



Old Brick is an historic building in the heart of downtown Iowa City. An ideal location to experience all that the city has to offer, including hotels, restaurants and shops.

Our Main Hall is one big open ballroom. The main hall is used for both the ceremony and reception space. It's original character offers a unique space for any style wedding.

We have a wedding special for renting both Friday and Saturday. Many couples like to rent Friday so they can set up all day Friday and have their rehearsal dinner here too. Please see the Wedding Pricing sheet for options.

We also have a Lower level that many couples use for their wedding party to get ready in or staging area for supplies, etc. There are also additional bathrooms on that same level. In addition, we have a brand new outdoor, 2000 square foot patio. This is an ideal space for cocktail hour in between your ceremony and reception.

Basic Information

- Deposit Amount: **\$350. This is to hold your date. If you cancel for any reason prior to your event, it will not be refunded. We will refund the deposit after your wedding once we do a final walkthrough and everything looks good.**
- Is the venue handicap accessible: **Yes, we have an accessibilities lift for those with any disabilities. This is ONLY for use for individuals with disabilities. Any use other than that will result in a \$50 fine.**
- Are any outside caterers allowed: **Yes. We do not provide catering services.**
- Alcohol allowed: **Yes. Beer and wine only. If you have kegs, we have a 2 keg limit and we charge \$50 per keg that is over the 2 keg limit. The kegs have to be in the bar area and NOT on the ballroom hardwood floors.**

Our requirements with alcohol are as follows: Alcohol may be served at social occasions that are associated with a religious, civic, educational, or cultural

event (e.g., reception or dinner that is part of a conference or exhibit, wedding or funeral reception, recognition or awards banquet, fundraisers for nonprofits or political campaigns). Private parties where alcohol is served at Old Brick shall be by invitation only and shall not be open to the public. Alcoholic beverages may not be sold or advertised. If using a cash bar at a wedding or event, a licensed caterer must be used. Food and non-alcoholic beverages must also be provided.

- Parking availability: We have a parking lot that has 22 spaces. We do not have a fee for parking in our lot. There is a lot under the Pappajohn Business building as well as the IMU parking ramp down the street. Additional metered street parking is also available. Many hotels also offer shuttle service to Old Brick.

Ceremony and Reception Space:

- Room dimensions: I have attached a document with the layout of the ballroom and its measurements.
- Max capacity: We have a max capacity of 300 seated and 250 for reception.
- Are candles allowed? Yes. They must be in a vase and the vase needs to be one inch higher than the flame.
- Are tables provided? If yes, what size/shape are the tables? Yes
I have attached our ballroom rental list that has the size and shape of the tables and everything else that is included with your rental price.
- Are chairs included? Yes, We have 207 white resin folding chairs and an additional 20 similar chairs.
- Are napkins provided? No
- Are tablecloths provided? No
- Are plates included? No
- Is silverware included? No
- Is glassware included? No
- Are we able to customize the layout of the room? Yes

Cocktail Hour Space

We have a small room just off to one side of the ballroom that is used for the bar area. We also have a brand new 2000 sq. foot patio outside the front entrance of the building. When the weather is cooperating, many couples use this space for a cocktail hour.

- Bar Area Room dimensions: This is in the document with the layout of the ballroom and its measurements.
- Are plates included? No
- Is silverware included? No
- Is glassware included? No

Miscellaneous Information

- What is the cancellation policy? The deposit is nonrefundable if you cancel prior to your date.
- What is the date change policy? If the new date is available, we can roll the deposit to the new date.
- How many hours are allowed for setup/when is room access time? If you rent Friday or Saturday, you can start setting up as early as 7:30 AM.
- What load in and load out times must vendors adhere to? We are flexible with the times that the vendors will need to come in to set up. When it comes to cleaning up, your vendors need to be down cleaning and loading up by 1 AM.
- Is ceremony rehearsal time included or extra? Included if you rent Friday.
- When are final counts due? We do not require a final count as long as it is under our max. capacity.
- Is extended time available? If so, what is the fee? We cannot rent Sunday out because we have church services. You will be charged a \$100 late fee for anything left that needs to be picked up.
- Can cake come from an outside vendor? Yes
- Are there any music/dj/band/noise restrictions? No, we just ask that the reception be wrapping up by 1 AM.
- Is security available? Yes. We have security cameras with 24 hour surveillance.
- Does the venue have liability insurance? Yes but we do not have dram shop insurance.
- Is directional signage provided? No
- What kind of electricity is available (i.e. enough for dj/band)? This is included in the ballroom rental list that I attached to the document.
- Are there any decor restrictions? Yes. Absolutely no glitter or confetti allowed. (if used you will be charged a cleaning fee out of your deposit). Candles must be in vases with sides one inch above flame. Nothing may be adhered to the walls. Damage to any walls may be charged to your deposit.
- Does the venue have any audio visual equipment? Yes, we have two brand new wireless projectors and screens available for an additional fee.
- What fees should we expect? ex. service charge, tax, admin fee, etc.: We do not have any hidden fees. Our fees include a usage fee, security service fee, clean up fee, and security deposit fee. There is an additional fee for table and chair set up, and for use of our wireless projectors.