

Hilton Garden Inn Banquet Event Order Contract
205 S. 64th St., West Des Moines, Iowa 50266

Date of Event: Saturday, April 11, 2026	Name of Event: Dallas Center- Grimes Prom
Contact Person: Danell Duncan	Billing Address: 2555 W 1 st Street
Phone: 515-986-9747	Grimes, IA 50111
Hilton Honors #:	Tax Exempt: Yes No
Email: danell.duncan@dcgschools.com	Payment Method: Credit Card
Location: Sequoia Ballroom	# of Attendees: 400+ Final Guarantee:

Equipment:		
✓	Price Per Day	
X	\$3000.00++	Room Rental
	\$15.00++	Frame Easel
	\$30.00++	Flip Chart & Pad/Pen
	\$80.00++	Lapel Microphone
	\$80.00++	Cordless Microphone
	\$100.00++	LCD/ Screen
	\$30.00++	Table Lectern
	\$30.00++	Podium
	\$30.00++	White Board
	\$60.00++	Speaker Phone
	\$100.00++	Bar Set Up fee
X	Complimentary	Dance Floor
X	Complimentary	Stage (TBD)
	No Charge	Power Strips
	No Charge	Extension Cord
2		Hotel Staff Members
X		Coat & Shoe Station
X		Registration

Event Time: 5:00pm-11:30pm

Set Up: 8:00am

See Diagram

6-Banquet Tables of 10ppl

Black Linens

2- 8 Foot tables

Photo Booth areas

Food & Beverage:		
Time Served:	Menu:	# of people
	Minimum of 2 staff members from hotel required	
	Water Stations-LOTS Snacks provided in the bar area	
	Dance 8:00pm-11:00pm	
	NO Confetti	

***Food selections need to be turned in two weeks prior to meeting date. Final Guarantee is due 10 days prior.**

*No outside food may be brought in. All food must be ordered from our catering department. The room rental will be charged the full room rental up to \$5000 if any outside food is brought in including snack items.

A 22% Service Charge will be added to all Food & Beverages, Room Rental and all Equipment rentals.

A 7% Sales Tax is applied to all Food, Beverage items and Equipment Rental.

I have read the above contract and the hotels Catering Policies attached to this Banquet Event Order Contract and constituting a part of this contract and agree to the terms and conditions.

Client Signature _____
Date _____

Hilton Garden Inn Signature _Fay Link_____
Date __04/20/25

Hotel Policies

1. Payment is due upon conclusion of event. A credit card number is required for each event.
2. ++ - Indicates 22% service charge and 7% sales tax. 22% service charge is applicable to room rental, food, beverages, and audiovisual equipment charged to your account. *All food and beverages and audiovisual equipment must be coordinated through the conference center coordinator. No outside food or beverages may be brought in this includes snacks.*
3. All deposits are non-refundable.
4. To allow for proper ordering, we need to receive your menu selections at least **two (2) weeks** prior to your function.
5. Hilton Garden Inn requires a guaranteed number of attendees for each function at least 10 business days in advance. This guarantee may not be reduced. **The final count should include ALL attendees (including children). Hilton Garden Inn will set up 5% over the final count. If a guaranteed number has not been notified 10 business days prior, then the estimated figure given originally will automatically become the guarantee. If the number of attendees is greater on the day of the event, client will be responsible for the additions. This will be determined by the number of plates utilized on the buffet table.**
6. Due to health regulations, no leftover food or beverages may be removed from the hotel.
7. Hilton Garden Inn will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during, or following a function.
8. To avoid damage to wallpaper or paint, we do not allow taping, tacking, or the attachment of any posters, flyers, or any written materials to walls or doors without prior written consent from the hotel. Furthermore, any damages to the white board walls due to the use of permanent markers will be your responsibility. Acceptable markers will be issued at time of check in.
9. Room rental or set-up charges will be predetermined according to group
10. If, on the day of an event, the contact changes the room set-up specified on the meeting contract, a minimum of \$250.00 labor charge may be added to the invoice.
11. Guests will be admitted to, and expected to depart the facilities in accordance with the times specified on the signed contract. For an additional hour past scheduled time a \$500 per hour fee will be applied.
12. Cancellation Policies: Meeting room rental will be charged in full for cancellation within 30 days. A fee equal to 50% of the projected food and beverage revenue will be charged for cancellation within 30days. Fees will be waived if at the time of cancellation, the event is rescheduled within the next 90 days. If the event is cancelled due to Covid-19 there will not be any fees unless we have a transferable deposit that was prepaid. We will transfer this deposit to a new date.
13. In compliance with local fire codes, our maximum room occupancy may not exceed the room limitation and required seating for each room. These limits are strictly enforced. Tables or chairs cannot be moved to block aisles or fire exits.
14. INDEMNIFICATION & INSURANCE: To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Hotels Corporation, and the owner of the Hotel and their respective owners, managers, subsidiaries, affiliates, employees and agents (collectively, "Indemnified Parties") against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the Hotel. You further agree to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide the Hotel with a certificate of insurance naming Hotel, Hilton Hotels Corporation, Hotel's Owner and each of such entity's owners, subsidiaries and affiliates as an additional insured for your event. Glitter and/or confetti are not allowed. A clean up fee of \$500 will be assessed if used.
15. Access to the Hilton Garden Inn's cooler is prohibited. The only exception to this will be for florists.
16. All alcoholic beverages will cease at midnight. No alcoholic beverages may be carried outside of the facility. All functions will cease at 12:00 a.m.
17. A credit card number is required before any changes or additions are made on or during the event.
18. Should the need arise, we reserve the right to relocate your function (s) to another room. We will make every effort to contact you in advance should this be the case.
19. All clients who use the Hilton Garden Inn will need to have a courtesy manner & respect other events occurring at the same time.