

FOUR MOUNDS FOUNDATION
POLICY FOR EVENTS & WHOLE HOUSE RENTALS
EFFECTIVE JANUARY 1, 2009

OVERNIGHT ACCOMMODATIONS: Rental of the entire house is \$875, based on sleeping accommodations for 14 people, which includes a full breakfast. (There is a \$10 charge per additional person.) There is a two-night minimum stay on weekends during September and October. An event fee is required for all events (weddings, reunions, parties, etc.) If you have an event without notifying Four Mounds Inn you will be charged at Four Mound's discretion.

EVENTS: A sliding scale charge (based on group size) is applicable to events such as reunions, larger parties and weddings. The type of event requested will determine the allowable group size with a maximum capacity of 75. Facility use is limited to 6 hours (additional hourly rate is \$125/hour.) Fee includes the following services: room set-up, tables, chairs, tablecloths from our inventory (indoor use only) and a member of our staff to help host the event. When additional staff is needed, a charge of \$20 per person, per hour applies. (Per hour rates are available for small non-wedding events.)

No. of guests	Fee	Event fees are based on the number reserved. If additional guests attend, you will be charged accordingly. When equipment is used outdoors (tents, table & chairs set-up, etc) a \$150 grounds use fee will be charged.
Under 25	\$400	
25 – 50	\$500	
50 – 75	\$600	
over 75	additional \$200 penalty	

UNUSUAL WEAR AND TEAR: A refundable carpet cleaning deposit of \$200 is required for whole house rental. If damage to the furnishings, house or grounds occurs as a result of your stay, you will be charged the actual cost of repair plus a 20% surcharge.

CATERING: A list of caterers familiar with Four Mounds is available. All caterers are responsible to supply: dishes, glassware, silverware, servers and a clean-up crew. Removal of all equipment is required the night of the event unless special arrangements are made. All arrangements are to be negotiated directly with your caterer; however, we require the name of your caterer prior to the event.

PARKING: Due to the limited number of parking spaces, large groups will be required to hire parking arrangement services through Four Mounds. A \$20 per hour fee is charged to cover two parking attendants.

Reservation Deposit
50 % of total anticipated bill

Cancellation policy
On cancellations within 30 days, 0% of deposit refunded
On cancellations over 30 days, 50% of deposit refunded

A 20% gratuity will be added to your event charge.

I understand and agree with the policy terms, for my event-dated ___ - ___ - ___.

Signature

Printed name

Date

Please sign and return this form to:
Four Mounds Inn, 4900 Peru Road, Dubuque, IA 52001 or fax to 563/585-0281