

Olathe Parks and Recreation is pleased to make its facilities available for special events. The Heritage Center at the Mahaffie Historic Stagecoach Stop & Farm (the Site) operates to serve the community as a division of the City of Olathe, therefore there are restrictions placed upon its use. To help make your decision regarding the use of the Heritage Center, we ask that you study our policies carefully.

- The Site does not allow any activity or event which may result in damage or disturbance to the Site grounds or facilities, or which may interfere with public use during Site operating hours.
- All activities or events at the Site must be consistent with the purposes of the Site and appropriate for the facilities.
- All activities and entertainment must be approved in advance by the Site.
- All decisions regarding the use of the facilities are made with these principles in mind.
- The City of Olathe reserves the sole right to determine appropriate use and to interpret these guidelines.
- Because the Site is a public institution, we do not allow activities that charge admission for the personal profit of others.
- Site facilities may not be used for commercial promotions and any other function that may conflict with the interest or mission of the Site, or events which the Site is unable to serve appropriately or adequately.
- The site is available for use by groups, organizations, and businesses when there are no conflicting center activities.

PAYMENTS

A non-refundable deposit is due at time of booking. The deposit is twenty percent (20%) of the rental fee or one hour's room rental, whichever is greater. Fifty percent (50%) of the rental fee is due 120 days prior to the event date. The final rental fee and any additional fees are due at final payment. Failure to meet payment deadlines may result in forfeit of the reservation and any fees paid.

DAMAGE/CLEANING DEPOSIT

- A \$500 refundable damage/cleaning deposit is required for all reservations.
- The damage deposit is due at the final detail meeting
- The rental client will not be charged unless there are damages, policy violation or misconduct.
- If damage to the facility or its equipment should exceed the deposit, the deposit will be retained, and the Center staff will assess additional charges.
- Any additional charges will not exceed the cost of repair or the replacement of the damaged items.
- The client will be notified of any violations or damages by telephone, email, or mail.

Payments may be made by cash, credit card or check. Checks must be made payable to City of Olathe.

INCLUDED WITH RENTAL FEE

- Use of the venue for the contracted time
- Room Setup (tables and chairs) by Site staff
- Client/Vendor setup time during the Site's hours of operation or as stated
- Use of the patio, kitchen, and lower-level dressing room
- On-site staff member during client set-up, event, and cleanup

POLICIES AND PROCEDURES

- Rental clients will be allowed to access the area rented during the approved setup time and contracted event time only.
- Set up and clean up must be conducted during the contracted rental time.
- Additional hours or changes in rental hours must be made at least one week prior to the event date.
- Due to staff scheduling considerations; rental hours cannot be extended the day of your event.
- All rental clients must designate a contact person to communicate with Site staff during the event and to complete the Facility Exit Walk-Through form at the end of the event.
- The Site shall furnish light, heat, air-conditioning, and janitorial services incidental to ordinary building usage.
- Site staff and their representatives shall have the right to enter all rooms at any time during scheduled events.
- Site staff must approve all signs.
- Signs other than direction aids and even name will not be allowed outside the immediate rental area including but not limited to political, campaign, advertising and/or slogans, etc.
- Clients using amplified sound systems: If there is a complaint from neighboring residents or groups and the complainant determines the noise to be excessive, unreasonable, or unusually loud to the point where it would disturb, injure, or endanger the comfort of a reasonable person, the client will be required to make appropriate adjustments.
- Groups mainly composed of youth ages eighteen (18) and younger must be always supervised by an adult and may be subject to additional staff charges. No alcohol service will be allowed for these events.
- Smoking is prohibited in the building and within 10 feet of doors or windows.
- Restrooms are designated for the use of the historic site patrons during business hours.
- The Site reserves the right to book concurrent events in the Heritage Center and on the Mahaffie grounds.
- Designated Parking is available for events held at the Heritage Center and on the Mahaffie Grounds.
 - o Heritage Center event attendees have the use of the parking lot on the east side of the Heritage Center building.
 - o Mahaffie grounds event attendees have the use of the parking lot to the south of the historic home and barn.
 - o Parking is not allowed on the historic site grounds.
- Gambling is prohibited.
- Animals, except for service animals, are not permitted on the Site unless part of an authorized program.
- Anyone violating the established Rules and Regulations, or constituting a public nuisance, will be instructed to leave the facility and grounds.
- The misuse of the Site and grounds will be sufficient reason for terminating the agreement with no refund.

CATERING

- The Site is an open catering facility.
- The client may use any caterer or bring in their own food.
- There is no caterer fee
- Any carving of meat must be done in the kitchen and must not be allowed to drip on the floor.
- Grills are not allowed on the patio.
- The Heritage Center kitchen is not equipped or licensed for cooking for large groups.

DECORATING

- The rental client is responsible for all decorating and other special preparations necessary for the event (as approved).
- Painters tape for delicate surfaces is allowed.
- All tape and adhesives must be removed by the client.
- No harsh adhesives, nails, staples, tacks, screws, etc. are allowed for use on, walls, windows, trim, furnishings, or equipment.
- Command strip adhesive may be used on wood, metal, or glass surfaces.
- Command strip adhesive is not allowed on painted, sheet rock walls.
- Candles are allowed if they are in an enclosure.
- The use of confetti in any form (paper, rice, metallic cut-outs, glitter, etc.) is prohibited.
- Client is responsible for bringing all items necessary for decorating.
- The Site does not provide china, flatware, kitchen supplies, linens, or decorations, etc.

CLEAN-UP

- The client must clear all areas rented of trash, personal items, and food.
- Client must take all trash to the designated dumpster.
- The kitchen area and bar must be left in the condition in which it was prior to the event.
- The Site is not liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules.
- Client set up and clean-up must be planned for and accomplished within the contracted hours.

VENDORS

- Prior to the event, the rental client must inform the Site of all vendors, equipment and special items that will be used.
- Some requests may be subject to approval.
- All vendors (bands, DJ's, photographers, rental companies, etc.) must depart by your contracted end time.
- The client will be charged for any additional time past the contracted departure time.
- Failure to vacate the facility at the contracted end time will result in additional billing at your contracted hourly rate.
- Client must inform all vendors of this policy.