



## *Heritage Center Information Packet*



*Photo provided by MC Studios*

The Heritage Center serves as the visitor center for Mahaffie Stagecoach Stop and Farm Historic Site, a division of the City of Olathe's Parks and Recreation Department.



*“To engage visitors with hands-on experiences of 1860s farming, frontier life, and stagecoach travel while preserving the nationally significant Mahaffie story.”*



# *Heritage Center Rental FAQ's*

## ***Planning Your Event***

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

- Self guided visits of the venue are available Wednesday through Saturday between 10 a.m.- 4 p.m. and Sunday 12 p.m. – 4 p.m. during our operating hours. No appointment needed, simply let the front desk know that you are interested in holding an event here and would like to view the space. A rental staff will be on site Saturdays 10 a.m.- 4 p.m. to show the site and answer questions.
- We offer private site visits to view our venue Monday- Friday between 9 a.m.- 5 p.m. Please contact us to set up an appointment in advance and to check for venue availability.

### **What does the rental fee include?**

- Usage of the venue for the contracted time
- Set up hours day of the event
- Equipment available:
  - 33- 60” round tables (seats 8)
  - 19- 6’ buffet tables
  - 4- 4’ tables
  - 2- 2x2 tables
  - 6- 42” tall high boy tables
  - 310 folding chairs
  - 3- high chairs
  - 2- coat racks
- Dressing room
- Final meeting and walk through (typically held 2 weeks prior to event)
- On site staff during set up and event

### **What times may events be held?**

- Events may be held between the hours of 4:30 p.m. and 12:30 p.m. Monday- Sunday. The length of the event and time availability varies by date; please see our Rental Packet.

### **Is smoking allowed?**

- We follow the City of Olathe policy on smoking in public spaces. Smoking is prohibited in the Site structures and within 10 feet of doors or windows.

### **May we use a tent? What happens if it rains?**

- The Site does allow tents adjacent to the Heritage Center space. Clients are not allowed to place a tent on the historic grounds.
- If you are planning an outdoor ceremony or event we can discuss rain alternatives at your final meeting.

### **Does the venue fee include tables and chairs?**

- The site does offer tables and chairs for the clients use. Equipment is designated for each space. The site offers chairs for ceremonies on the Site grounds.

### **How much time do I have for set-up and tear down?**

- The client is responsible for the set-up and tear-down of their décor. Set-up can be conducted during our operating hours, day of event. Tear-down need to be planned for as part of your rental hours. Please plan accordingly if you need more tear-down time.
- Additional set-up and tear-down hours can be purchased upon request.

**Do you have a floor plan of the venue?**

- Floor plans are available in the Rental Packet or by contacting the **Rental Coordinator**.
- Floor plan suggestions are available upon request.
- A final floor plan will be created for your event at the final meeting.

**Are candles allowed?**

- **Candles are allowed in the rental spaces, as long as they are in an enclosure so the flame is covered.**

**Do I need to rent a dance floor?**

- We do not recommend renting a dance floor for the Heritage Center Assembly room as the floors are a smooth surface.
- If you prefer, you are welcome to rent a dance floor from an outside rental company for the Heritage Patio or Mahaffie grounds.

**What décor is not allowed?**

- Confetti, rice, and glitter are not allowed. Candles must be in a votive or enclosure so the flame is covered.
- Painters tape or 3M masking tape use is allowed but must be removed following the event. No duct tape, nails, screws, tacks, etc. are allowed to adhere décor. We suggest fishing line, rope, ribbon, etc. to tie items from the beams.

**May I bring in my own catering?**

- Yes, we are an open catering facility.

**May I bring in my own alcohol?**

- You are welcome to provide the alcohol for the event. See our **policies for full alcohol service requirements**.
- Individuals/Guests are not allowed to bring in their own alcohol. All alcohol must be provided through the client or caterer and have a designated bartender to serve alcohol.
- Please see our policies for our full alcohol policy.
- Events serving alcohol require a security guard fee of \$40/hour from the time alcohol service starts through the end of your contract rental time.

**Do you have any vendor requirements?**

- The site offers a recommended list, this list is provided to aid in your vendor search. You are not restricted to this vendor list.

## ***Weddings at the Site***

**When will the final meeting and walk-through occur?**

- The Site requests that a final meeting and walk through take place with the client, the Site Rental Coordinator, caterer and day of contact person 2 weeks prior to your event. We collect vendor and Alcohol policy at this time. The client is responsible for setting up a meeting time. Please contact the Site for a reserved time prior to speaking with your other contacts.
- Final payment for the rental fee and add-ons are due at this time, as well as the security deposit.

**What about rehearsal time?**

- Rehearsals are available on a first come, first serve basis, based on availability. We will work with you to set up a time. The buildings will not be accessible and there will not be a staff person present during after hour rehearsals.

**Do you offer dressing rooms for the wedding party?**

- The site offers a small dressing area for the bridal party located in the Heritage Center basement. The house is not available to get ready in.

**Am I required to have both a ceremony and reception?**

- You may have a ceremony only, reception only, or both.
- Available Ceremony locations are:  
Heritage Patio; Historic grounds including Front Porch, South Lawn of Heritage Center

**What will the Site do to help plan our wedding?**

- The Site facilitates the rental application process, contracts and payment for your event. We are available for questions regarding Site use or policies.
- Attend the final meeting and walk through.
- Provide Staff member during set-up and event for any facility questions or needs

**Am I required to have a wedding planner?**

- We encourage you to have a wedding planner and/or day of coordinator for your event. While wedding planners are not required, we ask that you choose someone as a day of contact for final walk through and in case the Site needs to contact someone regarding your event.
- A day- of coordinator, whether this is a professional planner or friend is highly recommended to alleviate stress by helping to plan all the details. A wedding planner can save you money through their vendor connections, setting your mind at ease on the wedding day knowing that you are in good hands.

**Do you have any requirements for the cake?**

- You can use any bakery or family contact for the cake.
- We do offer a list of recommended vendors that are familiar with the site.

**Do you have any photography requirements?**

- You are welcome to take pictures on the Site. We do request that you are mindful of the Site patrons during our open hours, pictures are not allowed in the Mahaffie home. If you plan to take pictures on the grounds please discuss this with the Rental Coordinator. Photography guidelines will be provided at that time.
- We love photos! Please feel free to share your photos with us after 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.
- Please let us know if you wish to reserve the date or release the hold within the allotted time period. After seven days if no action has taken place on your part to reserve the date the hold will be released.
- If there is already a hold on the date you are interested in, you may place a second hold. In the case that the first hold is released, you will be contacted and have 48 hours to move forward with a reservation or to release the hold.

**Are there any additional taxes or fees in addition to the rental cost?**

- The Site does not pass on tax to the client. The rental prices listed are the total costs.

**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. The contract and payment can be returned via email, fax, mail or in person.
- We accept payment by check, cash, MasterCard or Visa. Checks should be made payable to City of Olathe.
- We collect the remaining balance, security deposit and any add-on at your final meeting, typically held 2 weeks prior to the event.

**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?**

- If a reservation is cancelled prior to 4 months before the event, the Site retains the deposit
- If a reservation is cancelled within 4 months of the event, the Site retains 50% of the rental fee.
- If a reservation is cancelled with 2 weeks of the event, the Site retains 100% of the rental fee.
- A date transfer (from one date to another) is allowed for one transfer up to 10 weeks prior to original date.

## *Heritage Center*

# *Make Our Past a Part of Your Future*

### **Weddings: Ceremonies and Receptions**

We offer a unique option for your special day. The Heritage Center features a dramatic wood timber frame interior, an intimate setting with a stone fireplace, and an outdoor covered patio with a fireplace.

### **Social Events**

The Heritage Center would be honored to host your next bar mitzvah, bat mitzvah, quinceanera, family reunion, anniversary party, retirement party, birthday party or rehearsal dinner.

### **Corporate and Non-Profit Events**

Break out of the mold for your next business meeting in the Heritage Center or Mahaffie grounds. Your group is invited to participate in team-building activities, breakout sessions, or a lunch, sit-down dinner, or holiday party decorated for the season.

### **Site Visits**

The Heritage Center offers complimentary admission for self-guided tours of our event space during operating hours. We invite you to stop by to preview our event space and speak with our rental staff on Saturdays between 11:00 a.m. and 3:00 p.m. You may also contact us in advance to schedule a site visit. We recommend that you call to check for available dates prior to your visit.

### **Book Your Event**

We recommend planning in advance as dates fill up quickly. A signed agreement and deposit must be reserved to reserve your date. Deposit required at the time of booking, with 50% of the rental fee due 4 months prior to the event. Final rental fee, add-ons, and security deposit is due 2 weeks prior to the event.

### **Additional Event Planning Information**

The rental fee includes the following items:

- Use of the venue for the contracted time
- Set-Up time during the Site's operating hours
- Final meeting (typically held 2 weeks prior to your event)
- On site staff member during event
- Tables and chairs

### **Event Contacts**

#### **Rental Coordinator**

Lorna Dagaanaar

Phone: 913.971.5501

Email: [lhdagaanaar@olatheks.org](mailto:lhdagaanaar@olatheks.org)

#### **Rental Assistant**

Susan DeSandre

Phone: 913.971.5111

Email: [mahaffie@olatheks.org](mailto:mahaffie@olatheks.org)







# *Heritage Center Rental Information and Pricing*

## **Rental Pricing**

			Rental Rate	Additional Hours
April-October	Saturdays	8 hour block	\$2,000	\$225/hour
	Friday and Sunday	4 hour block	\$1,000	\$225/hour
	Monday-Thursday	4 hour block	\$500	\$100/hour
November-March	Saturdays	8 hour block	\$1,600	\$175/hour
	Friday and Sunday	4 hour block	\$800	\$175/hour
	Monday-Thursday	4 hour block	\$400	\$55/hour

## **Additional Fees**

Security Guard	\$40/hour	Required for alcohol service
Additional Set-up/Tear-down	\$75/hour	During times guests are not present
Ceremony: Horse Drawn Carriage	\$350/hour	Bridal entrance, exit and pictures up to 2 hours of time
Guest Rides: Horse Drawn Carriage	\$350/hour	2 hour block
Ceremony: Historic Grounds/Front Porch	\$400/hour	Set-up and tear-down included; 200 chairs available
Ceremony: Heritage Center South Lawn	\$200/hour	Set-up and tear-down included

## **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 2 weeks prior to event.

## **Cancellation Policy**

Should you cancel your event, refunds are as follows:

<b>If the event is cancelled:</b>	<b>Non-Refundable payments:</b>
120 Days prior to event	Any rental fees paid other than the deposit
120 Days-30 days prior to event	Any rental fees paid other than the deposit and 50% rental fee
29-0 Days prior to event	No refund on any payments

Rental deposits can be applied to a rescheduled booking or to a booking at the Olathe Community Center.

## **Security Deposit**

A \$300 security deposit is due with final balance due 2 weeks prior to the event. The Site may retain all or a portion of the security deposit if physical damage is done to any part of the Heritage Center, grounds or Mahaffie house, 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.

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

Use of venue for the contracted time

Set-up time during the Site's operating hours or as stated on confirmation letter

## **Equipment:**

33- 60 in. round tables (seat 8), 19- 6 ft. buffet tables, 7- 4 ft. tables, 2- 2x2 ft. tables,  
6- highboy tables, 250 folding white plastic chairs, 3- high chairs, and 3- coat racks

## **Available A/V Equipment:**

Large screen T.V., DVD player, and Wireless Microphone

Final meeting and walk through (*typically 2-4 weeks prior to event*)

On site staff member during Set-up and Event

## *Heritage Center Venue Information*

### **Assembly Room (included in Heritage Center)**

Featuring a dramatic wood timber frame interior and intimate setting with stone fire place. Accommodates up to 150 guests for sit-down lunch, dinner, or meetings.



### **Heritage Patio (included in Heritage Center)**

Adjoining the West side of the Assembly Room, this patio is ideal for extended seating or wedding ceremonies. The patio offers a covered outdoor space with gas fire pit and ceiling heaters during chilly evenings. Accommodates up to 96 guests, for sit-down lunch, dinner or meeting; up to 130 guests for ceremony seating.



### **Bridal Dressing Room**



### **Prep Kitchen**





## *Heritage Center Site Policies*

Agreement is made with Mahaffie Stagecoach Stop and Farm Historic Site, a division of Parks and Recreation, a Department of the City of Olathe, hereinafter known as the Site.

Thank you for your interest in using the facilities at Mahaffie Stagecoach Stop and Farm Historic Site. The Site is pleased to make its facilities available for special events. However, since the Site is a living history museum and a division of the City of Olathe, there are a number of restrictions placed upon its use. To help you make your decision regarding the use of the Site, we ask that you study our policies carefully.

Because of the uniqueness of our facilities, 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.

- 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 Heritage Center, Heritage Patio, Mahaffie Grounds and Mahaffie House are available for use by groups, organizations, and businesses when the Site is closed to the public and/or when there are no conflicting Site activities

**Indemnification.** Licensee hereby releases, indemnifies and agrees to hold harmless Mahaffie and the City of Olathe and each of their agents, employees, officers, directors, officials and all of their respective heirs, successors, assigns and insurers (each an "Indemnified Person" and collectively, the "Mahaffie/ City of Olathe Indemnified Persons") from and against any and all claims, demands, damages, losses, liabilities, causes of action (whether based on contract, tort, strict liability, personal injury or otherwise), judgments, assessments, penalties, costs, and expenses of every kind or nature, including reasonable attorneys' fees, expenses of litigation and court costs, without regard to amount (collectively, "Losses") to the extent such Losses, directly or indirectly, arise out of, relate to, or are in any way connected with (i) this Agreement or the Event, (ii) any action or inaction of Licensee or Licensee's officers, directors, employees or agents, (iii) any action or inaction of any Event attendees, caterers or similar persons or entities, or (iv) any third-party claims brought against any Indemnified Person or any person or entity claiming rights hereunder.



## **Booking Policies:**

- A signed Rental Agreement and Deposit are required to confirm booking.
- A non-refundable deposit is due at time of booking, deposits are equivalent to 20% or one hour of rental; 50% of the rental fee due 120 days prior to event; and final rental fee, add-ons, and security deposit due 30 days prior to event. Failure to meet deadline may result in forfeit of the reservation. Cancellation Policy: Should you cancel your event, refunds are as follows:

<b>If the event is cancelled:</b>	<b>Non-refundable payments:</b>
120 Days prior to event	Any rental fees other than the deposit
120 Days - 30 days prior to event	Any rental fees other than the deposit and 50% of rental fee
29 - 0 Days prior to event	No refund on any payments

- Clients may transfer their original booking date to another available date. One transfer will be allowed per client. Additional transfers will be subject to a \$25 processing fee per transfer. A client may not transfer dates within 3 weeks of the scheduled event. The date must be cancelled and rebooked if desired.

## **Set-up/Tear-Down Policies:**

- Heritage Center Rentals: Client will be allowed to access building the day of their event. Set-up can be conducted during Site operating hours: Set-up hours are subject to change and are a courtesy to the client

Monday-Saturday      10:00 a.m. to 4:00 p.m.

Sunday                      12:00 p.m. to 4:00 p.m.

Additional, day of event, Set-Up/ Tear-Down hours are available at a \$75 per hour. Client must be respectful of site patrons and on-duty staff. Failure to do so may forfeit your ability to continue set up prior to your contract time. You and your vendors will be allowed to store items in our basement for pre delivery and post event pick up as requested.

- Ground Rentals: Client will be allowed to access the tent only on the day of their event for storing and/or assembling decorative items that will be set up on the grounds. All set-ups on the grounds can take place after the site closes at 4:00 p.m. Items belonging to the client that have been set up on the grounds must be removed by the end of the contracted time. No vehicles are allowed on the site grounds during open hours. Client must be respectful of site patrons and on-duty staff. Failure to do so may forfeit the ability to continue setting up prior to the contract time.

- All groups must designate two (2) individuals as primary contacts during and following the event. These contact people will communicate with the staff representative about questions and problems. Following the event, a contact person is required to complete the facility walk-through with the Site staff.

- Command hooks or Painters tape is allowed but must be removed following the event. No harsh adhesives, nails, staples, tacks, screws, etc. are allowed for use on, walls, posts, beams, windows and trim, tables or other equipment/facilities. Candles are allowed as long as they are in an enclosure. The uses of confetti in any form (paper, rice, metallic cut-outs, glitter, etc.) are prohibited. Client is responsible to bring supplies needed.
- All deliveries and load in need to be completed through the North side door. The East and West double doors are designated for museum patrons as an entry and exit. See the site set up guidelines for further information.
- The client must clear all areas rented of debris, pick up all trash, remove decorations and dispose of all food. Tear-down and clean-up time must be planned for during the contracted time. Additional tear-down hours may be contracted for at the rate of \$75.00 per hour.
- The use of the kitchen is included in the rental fee. **The Heritage Center kitchen is not licensed for the cooking and preparing of meals.** It is equipped with a refrigerator, ice machine and food warmer. The food warmer is intended for holding hot foods at a suitable temperature. The food warmer is **not** designed for cooking or warming frozen or cold food items. Mahaffie is not liable for any injuries due to misuse of the kitchen equipment.
- A \$300 refundable security (damage) deposit is required for all reservations. Rental clients are required to put down a credit card number or check for the security deposit two weeks prior to your reservation or at your final meeting. You will not be charged unless there are damages, policy violation or misconduct. In the event that damage to the facility or its equipment should be exceed the deposit, the deposit will be retained and the Site, if necessary 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.
- All vendors (bands, DJ's, Photographers, rental companies, etc.) must depart by your contracted end time. You will be charged for any additional time past your scheduled departure time. Rental groups are able to complete set up during our open hours, free of charge. Failure to vacate the facility at contracted end time will be billed at a rate of \$75 an hour. It is the renter's responsibility to inform all vendors of this policy.

#### **Alcohol Policies:**

- A signed alcohol policy is required for all alcohol service.
 

The serving or consumption of alcoholic beverages on the premises will be allowed under the following conditions:

  1. All City, County and State of Kansas laws pertaining to the serving of alcohol, including beer and wine, must be strictly followed. Serving alcohol to any person under the age of 21 is illegal and will not be tolerated.
  2. The serving, possession or consumption of alcohol, including beer and wine on the premises may be ordered discontinued at any time at the discretion of the City of Olathe. Inappropriate behavior, exposure to liability due to excessive drinking, intoxication of individuals, damage to property or injury to individuals, and other such activities will result in the closing of the bar and the discontinuance of the serving, possession or consumption of alcohol, including beer and wine.

3. Any function where alcohol is served will require a Security Officer at the cost of the renter. The Site will provide a Security Officer for the event. A fee of \$40 per hour will be charged for this service from the time alcohol is served until the end of the contract time.
4. Security Officer is present to enforce Site rules and regulations. Neither the Security Officer nor the Site is personally responsible for the conduct of your guests.
5. No alcoholic beverages will be allowed outside these designated areas: \_\_\_\_\_  
\_\_\_\_\_
6. No exchange of money for alcohol is allowed. Bartender tips are acceptable.
7. Alcohol service must cease at least 30 minutes prior to the end of your contract time.
8. Alcohol may not be consumed prior to times listed on the Alcohol Policy Agreement. No alcohol may be consumed during Set-Up/Tear-Down times.
9. Individuals/Guests are not allowed to bring in their own alcohol. All alcohol must be provided through the client or caterer.
10. A licensed bartender is highly recommended. The site will discuss use of a designated bartender under the following conditions:
  - a. Designated bartender contact information submitted at final meeting.
  - b. Designated bartender is an:
    - i. Individual 21 years of age or older
    - ii. Individual is assigned the sole task of bartending
  - c. Designated bartenders will be required to:
    - i. Sign the Alcohol Policy Agreement
    - ii. Arrive 30 minutes prior to service
    - iii. Show proof of ID

**General Policies:**

- The Site shall furnish light, heat, air-conditioning, janitorial services incidental to ordinary building usage. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform the Site of all equipment, caterers, or other special needs or uses prior to the event (i.e. grills, deliveries, room set-up, etc.) such requests must be made at your final meeting for consideration and approval.
- Restroom facilities are designated for the use of the museum patrons during business hours. Please plan accordingly for any preparation needed prior to your event. One dressing room is provided for your use. At this time we do not offer a secondary dressing area.
- The Site does not provide china, flatware, kitchen supplies, linens or decoration etc. for rentals.
- Groups mainly composed of youth ages eighteen (18) and younger must be supervised by an adult at all times and may be subject to additional staff charges. No alcohol service will be allowed for these events.
- Smoking is prohibited in the building (includes the Heritage Patio) and within 10 feet of doors or windows.
- Gambling is prohibited.

- Animals (except service animals) are not permitted in the facility unless part of an authorized program.
- Site staff and their representatives shall have the right to enter all rooms, any time, during scheduled events.
- Anyone violating the established Rules and Regulations, or constituting a public nuisance, will be instructed to leave the Site. The misuse of the Site will be sufficient reason for terminating the agreement with no refund.
- Clients using amplified sound systems: if there is a complaint from any neighboring residents 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 asked to make appropriate adjustments.
- Site staff must approve all Signs. Signs other than direction aids and event name will not be allowed outside the immediate rental area, including but not limited to, political, campaign, advertising, and/or slogans, etc.
- Parking is available for rentals of the Heritage Center and Mahaffie Grounds. With respect to dual activities and integrity of the Historic Site, parking for the Heritage Center is allowed on the black top and gravel areas surrounding the Heritage Center. Mahaffie Grounds parking is allowed on the paved lot at the site and on grass areas as approved by the site. Parking is not allowed around the house, gravel road on the grounds, or in the Historic Areas.

These regulations and any agreement between the client and the Site may not be waived or modified unless such waiver or modification is in writing and duly executed by the Site Manager.