



Dubuque County

FAIRGROUNDS *and* EVENT CENTER

Making Memories since 1953

BANQUET & RECEPTION INFORMATION 2025

Pricing

When you book a date at our facilities, a contract is issued to you with a non-refundable deposit of 50% of your rental fee for renting the property. The contract is due back to the Fair Office with the deposit paid, within two weeks (14 days) of the initial booking request. If your contract and deposit are received by the due date, your booking will be confirmed, and we will send you a receipt of confirmation. The remaining rental balance, any décor rental, and your estimated beverage order will be due 7 days before your event. An invoice will be sent out to your email and will be due exactly one week before the event. In the event that not all of your bar order is used (excluding kegs – once tapped it has to be paid for, and once a bottle is opened it has to be paid for) you will be issued a check for the overage back within 7 business days. Please have an updated mailing address on file. In the event you go over the estimate, the card on file with the 1-time credit card authorization form you have signed will be charged the amount that is due the evening of your event. Beverage bill will include the 15% gratuity.

Looking for an outdoor wedding or ceremony location? Our **festival area** would be the perfect place to hold your special ceremony. \$400 for a 1-hour ceremony when you book the Grand Ballroom for your reception. Includes 75-100 chairs in the ceremony rental for the Festival Grounds. An Additional fee will be included for the addition of extra chairs in the festival area.

5 Hour rental of Festival Grounds Area for reception - \$600.00 – Includes table and chairs for 100. Additional will be an added fee. \$15/hr per Bartender needed, and \$30 an hour for Security.

Looking to have your **ceremony** in the **Grand Ballroom** before your reception follows? \$300 for a ceremony in our Grand Ballroom includes the set up of a curtain to separate the area from reception area, and all seating for the ceremony itself.

Reception

The Grand Ballroom can accommodate up to 900 guests.

The rental rate for Saturday is \$1,400.00

The rental rate for Friday is \$1,000.00

The rental rate for Sunday is \$800.00, Monday, Tuesday and Thursday rate is \$700.00.

The price includes 5 hours of reception time, plus the set-up of tables, chairs, clean-up, security, bartenders and other staff needed.

***An extra hour of reception time is \$200.00.

If you'd also like to have the ceremony here, it is a \$200 charge for set up of the ceremony and for the approx. hour of ceremony time.

****Our rentals do not include prior day set up, as we may have an event booked the day before. In order to guarantee set up for the day or night before, you must also book that day's slot****

→ Receptions include bartender(s) staffing (approx. 1 per 100 guests), security, set up and tear down of tables, chairs, set up and tear down of linens if rented, etc.

Food Service

The Dubuque County Fair Association offers several caterers that you may choose from. Whether you are looking for casual appetizers or a formal dinner buffet, these caterers offer many services and food choices. All catering must be done by the caterers listed below or any licensed caterer. We have provided their contact phone numbers so that you may speak with them directly about their service, prices & availability. **You must mention that your reception is taking place at the Dubuque County Fairgrounds for accurate pricing which will include our \$1.50 plate charge that we charge to the caterer.**

The Barn – 563-552-2353

Hy-Vee – Asbury Plaza – 563-583-2199

Hy-Vee – Locust St – 563-583-6148

Hy-Vee – Dodge – 563-583-5204

J&D Catering – 563-921-2935

Kalmes Catering – 563-773-2480

Poor Man's Café – 563-552-1881

Catfish Charlie's - 563-582-8600

Iowa BBQ Company – 319-981-3955

***ALL CATERERS ARE WELCOME BUT MUST FIRST BE APPROVED BY THE DUBUQUE COUNTY FAIR ASSOCIATION. MUST BE LICENSED AND INSURED.**

Beverages

All beverages will be ordered and provided by the Dubuque County Fairgrounds and Event Center. There is always the opportunity for a cash bar. You may request items not listed.

Prices will vary.

Beverage charges are subject to 15% gratuity.

* Prices are subject: to change without notification.

Beverage Listing

Keg Beer

Budweiser, Bud Light, Busch Light, Millar Genuine Draft, Miller Light, Coors Light - **\$350.00 each**

Specialty/Othar Keg Beer

Ultra, Blue Moon, IPA's - **\$375.00 each**

Can/Battle Beer

Budweiser, Bud Light, Busch Light, Miller Light, Coors Light, Busch N/A, Michelob Ultra - **\$60.00 per case** (24 cans) or **\$75.00 per case** (24 bottles)

Soda & Water

Coke, Diet Coke, Sprite, Sprite Zero, Mountain Dew, Diet Mountain Daw, Pepsi, Diet Pepsi, Caffeine Free Diet Pepsi, Fresca, Root Beer, Dr. Pepper- **\$30.00 per case** (24 cans) House

Wine

White Zinfandel, Chardonnay, Merlot, Cabernet, Moscato - **\$20.00 per bottle** (1.5 Liter) **Champagne**

Andre White, Andre Pink or Andre Spumante **\$20.00 per bottle** (750ml)

Sparkling Grape Juice

\$10 per bottle

Wine Coolers & Carbonated Beverages Smirnoff, Mike's Hard, White Claw - **\$95 per case of 24**

Vodka Seltzers – Carbliss, High Noon **\$120 per 24 pack**

Well Liquor

Amaretto, Apple Pucker, Apricot Schnapps, Black Velvet, Blackberry Brandy, Butterscotch Schnapps, Christian Brothers Brandy, Fleischmann's Gin, Kessler's, Lauders Scotch, Peach Schnapps, Peppermint Schnapps, Rasperry Schnapps, Sloe Gin, Seagram's 7, Popov Vodka **\$75.00 per bottle (1 Liter – price includes mixers, cups, straws, and garnishes)**

Premium Liquor

Tito's Vodka, Bacardi Rum, Bailey's Irish Cream, Canadian Club, Captain Morgan, Crown Royal, Cutty Sark, Dr. McGillicuddy's, Jack Daniels, Jägermeister, Jim Beam, Jose Cuervo Especial, Kahlua, Malibu Rum, Rumpel Minze, Southern Comfort, Tanqueray Gin, UV Blue

\$85 per bottle – (1 liter- price includes mixers, cups, straws, and garnishes)

A \$100 staff fee will be charged for any event that does not have a cash bar.

Beverage Tickets

Well or Premium Drinks - \$5.00 per ticket

*Cash Bar – No Additional Charge

Unlisted Beverages Available Upon Request

Decor Rental & Restrictions

You are welcome to bring your own decorations to our event center. The Dubuque County Fairgrounds & Event Center also has items you may rent for the day of your event. Some examples include table linens (white or black), backdrops, etc. All décor items that you bring in MUST be removed at the end of your event unless prior arrangements have been made with the fair office.

Decorations

The Ceiling draped lights are always up and will be on for your event at no additional charge! The mood lighting is absolutely beautiful.

Lighted Backdrop- \$75 each (2 available) multiple color lights to choose from

High Top Pub Tables with Linen - \$15 each

Portable Sound System - \$100

Projector and Screen - \$50

65 inch Portable Flat Screen - \$50

Linens

Banquet Table Linen - \$10.00 each – White / Black / Emerald Green

Round Table Linen - \$10.00 each – White / Black / Emerald Green

Plastic Table Covering for all tables – \$100.00 – White / Black

Skirting

Skirting - \$20.00 per skirt

The head table needs at least 2 skirts on average **

*All Prices above include set up and tear down of linens and skirting.

*Bar Prices, Linen Prices, and Bar Fees are subject to change and are not guaranteed due to price fluctuations.

Decor Restrictions

*We do not allow tape or staples on our floors, furniture, or walls. This includes adhesive products on the dance floor.

*Confetti, sand, crystal gel balls, etc. of any type are prohibited.

***Candles must be in candle holders.**

No free-standing candles are allowed.

*The Fairgrounds' staff/bartenders will not light candles.

*All décor items that you bring in must be removed at the end of your event, within the hour, unless prior arrangements have been made with the Fair Office. We will notify you in writing if we encounter problems during your event. Otherwise décor can be moved into coat room for pick up on Monday morning after 8am (if weekend event)

Alcohol Consumption

No one under the legal age of 21 will be permitted to purchase or consume alcoholic beverages at any time on the premises. If appropriate ID cannot be produced, we will not serve guests of any age. Guests may be required to wear a wristband identifying them as of legal age. All minors found consuming alcohol will be fully prosecuted and removed from the premises. The Dubuque County Fairgrounds & Event Center has the legal right to refuse service to anyone who appears to be intoxicated, as well as reserves the right to ask the person to leave the premises if he/she refuses to cooperate. The Dubuque County Fairgrounds & Event Center retains the right to call a premature end to an event if the participants show a blatant disregard for our rules, policies, property, and staff.

Deposits and Payments

When you book a date at our facilities, a contract is issued to you with a non-refundable deposit of 50% of your rental fee for renting the property. The contract is due back to the Fair Office with the deposit paid, within two weeks (14 days) of the initial booking request. If your contract and deposit are received by the due date, your booking will be confirmed, and we will send you a receipt of confirmation. The remaining rental balance, any décor rental, and your estimated beverage order will be due 7 days before your event. An invoice will be sent out to your email, and will be due exactly one week before the event. In the event that not all of your bar order is used (excluding kegs – once tapped it has to be paid for, and once a bottle is opened it has to be paid for) you will be issued a check for the overage back within 7 business days. Please have an updated mailing address on file. In the event you go over the estimate, the card on file with the 1 time credit card authorization form you have signed will be charged the amount that is due the evening of your event. Beverage bill will include the 15% gratuity.

Cancellation

In the event of a cancellation, the deposit is non-refundable. If you cancel your event within 60 days of the scheduled event date, you will be billed for the remaining balance of your rental fee.

Damage Waiver

The Dubuque County Fairgrounds & Event Center holds renters fully responsible/accountable for damage, vandalism, or theft of property that may occur during your event. The Fair Office will notify you in writing if we encounter problems during your event.

Insurance

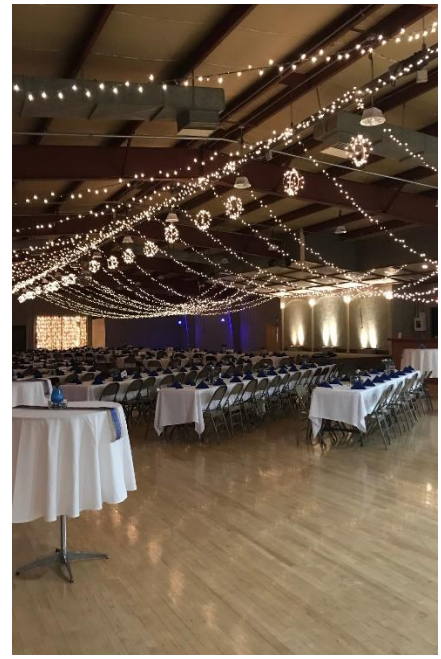
The Dubuque County Fairgrounds & Event Center holds \$1,000,000 worth of General Liability coverage for any incident that is due to the negligence of the Dubuque County Fairgrounds & Event Center. In addition, our insurance company requires that all our renters submit a Certificate of General Liability Insurance listing the Dubuque County Fair Association, Inc. as additionally insured. You should contact your agent and have them call the Dubuque County Fairgrounds & Event Center for more information if they need it. Alternatively, you may also purchase insurance through a 3rd party we work with often, let us know if you would like the link to purchase this insurance. The certificate must be received at the Fair Office no later than 1 month prior to your event date, or your event may be cancelled or postponed at the discretion of the Dubuque County Fairgrounds & Event Center.

Facility Restrictions

When planning your set-up, you must coordinate the time and items to be used with the Fair Office. The Fair Office has several layout options available for your event set-up; and any changes to the chosen layout must be given to the Fair Office at least 48 hours in advance to give ample time to re-set up to your chosen design. The Dubuque County Fairgrounds & Event Center will not guarantee set up times prior to 72 hours before your event. Please contact the Fair Office to check on available set-up times for decorating at your meeting before the event. It is the renter's responsibility to inform their DJ, Cake Caterer, and any other vendors with items being delivered of what time they may arrive and set-up. We will schedule a meeting to design your layout of tables 45-30 days before your event once RSVP's are back, and establish your beverage order.

About Us

Our experienced team takes the stress out of planning your big day/event! We can accommodate up to 900 guests and provide any of your reception needs- including a large dance floor, easy parking, and a full-service bar. Our friendly, high energy and extremely accommodating staff are attuned to the individual requirement of each event. We are always available to answer any questions you may have from the moment you tour our beautiful venue, until the conclusion of your unique event. We will work with you to ensure your special day is executed as flawlessly as possible.



Contact Us

Bri Morgan, Office Manager

b.morgan@dbqfair.com

John Bries, General Manager

jbries@dbqfair.com

563-588-1406