Planning Your Perfect Event

When can I visit the Site to view the event spaces?

- Self-guided tours of the venue are available Monday through Saturday from 10 a.m. – 4 p.m. and Sundays from 12 p.m. – 4 p.m. no appointment needed.
- To schedule a private tour or after hours tour please contact our Rental Coordinator at LHDaganaar@OlatheKS.org or 913.971.5501

What does the rental fee include?

- Use of the venue for the contracted time (includes setup and tear down)
- Equipment available:
  - 33 - 60" round tables (seats 8)
  - 19 - 6’ buffet tables
  - 4 - 4’ round table
  - 2 - 2’x2’ tables
  - 6 - 42” tall cocktail tables
  - 310 - Banquet chairs
  - 3 - High chairs
  - 2 - Coat rack
  - 1 - Portable bar
- Use of dressing room located in the basement
- On site staff during set up and event
Venue Information

Capacity:

- **Assembly Hall**
  - Banquet seating for 150 guests (without a dance area)
  - Banquet seating for 112 guests (with a dance area)

- **Covered Patio**
  - Banquet seating for 90 guests

Open Catering Policy

**Caterers Kitchen:**

- The kitchen is furnished with a commercial refrigerator, freezer, microwave, holding cabinets and ice machine

**Audio Visual Equipment Package:**

- Large Screen TV
- DVD Player
- Wireless Microphone
- Portable Speaker
Alcohol Policy:

- Alcohol must be provided through rental client or caterer.
  - Guests cannot bring in their own alcohol or serve themselves
- A designated bartender must be assigned (21+) to serve guests
- A Security Guard, at $40/ hour, is required for event serving alcohol. Security is required from the time alcohol service begins through the end of your contracted rental time.
  - For a full list of regulations, please refer to the Rental Agreement.

Ceremony Locations:

- Heritage Center patio
- Historic grounds including front porch of historic house
- South Lawn of Heritage Center

Final Meeting and Walk Through

- Typically held 2 weeks prior to event
- Create your floor plan
- Collect vendor information and the alcohol policy
- Final payment due for the rental fee, add-ons and security deposit
Weddings at the Site

What about rehearsal time?
- Rehearsals are available based on availability of the venue.

Am I required to have a wedding planner?
- Please know that Venues at 061 supplies the wedding venue, but does not offer wedding planning services.
- We encourage you to have a wedding planner and/or day of coordinator for your event.

Decorations:
- Candles must be in a votive or enclosure
- Painters tape and command strips are allowed
- Fishing line, rope, ribbon, etc. are suggested when hanging item from the timber frame
- NO duct tape, nails, screws, tacks, etc., are allowed
- All decor and items used to hang must be removed at the end of your event
Reservations and Payment

Can my date be held while I make a decision?
- You may place a seven day hold on the venue without a deposit
- After seven days if no action has taken place on your part to reserve the date, the hold will be released

When are the Contract, Deposit and Final Payment due?
- When you are ready to reserve the date and venue the signed contract and deposit are due
- We accept payment by check, cash, and all major credit cards. Checks should be made payable to City of Olathe
- We collect the remaining balance, security deposit and any add-on at your final meeting

Do you require a security deposit?
- A $300 security deposit is required for events. This deposit is due at your final meeting and is refundable after the event, assuming that there was no damage

What are your policies for cancellation or changing a date?
- Cancelation prior to 4 months before the event, client will receive a full refund
- Cancelation within 4 months of the event, the client receives 50% refund
- Cancelation with 2 weeks of the event, the client is unable to receive a refund
- A date transfer is allowed for one transfer up to 10 weeks prior to original date

Rental Program Coordinator
Lorna Daganaar
Phone: 913.971.5501
Email: lhdaganaar@olatheks.org
Heritage Center Assembly Hall

Featuring a dramatic wood timber frame interior and intimate setting with stone fireplace. The Assembly Hall is a perfect venue for your rustic wedding.

Heritage Center Covered Patio

The Outdoor covered patio features beautiful views of the historic grounds. Perfect for ceremony, cocktail hour, reception, etc. with ceiling fans, heaters, and a gas fireplace.
South Lawn Ceremony

The South Lawn, just steps from the Heritage Center, is a romantic setting perfect for an outdoor wedding ceremony. Say, “I do,” amongst the tree lined background.

Historic House Front Porch Ceremony

Our 150 year old historic farm house creates a charming scene for your wedding ceremony. Avow your love at the steps, surrounded by family and friends.
## NOVEMBER - MARCH RENTAL RATES

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>RATE</th>
<th>Additional Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRIDAY</td>
<td>8 HOUR BLOCK</td>
<td>$1,600</td>
<td></td>
</tr>
<tr>
<td>SATURDAY</td>
<td>8 HOUR BLOCK</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>4 HOUR BLOCK</td>
<td>$800</td>
<td>$175</td>
</tr>
<tr>
<td>MONDAY – THURSDAY</td>
<td>4 HOUR BLOCK</td>
<td>$500</td>
<td>$100</td>
</tr>
</tbody>
</table>

## NOVEMBER - MARCH WEDDING PACKAGES

<table>
<thead>
<tr>
<th>PACKAGE</th>
<th>CEREMONY LOCATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEREMONY &amp; CARRIAGE</td>
<td>HISTORIC HOUSE FRONT PORCH</td>
<td>$600</td>
</tr>
<tr>
<td>CEREMONY &amp; CARRIAGE</td>
<td>HERITAGE CENTER OR SOUTH LAWN</td>
<td>$400</td>
</tr>
</tbody>
</table>

## ADDITIONAL FEES

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INFORMATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>Required For Alcohol Service</td>
<td>$40/hour</td>
</tr>
<tr>
<td>Additional Setup/Teardown</td>
<td>During Times Guests Are Not Present</td>
<td>$75/hour</td>
</tr>
<tr>
<td>Stagecoach Guest Rides</td>
<td>2 Hour Block</td>
<td>$350</td>
</tr>
<tr>
<td>Ceremony Horse Drawn Carriage</td>
<td>Entrance, Exit And Photos (1 Hour)</td>
<td>$250</td>
</tr>
<tr>
<td>Guest Horse Drawn Carriage Rides</td>
<td>2 Hour Block</td>
<td>$300</td>
</tr>
<tr>
<td>Ceremony: Historic House Front Porch</td>
<td>Setup/Teardown Included- 200 Chairs</td>
<td>$400</td>
</tr>
<tr>
<td>Ceremony: Heritage Center South Lawn</td>
<td>Setup/Teardown Included- 200 Chairs</td>
<td>$200</td>
</tr>
</tbody>
</table>
# APRIL - OCTOBER RENTAL RATES

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME Description</th>
<th>RATE</th>
<th>Additional Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRIDAY</td>
<td>8 HOUR BLOCK</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>SATURDAY</td>
<td>8 HOUR BLOCK</td>
<td>$2,400</td>
<td></td>
</tr>
<tr>
<td>SUNDAY</td>
<td>4 HOUR BLOCK</td>
<td>$1,000</td>
<td>$225</td>
</tr>
<tr>
<td>MONDAY – THURSDAY</td>
<td>4 HOUR BLOCK</td>
<td>$600</td>
<td>$100</td>
</tr>
</tbody>
</table>

# APRIL – OCTOBER WEDDING PACKAGES

<table>
<thead>
<tr>
<th>PACKAGE</th>
<th>CEREMONY LOCATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEREMONY &amp; CARRIAGE</td>
<td>HISTORIC HOUSE FRONT PORCH</td>
<td>$600</td>
</tr>
<tr>
<td>CEREMONY &amp; CARRIAGE</td>
<td>HERITAGE CENTER OR SOUTH LAWN</td>
<td>$400</td>
</tr>
</tbody>
</table>

# ADDITIONAL FEES

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INFORMATION</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>Required For Alcohol Service</td>
<td>$40/hour</td>
</tr>
<tr>
<td>Additional Setup/Teardown</td>
<td>During Times Guests Are Not Present</td>
<td>$75/hour</td>
</tr>
<tr>
<td>Stagecoach Guest Rides</td>
<td>2 Hour Block</td>
<td>$350</td>
</tr>
<tr>
<td>Ceremony Horse Drawn Carriage</td>
<td>Entrance, Exit And Photos (1 Hour)</td>
<td>$250</td>
</tr>
<tr>
<td>Guest Horse Drawn Carriage Rides</td>
<td>2 Hour Block</td>
<td>$300</td>
</tr>
<tr>
<td>Ceremony: Historic House Front Porch</td>
<td>Setup/Teardown Included- 200 Chairs</td>
<td>$400</td>
</tr>
<tr>
<td>Ceremony: Heritage Center South Lawn</td>
<td>Setup/Teardown Included- 200 Chairs</td>
<td>$200</td>
</tr>
</tbody>
</table>