

Terms and Conditions

- Deposit is due at booking. No dates will be held until deposit and signed contract are received
- Remaining balance is due 7 days prior to event
- Deposit must be made with a valid credit card and the remaining balance will be charged automatically 7 days prior to your event unless other prior arrangements have been made.

There will be no further charges made to your card under these conditions:

- No items were missing at the end of your event and no damage other than normal wear and tear were done to the event space or property used during the event
- Event space and any props used are left in same or better condition than when you arrived. There is a \$100 cleaning fee
- There were no violations to the rental agreement and all payments were made in full
- There were no additional expenses during your event (extra time, linens, access, etc.)
- Renters are responsible for their guests and their care of event space, fixtures and props including but not limited to:
 - Furniture
 - Floors
 - Building
 - Outdoor space including cemetery
 - Restrooms
 - Walls
 - Etc.
- How Rental Time is calculated:
 - Total hours during which space is otherwise unusable by us or another event including set up, event, cleanup, teardown / move out
 - Any additional hours or portions of an hour will be automatically billed and charged to the credit card on file at a rate of \$50 per hour
- Cancellation Policy:
 - Deposit is non-refundable, if you must cancel an event you may use the deposit towards another event within a calendar year provided the cancellation is made more than 30 days prior to the event
 - Events cancelled less than 30 days prior to the event are non-refundable or transferable

- If event is cancelled after the final payment is made 7 days prior to event there will be no refund

Event Center Arrival and Setup

- Please check in with a staff member as soon as you arrive so that they may:
 - Answer any questions you may have
 - Show you best access to the space for set up
 - Show you where any necessary supplies are located
 - Help you connect your phone or other device to sound system if applicable
 - Help set up a slideshow if applicable
- These items are available during your event at no extra charge (please see staff member prior to using any other items not listed)
 - Any decorations already in the space (please do not move any of these items without assistance)
 - Guest Wi-Fi: password will be given to you by the staff member
 - 6 church pews
 - Up to 40 furniture style chairs
 - Coat rack
 - Check in station
 - 2 restrooms
 - Due to contracts with local artists any artwork must remain on the walls
- These items are available for an extra charge (see detailed list):
 - Selfie station backdrop and props
 - Fresh floral arrangements
 - Additional tables, chairs and linens
 - Catering services
 - Food Truck (see approved list of providers)
 - Self-print photograph station
 - Music / video / slideshow production

Event Center Additional Considerations

- Alcohol: if your event will be serving alcohol please ask for a copy of our guidelines and fees
- Kitchen: the kitchen is used by KC Kitchen Center for classes and personal use so please:
 - Only the event host(ess) or catering professionals are allowed in the kitchen
 - Please use only utensils, pots/pans, etc. that you have provided
 - You do have access to a convection oven, microwave, coffee maker, 2 air fryers and designated cold shelves in the refrigerator. Please do not use appliances not reviewed by the event staff
 - Please do not open or use any food containers that you did not bring
- Cleaning:
 - If you have purchased the \$100 cleaning package, we simply request you remove any of your items, bag trash and take it to the kitchen, wipe up anything sticky or that could stain and we will do the rest!
 - If you did not purchase the cleaning package please leave the space in as good as or better condition than when you arrived or a \$100 cleaning fee will automatically be charged to the card, we have on file for the event
 - Please include time for cleanup in your rental fee
- Before you leave:
 - We know events are exciting and often chaotic as you tear down. Please take one more sweep through the space and make sure you remove any personal items or items that may have been left by your guests. We will keep any items in a Lost & Found box for 48 hours after the event for identification and pick up. Any items left after 48 hours will be donated across the street at KARM
 - Please remember to leave the area in as good as or better condition that when you arrived so that we can all enjoy this beautiful space for years to come!