

CORPORATE EVENTS - FUNDRAISERS - WEDDINGS - OUTDOOR EVENTS - RECEPTIONS - PARTIES

Sticks EVENTS



Sticks Design Studio

The studio sits centrally amongst 8 acres of native prairie grasses, rolling lawns and mature oak trees, just beyond the city lights of 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 is 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 designated event spaces and facilities including its full kitchen, parking, and greenery spaces. Sticks also allows for their guests to bring their own wine and beer selections within the restrictions of the approved caterer you select.

Tours to see the event space are conducted most Saturdays at 11 AM. To RSVP for the tour please go to this link: outofboxproductions.com/rsvp-wedding-tour

Additional Options - Quoted Based on Design

Invitations designed by Sticks
contact Liz at liz@sticks.com

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

Custom Gifts & Awards made by Sticks
contact Sticks Gallery at retaileast@sticks.com

Sticks Event Representative to manage event - \$50 per hour
Magnetic wall votives - \$100
Votives around windows - \$200
Kitchen only - \$100
Combination of window and magnetic votives - \$200

Rental prices

Pricing is for one day only. Access to building for the day of the event is to be coordinated through approved caterer or a Sticks event manager (hourly rate may apply). Weeknight event hours may vary.

In accordance with The Des Moines Fire Department, Sticks Studio maximum guest limit is 480.

Design Studio Kitchen \$1,000
seating capacity: 84 / 100 cocktail

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

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

Painting Atrium, Kitchen & Outside Ceremony Area
\$4,000, seating capacity: 450+

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

Included with Rental

You will have full access to the design 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 for up to 80 vehicles (160 couples) with additional overflow street parking.

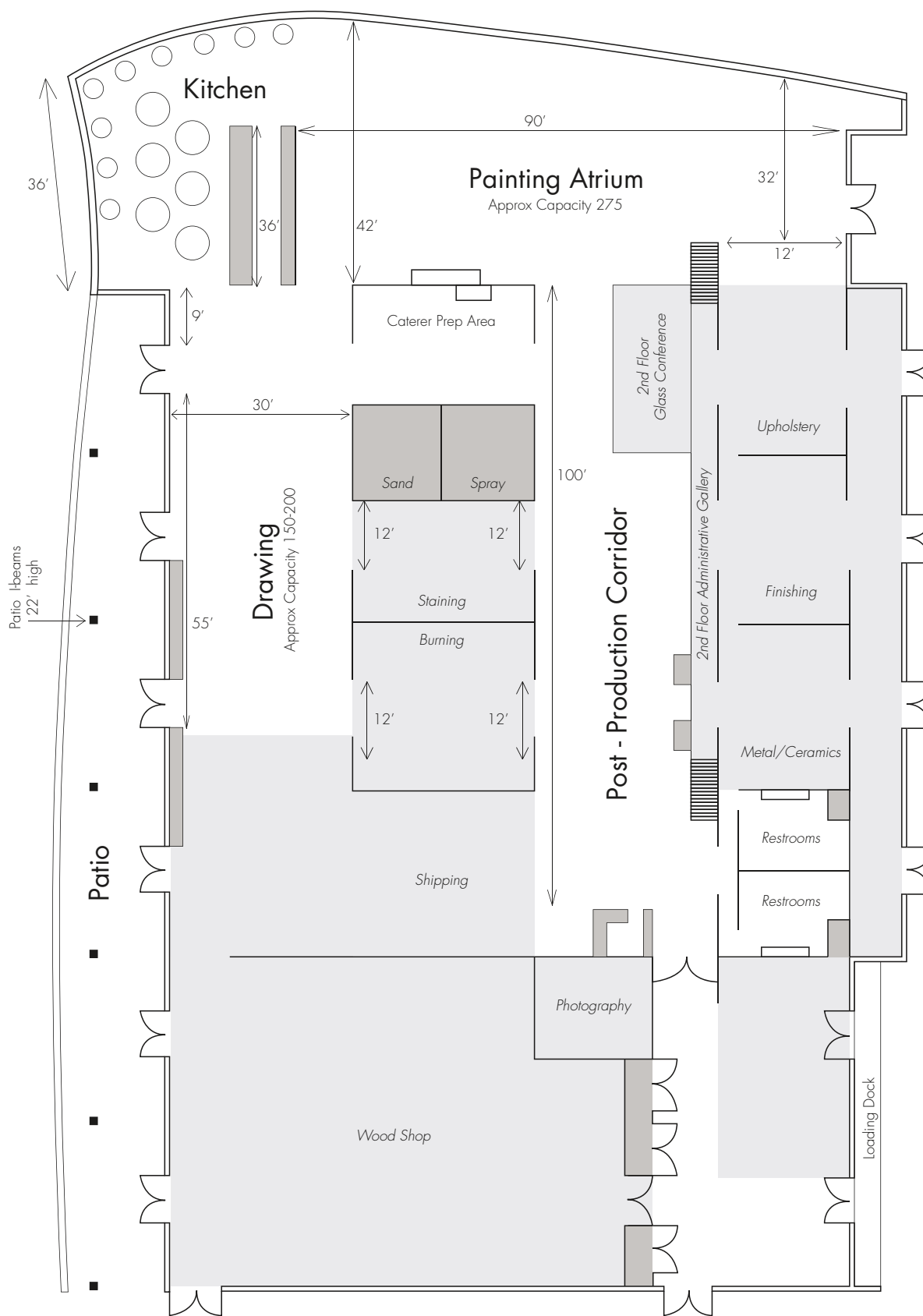
The design studio space will be cleared and cleaned prior to your scheduled set up time. Sticks tables and chairs will be made available to you. Building access is available based on your caterer selected, but Sticks is happy to work with any guest to fit their needs.

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

*Kitchen rental includes use of space, tables, chairs and refrigerators. Events may not use Sticks kitchen sink, dishwasher or garbage disposal. All food waste must be thrown away and removed from the building.

Sticks Design Studio Overview

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



Sticks Design Studio Cut-Out Diagram

This diagram is a 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 seating needs, we are happy to make rental arrangements accordingly.

Tables & Chairs On Site

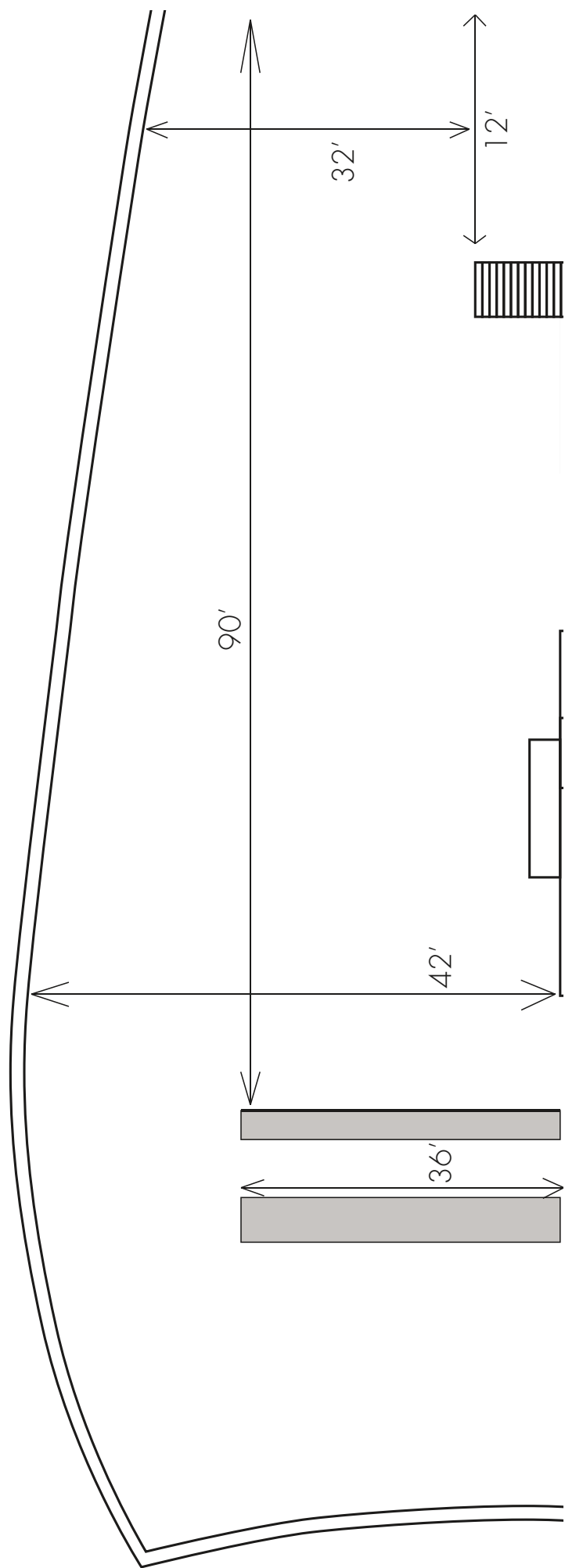
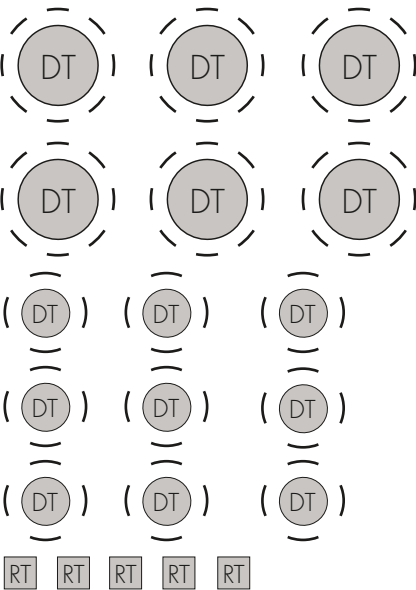
Below are representations of the objects that are located within Sticks and are included in your rental of the space.

Dining Tables (with Sticks designed tops)
6 - 60" rounds (30 inches tall) - seats 6 comfortably or 8 closely
9 - 40" high top rounds (36 inches tall) - seats 4

Chairs (84 total)
48 dining chairs
36 high top chairs

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

Cut Outs



Sticks Design Studio Cut Out Diagram

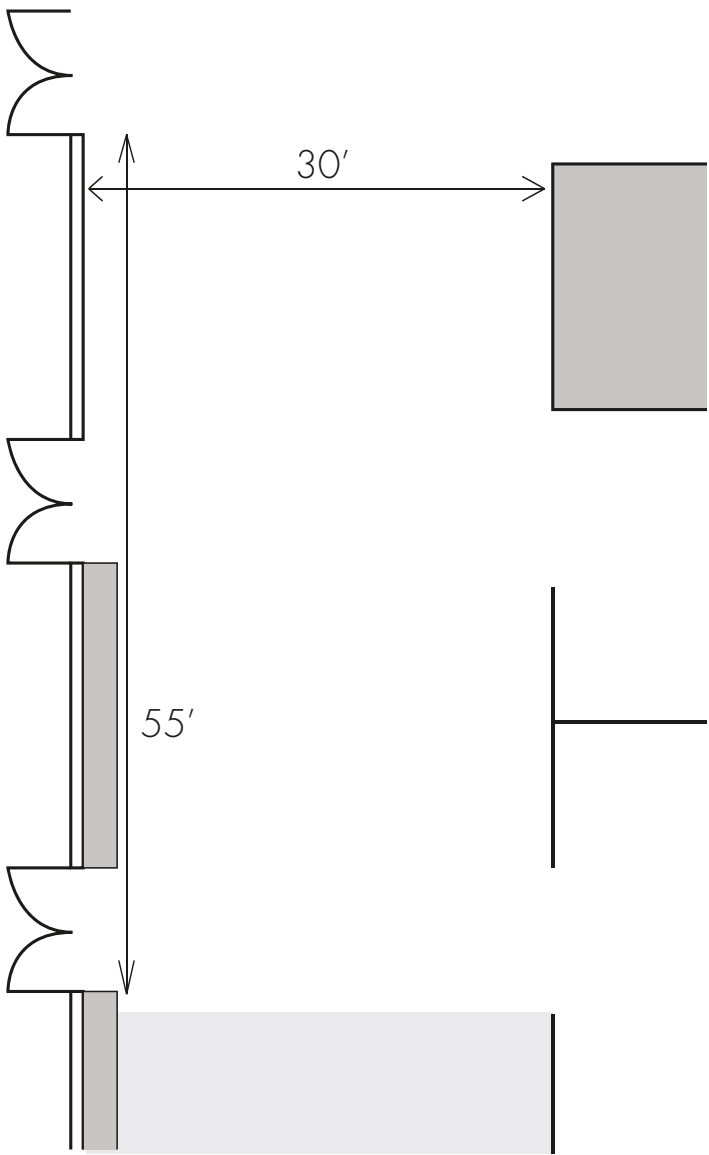
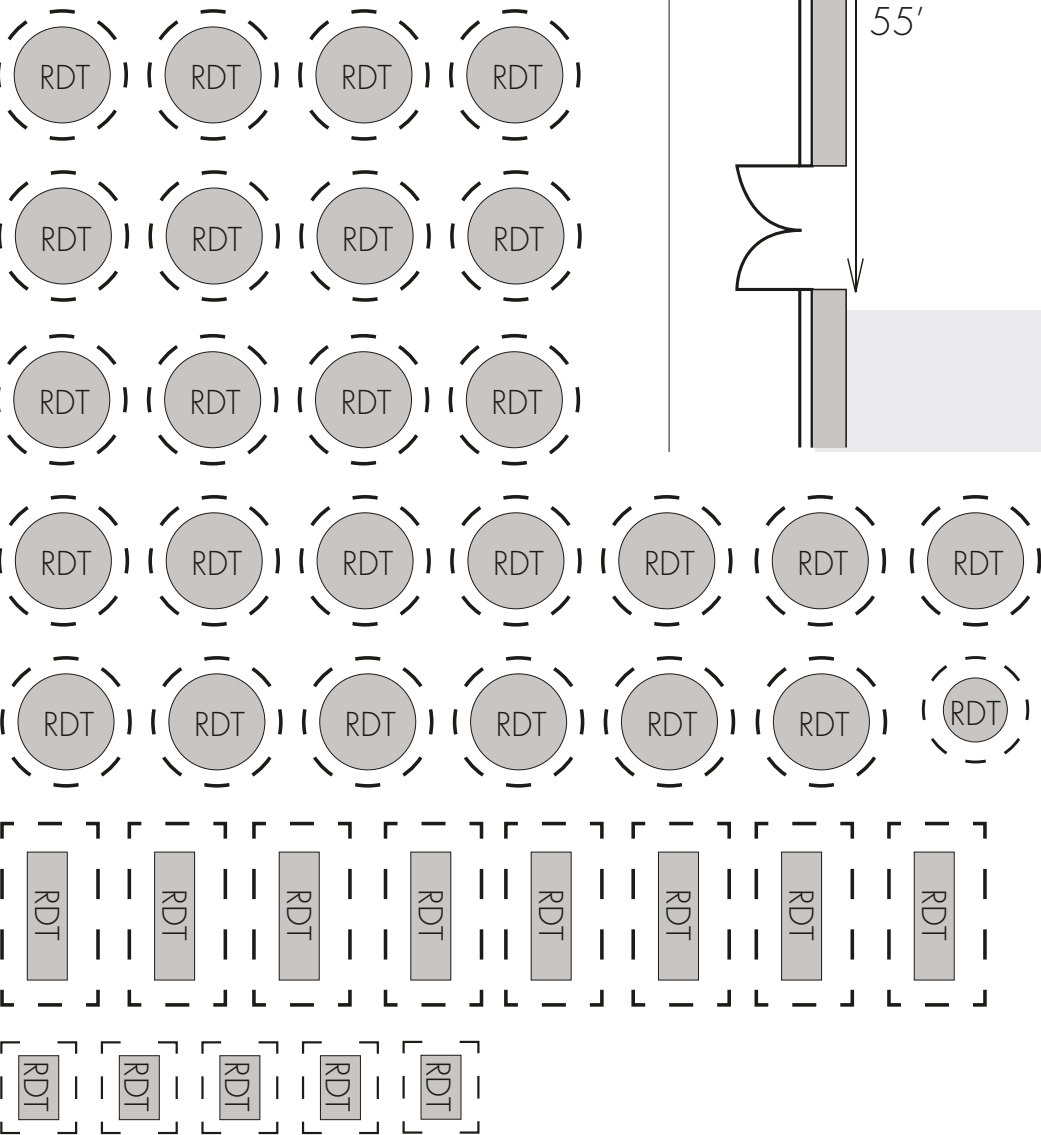
This diagram is a representation of the drawing space, again at 1/12th scale.

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 rented and arranged through your event representative.

- Rentable Dining Tables
- 30 - 6' rounds (30 inches tall)
 - 1 - 4' round (30 inches tall)
 - 8 - 8' rectangulars (30 inches deep)
 - 5 - 6' rectangulars (30 inches deep)

Cut Outs



Approved Caterers

Sticks is pleased to have established partnerships with the approved caterers below. They are a remarkable resource for planning your event. 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 allow a cash bar but, based on the regulations of the caterer you choose, many will allow you to bring your own wine or beer selections. Beverage must be served by a licensed caterer; in addition food preparation must also be done by licensed caterer.

Christiani's Catering

Peter Worsham | peter@ChristianisCatering.com
515.287.3169
www.ChristianisCatering.com

The Radish Dining & Catering

Kayla Clarken | kayla.catering@hotmail.com
515.478.0474
www.TheRadishDining.com

Occasions Made Right

Tania Burt | tanina@occasionscatering.net
515.276.5448
www.OccasionsMadeRight.com

The Tangerine Food Company

Susan Madorsky or Cherry Madole | info@tangerinefoodco.com
515.720.7510
www.TangerineFoodCo.com

Out of Box Catering

Anthony Marinaro | anthonygmarinaro@gmail.com
515.710.6658
www.OutofBoxProductions.com

Taste! To Go

Andrea Williams & Emily Gross | sales@TasteToGo.net
515.277.8646
www.TasteToGo.net

Approved Decorators / Rental / Flowers

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

Note: Approved caterers are experienced and knowledgeable with the Sticks building. They have access to the keys and alarm code. All approved caterers abide by a set of facility rules. Approved caterers are not allowed use of the Sticks kitchen to prepare, cook or dispose of any food products.

Ready to Book Your Event with Us?

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

30 days prior to your event, Sticks needs you to provide the following:

- Submit payment for the balance of your rental (must be received one month before your event)
- Provide a copy of your Event Liability Insurance
- Present 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 30 days 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 either LMC Insurance (www.coverevents.com) or Wed Safe (www.wedsafe.com) to provide this insurance. A copy of the certificate must be provided to Sticks at least 30 days prior to your event. The coverage must include the following:
\$1,000,000 each occurrence / \$1,000,000 aggregate with host liquor liability included.

Sticks must be shown as an additional insured on the certificate:

Sticks, Inc.

3631 SW 61st St, Des Moines, IA 50321

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 personal decor items (and the trash it may produce) from the building at the conclusion of an event unless other arrangements have been made with the event director.

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
 - ☐ Painting Atrium, Kitchen & Outside Ceremony Area