

# 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. There is a bar available for your use (we will not supply or serve the alcohol). If you do not want it, we will move it out of the way.

We will also supply 2 indoor bathrooms and rent porta-potties according to guest count. 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 only to be used by bridal party and handicapped guests. We will rent porta-potties for you by default unless you desire to book them yourself. They will be located on the North side of the Morten building.

There is 1 refrigerator/freezer, 5 large trash containers and an insulated storage room. We have many electrical outlets available throughout the building.

Cooling is not available at this point. We do, however, have a 400,000 BTU heater that can raise the temperature in the building 30-40 degrees. 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.

## Fees:

_____ Reception only for 0-200 people	\$1000
_____ Reception only for 200-500 people	\$1250
_____ Wedding ceremony only rate	\$750

## Packages:

_____ Wedding ceremony <u>and</u> Reception for 0-200 people	\$1250
_____ Wedding ceremony <u>and</u> Reception for 200-500 people	\$1500

**If you wish to have your wedding/reception Monday-Thursday, all prices are HALF of what is listed above.**

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 w/ multiple plug-ins, 1 corded & 2 wireless mics	\$100
_____ Setting up more than 1 day before or cleaning up more than 1 day after	\$100/day

**CHECKS ARE TO BE MADE TO: PETERSON FARM BROTHERS**

Other potential services we do not provide (but you may bring your own):

A/V Tech/DJ	Servers
Catering/Alcohol	Table/Wall Decorations
Security Guards	Parking Directors
Uber/Taxi	

Further details:

Can arrive no earlier than 7 AM the day before event and must be out by noon the day after the event. This time frame requires no additional fee. Additional time spent setting up prior to and tearing down after event: \$100/day

BrookeAnna Peterson will be your event liaison leading up to the event. If she is unavailable, Greg Peterson or a family member will assist you. Details of event (caterers/times/etc.) must be discussed with BrookeAnna.

No opened alcohol is allowed outside of building except for on concrete pads connected to building. Alcohol is permitted inside the building but is provided by renter. We do not provide alcohol or food. Smoking and tobacco usage are only allowed on the concrete slab connected to the building. Do not leave trash (including cigarette butts) in the grass.

All trash bags are to be deposited into the bin on the North side of the building. Tables and chairs are to be returned to where you found them. **TABLES ARE NOT TO BE FOLDED BACK DOWN - LEAVE THEM STANDING.** Chairs are to be folded.

A \$300 refundable security deposit is paid upon signing the contract. The total fee must be paid at least 10 days prior to the event. Clients are expected to clean up all trash and spills and return everything to its original layout as specified in the contract. If you do not clean up, tables/chairs are broken or break the contract, damage cost will be deducted from the refunded amount. If the property is left clean and put together, the deposit will be refunded back to you after your event.

Please let us know if you have any questions! We look forward to working with you!

Continue to next page for contract and payment information.

By signing below, I agree to all prices and policies established by The Heights Wedding Reception Venue in this document. I agree to include the \$300 security deposit with this document and then pay the total fee a minimum of 10 days prior to the event date.

**CHECKS ARE TO BE MADE TO: PETERSON FARM BROTHERS**

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Event Date	Contact Phone Number	Emergency Contact Number (for day of)
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Client Signature	Date
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Owner Signature	Date
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"Under Kansas law, there is no liability for an injury or death of a participant in a registered agritourism activity conducted at this registered agritourism location if such injury or death results from the inherent risks of such agritourism activity. Inherent risks of agritourism activities include, but shall not be limited to, the potential of you as a participant to act in a negligent manner that may contribute to your injury or death and the potential of another participant to act in a negligent manner that may contribute to your injury or death. You are assuming the risk of participating in this registered agritourism activity."

PETERSON FARM BROTHERS LLC  
Lindsborg, KS