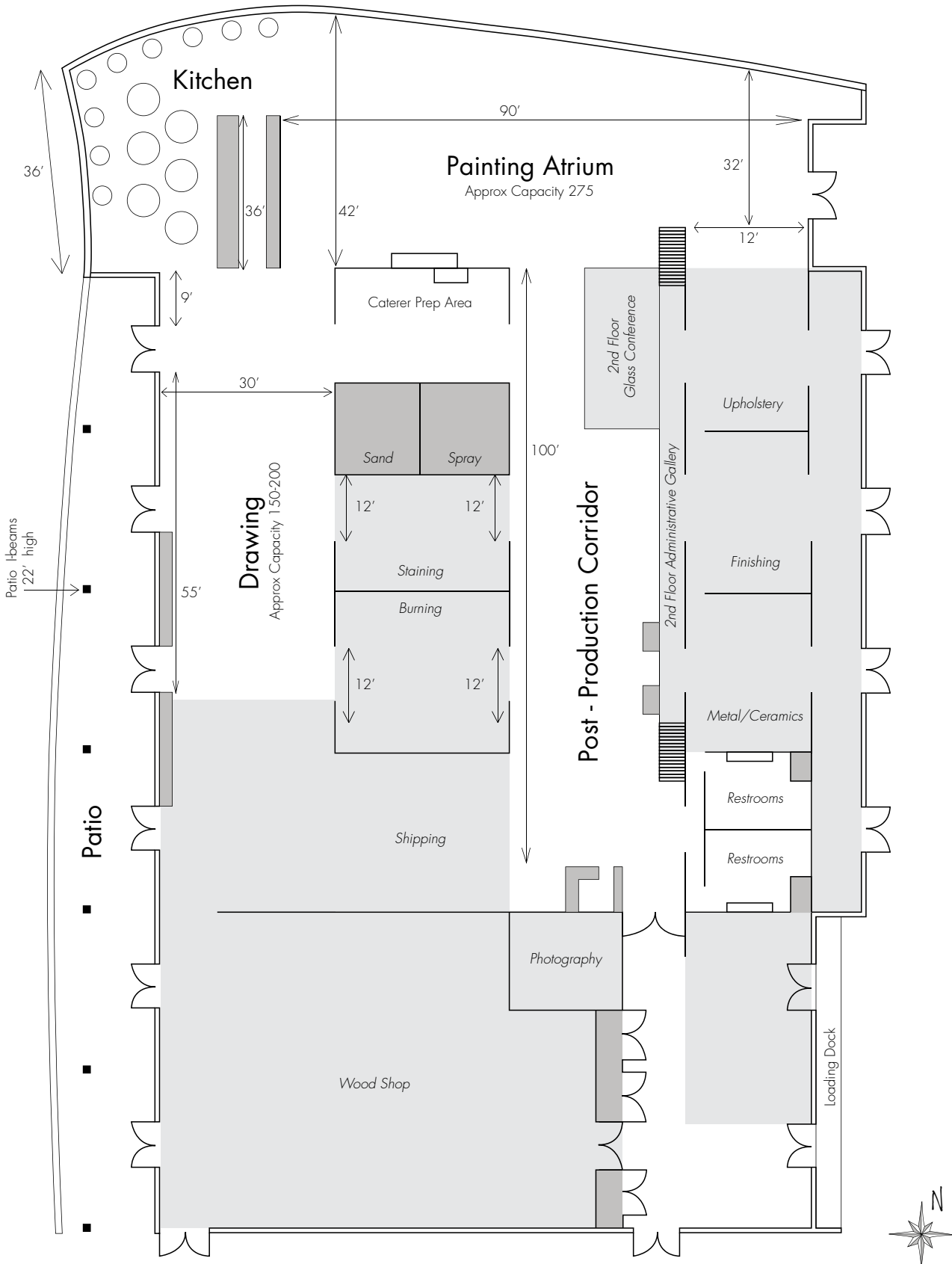
You will have full access to studio, kitchen and lawn; no vehicles on the grass please. Guests may use our Sticks dining tables and chairs from our kitchen, industrial fans for cooling, and outdoor black pre-filled 'tiki' torches. Parking is onsite up to 80 vehicles with additional overflow street parking.

The studio space will be cleared and cleaned prior to your scheduled set up time. Sticks tables and chairs will be cleaned and made available to you, however you are responsible for returning them in the same place and condition received. Building access is available based on your caterer selected, but Sticks is happy to work with any guest to fit their needs.

For any questions or additional information, please contact Anthony Marinaro, Sticks Director of Events, at events@sticks.com or 515.710.6658 today!

Sticks, Inc. Studio Overview

This diagram is faithful representation of the studio layout. Spaces filled with white indicate the rentable spaces. Shaded areas represent non-renting studio spaces. Feel free to use with diagram when planning your event!



Sticks, Inc. Studio Cut Out Diagram

This diagram is faithful representation of only the event spaces, shown here at 1/12th scale, and the objects within. Each object has been labeled for your use. The dashed line around each object represents the space needed for seating. Feel free to cut out or mark your tables within the map as you discuss your setup with your event participants. Sizes and amounts are as listed below. If you have alternative needs, we are happy to make arrangements accordingly.

Tables & Chairs On Site

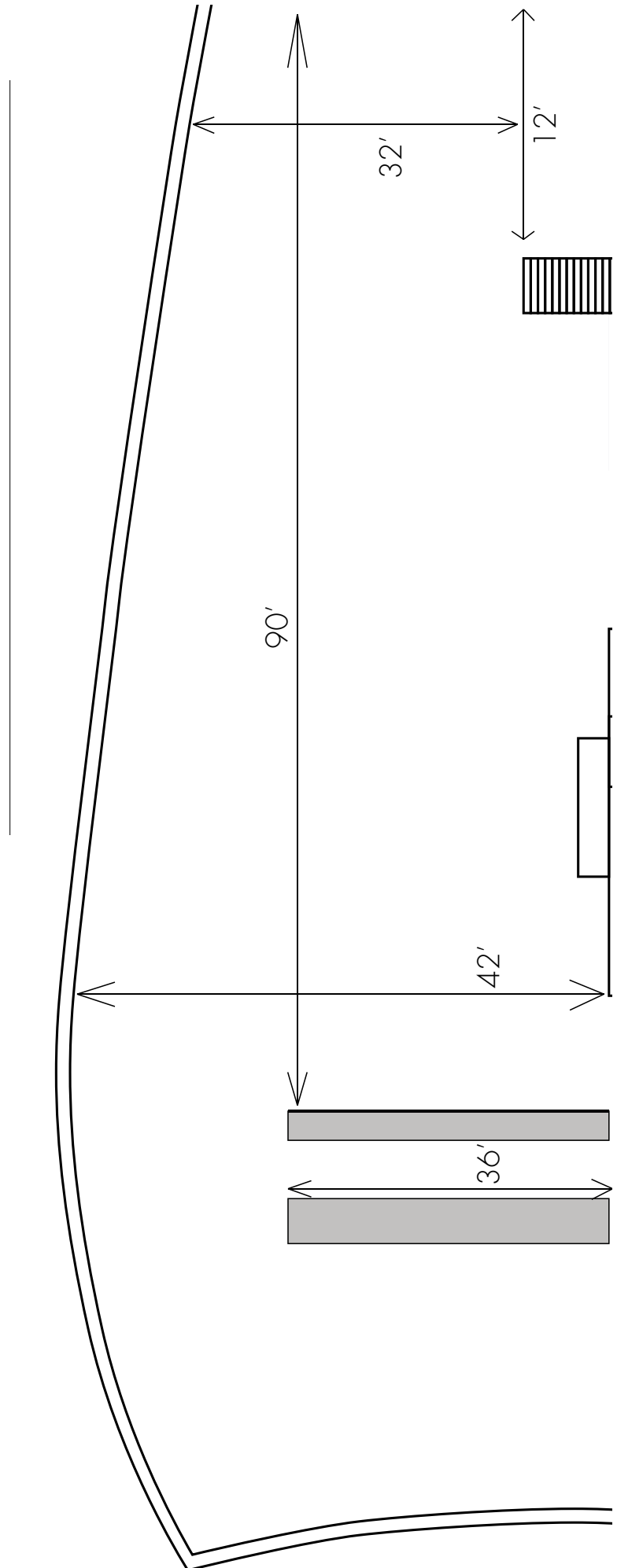
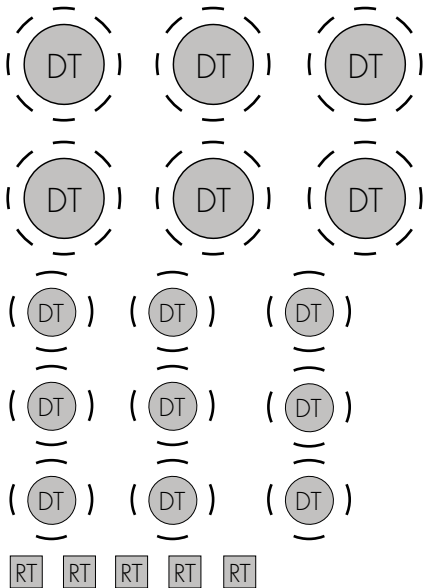
Below are representations of the objects that are located within Sticks and are included in your rental of the space.

Dining Tables (with Sticks designed tops)
 6 - 5' round (30 inches tall) - seats 6 comfortably or 8 closely
 9 - 40" round (36 inches tall) - seats 4

Chairs (84 total, black satin)
 48 dining chairs (18 inch seat height)
 36 high top chairs (24 inch seat height)

Rolling Tables (for food prep, cake table, etc.)
 5 - 4'x4' (40 inches tall)

Cut Outs



Sticks, Inc. Studio Cut Out Diagram

This diagram is faithful representation of the drawing space, again at 1/12th scale.

Additional Rentable Objects

Below are representations of objects available for rent but not included with the space. These objects do not carry the 'Sticks look' and are arranged through your event representative.

Rentable Dining Tables

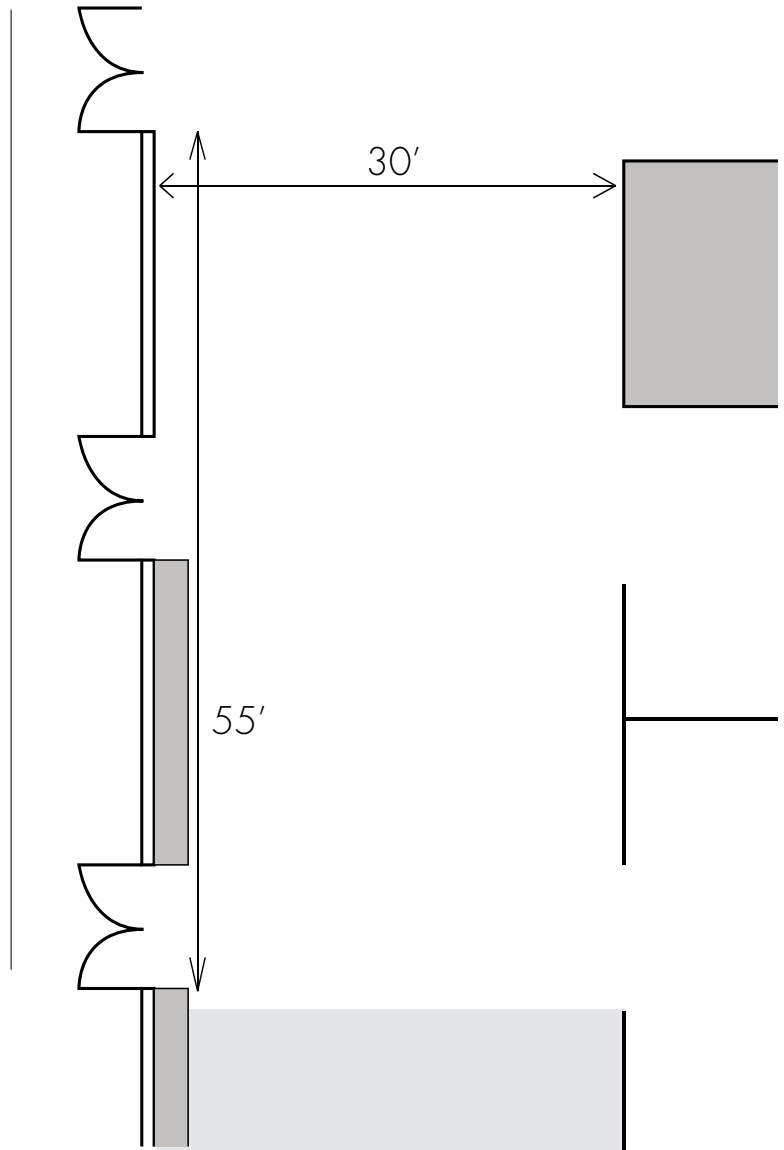
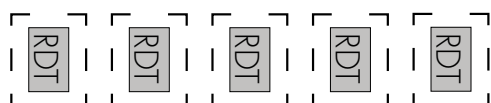
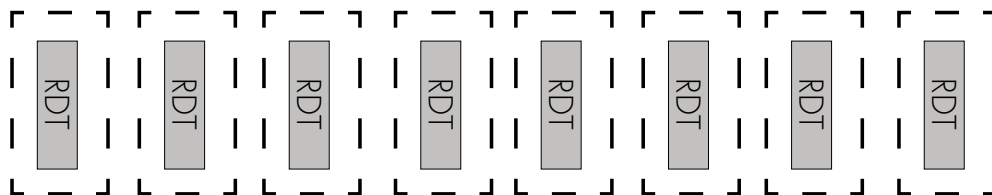
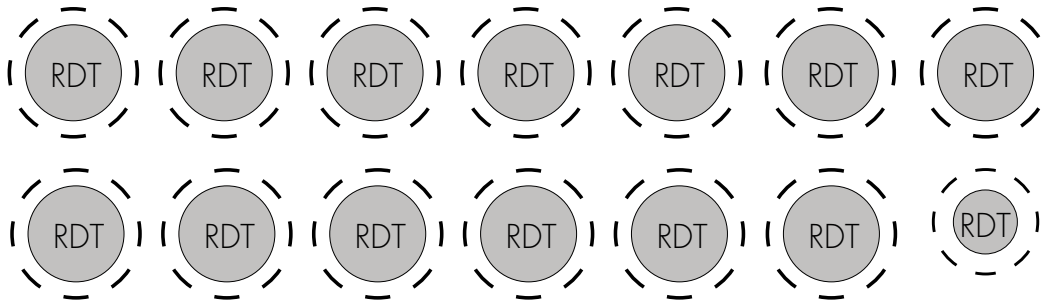
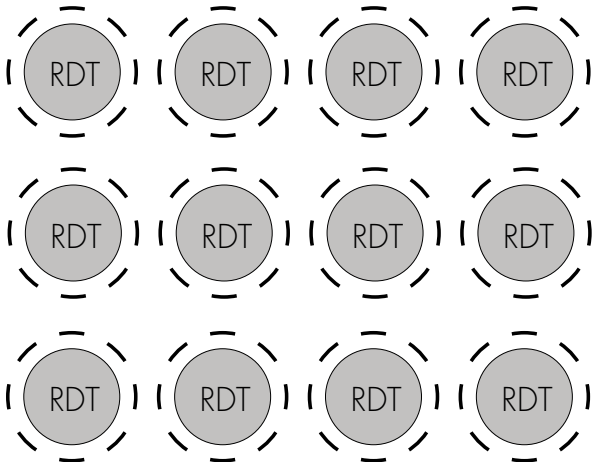
30 - 6' round (30 inches tall)

1 - 4' round (30 inches tall)

8 - 8' rectangular (30 inches deep)

5 - 6' rectangular (30 inches deep)

Cut Outs



Approved Caterers

Sticks is pleased to have established partnerships with these approved caterers that are familiar with, comfortable using, and knowledgeable about our building and objects within. They are a remarkable resource for planning your event coordinating rentals. Please contact the caterer directly for menu options and additional information.

Alcoholic beverages can be arranged with your caterer directly. Sticks, in compliance with Iowa Law, does not offer a cash bar but, based on the regulations of the caterer you choose, allows you to carry in your own beer or wine selections. Food preparation must be done by licensed individuals in a licensed kitchen, per Iowa regulations.

Catering DSM

Mallory Huff | mhuff@cateringdsm.com

515.508.0829

www.cateringdsm.com

Christiani's Catering

Peter Worsham | peter@ChristianisCatering.com

515.287.3169

www.ChristianisCatering.com

Great Caterers of Iowa

Joni Bell | joni@greatcaterersofiowa.com

515.264.8765

www.greatcaterersofiowa.com

Occasions Made Right

Tania Burt | tanina@occasionscatering.net

515.276.5448

www.OccasionsMadeRight.com

Out of Box Catering

Anthony Marinaro | anthonygmarinaro@gmail.com

515.710.6628

The Radish Dining & Catering

Elisa Boekhoff | catertree@aol.com

515.868.5262

www.theradishdining.com

Taste! To Go

Andrea Williams & Emily Gross | sales@TasteToGo.net

515.277.8646

www.TasteToGo.net

Windsor Catering, a Hy Vee Company

Amber Carson | 1895catering@hy-vee.com

515.494.9360

Approved Decorators / Rental / Flowers

Contact Anthony at events@sticks.com for a list of approved floral and rental locations

Ready to Book Your Event with Us?

Submit a non-refundable deposit for 50% of the rental price along with the signed Hold Harmless Agreement and Rental Contract. You will receive a written confirmation that your deposit has been received and your date has been reserved on our studio calendar.

Two weeks prior to your event, Sticks needs you to provide the following:

- Submit payment for the balance of your rental
- Provide a copy of your Event Liability Insurance
- Furnish us with a list of your contacts for outside vendors who will be accessing our facility (caterer, florist, bakery, lighting, audio, ect)
- Submit all certificates of liability insurance from any and all vendors involved with your event who will be accessing the facility
- Provide a copy of your alcohol vendors State of Iowa licenses/permits
- Turn in any special requests or needs

Please contact Anthony Marinaro, Sticks Director of Events, at events@sticks.com or 515.710.6658 today!

Renter Requirements

Renters must submit a 50% deposit in order to reserve a rental date. All deposits are non-refundable. Reserved dates are not guaranteed until the deposit along with the signed Hold Harmless Agreement and Rental Contract has been received and a confirmation notice has been provided to the renter.

The remaining balance is due two weeks prior to the event. If this payment is not received, Sticks reserves the right to retain your deposit and cancel your reservation.

All events held on Sticks properties require event liability and risk management insurance. You may use the insurance carrier of your choice, however we recommend LMC Insurance (www.coverevents.com) or Wed Safe (www.wedsafe.com). A copy of the certificate must be provided to Sticks at least two weeks prior to your event. The coverage must be for a minimum \$1,000,000 and indicate the liability that is being covered.

Renters must use the loading dock to transport items in and out for your event.

No vehicles are allowed on the lawn. Items used in conjunction with an outdoor wedding must be approved by Sticks.

Renters are responsible for removing all garbage from the building at the conclusion of an event and ensuring the return of all rented items to their previous places. Renter will be assessed a \$250 cleaning fee if the building is not left in the same condition in which it was presented.

Any alcohol served on the premises must be served by a qualified vendor. The vendor must possess all necessary licenses and liability coverage for serving alcoholic beverages and provide all necessary licenses and permits required by the state or city to Sticks prior to the event.

Tell Us About Your Event

Name(s) of Renter: _____

Address: _____

Primary phone: _____

Email: _____

Date of Event: _____

Number of Guests: _____

Type of Event: _____

Name of Caterer: _____

Name of Florist: _____

Name of Decorator: _____

Name of DJ or Band: _____

Name of Photographer: _____

Name of Event Coordinator: _____

Any Additional Outside Contractors: _____

Please provide us with two contact names, phone numbers,
and roles for primary parties involved in planning the event: _____

Additional Information we should know:

Location(s) Renting

- Design Studio Kitchen
- Drawing Room & Kitchen
- Painting Atrium & Kitchen
- Painting Atrium, Kitchen & Drawing Room