

# *The Heights Event Center Pricing and Policies*

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Event center is open year-round but is subject to owner availability and discernment.

## **Wedding Receptions or Large Group Meetings:**

We will provide tables and chairs for up to 400 people. The building comes complete with Christmas lights and white tulle on ceiling as decoration. Ceiling decorations are not to be changed unless given permission by owners.

We will also supply 2 indoor bathrooms. The climate-controlled bathroom is located in the basement of the house next to the event center, but separated and locked from the rest of the house for privacy. The utility bathroom is located in the shed and is perfectly functional.

There is 1 refrigerator/freezer, 4 large trash containers and an insulated storage room. We have many electrical outlets available throughout the building.

Heating/cooling is not available at this point. We recommend opening the doors in the summer to move some air and shut the doors on cold days. We also recommend summer events to be late in the evening or early in the morning. While this may not always be ideal with Kansas weather, it should not affect the enjoyment of the event too much if the recommendations are followed! Renters are free to provide their own fans or portable AC/Heat units.

## **Fees:**

Reception only for 0-200 people:	\$750
Reception only for 200-400 people:	\$1000
Wedding ceremony only rate:	\$500

## **Packages:**

Wedding ceremony <u>and</u> Reception for 0-200 people:	\$1000
Wedding ceremony <u>and</u> Reception for 200-400 people:	\$1250
Wedding ceremony in sunflowers <u>and</u> Reception:	\$1,500
-Only in August and September when sunflowers are blooming	

## **Optional Fees:**

Rental of basement for getting ready on event day:	\$100
Cleaning (We clean up after reception, deposit is not returned)	\$300
BOSE Audio PA System with multiple plug-ins and 1 corded microphone	\$100
Setting up more than 1 day before or cleaning up more than 1 day after	\$100/day

