



# Heritage Center

## AT MAHAFFIE

### RENTAL INFORMATION AND PRICING

#### Rental Pricing

			Rental Rate	Additional Hours
April-October	Saturday	8 hour block	\$2,400	
	Friday	8 hour block	\$2,000	
	Sunday	4 hour block	\$1,000	\$225/hour
	Monday-Thursday	4 hour block	\$600	\$125/hour
November-March	Saturday	8 hour block	\$2,000	
	Friday	8 hour block	\$1,600	
	Sunday	4 hour block	\$800	\$175/ hour
	Monday-Thursday	4 hour block	\$500	\$100/hour

#### Wedding Packages

Ceremony & Carriage	Historic/Front Porch	\$600
Ceremony & Carriage	Heritage Center/South Lawn	\$400

#### Additional Fees

Security Guard	\$40/hour	Required for alcohol service
Additional Set-up/Tear-down	\$75/hour	During times guests are not present
Stagecoach Guest Rides	\$350	2 hour block
Ceremony: Horse Drawn Carriage	\$250	Entrance, exit and photos (1 hour maximum)
Guest Rides: Horse Drawn Carriage	\$300	2 hour block
Ceremony: Historic Grounds/Front Porch	\$400	Set-up and tear-down included; 200 chairs available
Ceremony: Heritage Center South Lawn	\$200	Set-up and tear-down included; 200 chairs available
Decorative Lighting	\$250	Edison bulbs hung in the center of the Assembly Hall

## Payment Schedule

A non-refundable deposit is due at time of booking, 50% of the rental fee is due 4 months prior to event, and final rental fee, add-ons, and security deposit due 1 month prior to event.

## Damage Deposit

A \$300 security deposit is due at the final meeting. The Site may retain all or a portion of the security deposit if physical damage is done to any of the buildings or grounds, if significant cleaning above and beyond normal use is required or if the Site deems any action by the client and/or guest inappropriate. Security deposits can be made by check and will be refunded by check or credit card and will be refunded directly to card within 30 days.

## Cancellation Policy

For reservations cancelled 4 months (120 days) or more prior to the event date, the Site retains the 20% deposit

For reservations cancelled 31 to 119 days prior to the event date, the Site retains the 20% deposit and 50% rental fee payment

For reservations cancelled within 30 days of the event date, the Site retains 100% of any fees paid

A reservation may be rescheduled up to 6 weeks prior to the original event date with no penalty

## Included in the rental fee

Use of venue for the contracted time

Setup and teardown of tables and chairs

Client and vendor set-up time during the Site's operating hours or as stated on confirmation letter

**Furnishings:** 5' round tables (seat 8), 6' banquet tables, 4' tables, 30" x 30" square tables, 42" tall cocktail tables, folding wood chairs, high chairs, coat rack

Portable Bar

**A/V Equipment:** Large screen TV, Bluetooth speaker, wireless microphone

Final meeting and walk through (*typically 3-4 weeks prior to event*)

On-site staff member during Set-up and Event

Open catering policy



THE COMMUNITY ROOMS AT

*The Olathe Community Center*

RENTAL INFORMATION AND PRICING

Rental Pricing

WEEKEND RATE Friday (after 4pm), Saturday, Sunday	ROOM	SEATING CAPACITY	RATE (4 HOUR MIN)	
	1 Room	64	\$60/ Hour	
	2 Rooms	128	\$120/ Hour	
	3 Rooms	192	\$180/ Hour	
WEEKDAY RATE Monday-Thursday & Friday (before 4pm)	ROOM	SEATING CAPACITY	CIVIC/ NON-PROFIT RATE (2 HR MIN)	PUBLIC/ BUSINESS RATE (2 HR MIN)
	1 Room	64	\$35/ Hour	\$45/ Hour
	2 Rooms	128	\$70/ Hour	\$90/ Hour
	3 Rooms	192	\$105/ Hour	\$135/ Hour
AFTER-HOURS RATE Monday-Friday after 9pm Saturday after 6pm Sunday after 5pm	ROOM	SEATING CAPACITY	RATE	
	1 Room	64	\$80/ Hour	
	2 Rooms	128	\$160/ Hour	
	3 Rooms	192	\$240/ Hour	

All-Day Rate

Saturday	10:00am - 12:00am	\$2,200
Community Rooms A, B, & C   Patio   Kitchen		

Additional Fees

Security Guard	\$40/hour	Required for alcohol service
A/V Equipment	\$50	

## Payment Schedule

At booking | One hour's room rental or 20% of the total fee, whichever is greater  
120 Days or less, prior to rental date | 50% of the base rental fee  
14-30 Days prior to rental date | Final rental fee, additional fees and damage deposit  
We accept payment by check, cash or credit card.

## Damage Deposit

A \$300 security deposit is due with the final rental fees prior to the event. The Venue may retain all or a portion of the security deposit if physical damage is done to any part of the Community Center, patio, grounds, if significant cleaning above and beyond normal use is required, or if the Venue deems any action by the client and or guest inappropriate. The client may provide a check or credit card for the damage deposit.

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Included in the rental fee

- Use of the Community Room(s), catering kitchen and patio during contracted time
- On site staff during setup and event
- Setup and teardown of tables and chairs

\*Client setup and cleanup must occur within the hours of the contracted time

Furnishings: 5' round tables (seats 8); 6' banquet tables; 8' banquet tables; 6' seminar tables; 42" tall cocktail tables; banquet chairs

Portable Bar



# Eagles Landing

## AT LAKE OLATHE

### RENTAL INFORMATION AND PRICING

#### Rental Pricing

<b>APRIL - OCTOBER</b>			
ALL-DAY RATE	Friday	10am - 12:30am	\$3,000
	Saturday	10am - 12:30am	\$3,500
	Sunday	10am - 12:30am	\$2,600
	Monday-Thursday	10am - 12:30am	\$2,200
HOURLY Prime Time (6 Hour Min)	Friday	4pm - 12:30am	\$350/ Hour
	Saturday	8am - 12:30am	\$350/ Hour
	Sunday	8am - 4pm	\$350/ Hour
HOURLY Non-Prime Time (4 Hour Min)	Friday	8am - 4pm	\$250/ Hour
	Monday-Thursday	8am - 12:30am	\$250/ Hour

<b>NOVEMBER - MARCH</b>			
ALL-DAY RATE	Friday	10am - 12:30am	\$2,600
	Saturday	10am - 12:30am	\$3,000
	Sunday	10am - 12:30am	\$2,200
	Monday-Thursday	10am - 12:30am	\$1,800
HOURLY Prime Time (6 Hour Min)	Friday	4pm - 12:30am	\$300/ Hour
	Saturday	8am - 12:30am	\$300/ Hour
	Sunday	8am - 12:30am	\$300/ Hour
HOURLY Non-Prime Time (4 Hour Min)	Friday	8am - 4pm	\$200/ Hour
	Monday-Thursday	8am - 12:30am	\$200/ Hour

## Additional Fees

Security Guard	\$40/hour	Required for alcohol service
Colored LED Lighting	\$75	
Projector and Screen	\$75	

### **Damage Deposit**

A \$300 security deposit is due with final balance 2 weeks prior to the event. The Venue may retain all or a portion of the security deposit if physical damage is done to any part of Eagles Landing, the deck or grounds, if significant cleaning above and beyond normal use is required, or if the Site deems any action by the client and or guest inappropriate. The client may provide a check or credit card for the damage deposit

### **Cancellation Policy**

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### **Capacity**

Banquet seating for 192 guests (without a dance floor area), 160 (with dance floor area)

### **Included in the rental fee**

Catering kitchen

Setup and teardown of tables and chairs

Two dressing rooms

On-site staff during setup and event

Client setup and cleanup must occur within the hours of the contracted time

**Audio/ visual equipment includes:** Projector, Screen, Bluetooth speakers, Wireless remote presenter, Microphone and HDMI cords

### **Open Catering Policy**