

# RoCA

208 Court Ave  
515 -282-3663

Main Contact for RoCA Room : **Chad McDanel**  
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**Name of Party / Business:** **Date of Event:**  
**Contact for RoCA Room Reservation:** **Time of Event:**

**Phone Number:** **Type of Event:**  
**Email:**

**Wine and/or Beer Station (Only Available If One Check)**

**Chef Selected Apps :**

**Menu (limited?) / (dessert?) :**

**Other Requests :**

**Drink Maximum per Person: Yes (Explain):** **No: Restrictions on drinks allowed?**

### **Minimum / Gratuity:**

Sunday – Thursday is dependent upon events that are being held near Downtown Des Moines.  
Friday – Saturday there will be a \$2,000-\$3,000 minimum; if the minimum is not met a room charge will be applied for the remaining balance. This does not include tax or 20% gratuity.

**Is there a Minimum for this event? :** **If Minimum – How Much? :**

### **Credit card needed to hold date:**

Name on Card: VISA MC DISCOVER AMEX

Card#: Exp. Date:

### **Cancellation Policy**

We request a minimum of 5 days for any cancellations; if that time frame has passed a \$500 room holding fee will be authorized to the credit card on file.

\*\*If party is a no show on the day of event: \$1,000 will be charged to above credit card.

\*\*\*If your party is tax exempt, any itemized receipts/paperwork is needed, or has any other special requests - RoCA needs to know when party is confirmed.

### **Things to Note about RoCA Room:**

- RoCA Room is mostly private with the exception of:
  - Only Restrooms for RoCA are located downstairs just past RoCA Room (Privacy Screens Available).
  - Shorty's is located next to the Roca Room with a door in between.
  - Certain times are better than others if you have a speaker and require a low noise level.
- Screens, Projectors, Microphones, Other Speaking Equipment, Decorations, Etc. - Can be supplied with an additional rental fee and appropriate advance notice.
- We encourage coming in and looking at the space before booking.

By providing a credit card number an agreement is finalized to the above contract & terms.

I Agree to All of the Above Terms : X \_\_\_\_\_

Date \_\_\_\_\_