



# DONNELLY COLLEGE

## Community Event Center Rental Agreement

Revised 6/25/13

### DATE AND FEES

The CLIENT(S) or REPRESENTATIVE FOR THE CLIENT(S), agree to pay an initial nonrefundable DEPOSIT of 50% of rental payment listed below. This payment serves to hold the venue for specified date of event, is payable at the time of contract signature and will be applied to fees. The Donnelly College Community Event Center is not available for rental on Sundays or during holidays.

\_\_\_ Non-Profit Organization / Donnelly Alumni / Donnelly Faculty & Staff

\_\_\_ Private Outside Group

CLIENT(S) Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (home & cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

If a Donnelly College alumnus, when did you attend/graduate?

**Date and time of event: (month)** \_\_\_\_\_, **(day)** \_\_\_\_\_, **(year)** \_\_\_\_\_

**Number of guests anticipated:** \_\_\_\_\_

**Purpose of the event:** \_\_\_\_\_

- Will alcohol be served?      Yes ( )    No ( )    *If yes, see #5 & # 7 under Rules & Regulations*
- Will event be catered?      Yes ( )    No ( )    *If yes, see #5 under Rules & Regulations*
- Will event have band or DJ?    Yes ( )    No ( )    *If yes, see #5 under Rules & Regulations*

**Event will begin at (including decorating) \_\_\_\_\_ am/pm and end at \_\_\_\_\_ am/pm.**

(All events must end by 11:00 pm. to comply with Wyandotte County sound ordinances and in order to allow for cleanup and inspection of the site by midnight.)

- The Donnelly College staff must review and approve all proposed logistical plans for the use of the premises a minimum of thirty (30) days prior to the event and no more than six months prior. Time needed for catering set up and decorating will need to be included in the rental time.

**The following are the agreed upon rental fees:**

**Rental Fee for Non-Profit Organizations, Donnelly Alumni and Donnelly College Faculty & Staff:**

- **\$200 RENTAL FEE**
- **50% of the rental fee is due immediately to hold date; the remaining 50% is due 30 days before the event.** If you must cancel your event, contact Jennifer Bales at 816-621-8749 or [jennifer@donnelly.edu](mailto:jennifer@donnelly.edu). If Jennifer is not available contact, Heidy Pujols at 913-621-8733 or [hpujols@donnelly.edu](mailto:hpujols@donnelly.edu). In case of a cancellation, all payments made to date are nonrefundable; however, if it is possible to reschedule the event, your payments will be transferred to the new date.
- **\$250 REFUNDABLE DAMAGE AND SECURITY DEPOSIT** to be paid by separate check or money order, returnable to the CLIENT(S) up to two weeks after the event has been held once property has been inspected for any potential damage from event. Donnelly facilities staff will conduct walk through before and after event.
- **\$95 SPECIAL EVENT LIABILITY INSURANCE FEE** due 30 days before event. **This is payable by check to the Archdiocese of Kansas City in Kansas.** *This fee can be waived with faxed proof of \$1,000,000 liability insurance coverage listing Donnelly/Archdiocese of Kansas City in Kansas as additional insured. This is a non-refundable fee.*
- **\$25 Technology Fee**, if you need to use microphone, computer or projector for presentations, etc.
- Payments (other than liability insurance) can be made to Donnelly College via cash, credit or debit card, certified check, etc. *Liability insurance payment to the Archdiocese must be a check made out directly to the Archdiocese of Kansas City in Kansas.*

**Rental Fees for Private Events:**

- **\$500 RENTAL FEE FOR UP TO 8 HOURS**
- **50% of the rental fee is due immediately to hold date; the remaining 50% is due 30 days before the event.** If you must cancel your event, contact Jennifer Bales at 816-621-8749 or [jennifer@donnelly.edu](mailto:jennifer@donnelly.edu). If Jennifer is not available contact, Heidy Pujols at 913-621-8733 or [hpujols@donnelly.edu](mailto:hpujols@donnelly.edu). In case of a cancellation, all payments made to date are nonrefundable; however, if it is possible to reschedule the event, your payments will be transferred to the new date.
- **\$250 REFUNDABLE DAMAGE AND SECURITY DEPOSIT** to be paid by separate check, credit/debit card, money order, etc., returnable to the CLIENT(S) up to two weeks after the event has been held once property has been inspected for any potential damage from event. Donnelly facilities staff will conduct walk through before and after event.
- **\$95 LIABILITY INSURANCE FEE** due 30 days before event. **Insurance fee of \$95 is payable to the Archdiocese of Kansas City in Kansas.** *This fee can be waived with faxed proof of \$1,000,000 liability insurance coverage listing Donnelly/Archdiocese of Kansas City in Kansas as additional insured.*
- **\$25 Technology Fee**, if you need to use microphone, projector for presentations, etc.

- Payments to Donnelly College may be via cash, credit/debit card, certified check, etc. *Liability insurance payment to the Archdiocese must be a check made out directly to the Archdiocese of Kansas City in Kansas.*

## **SPECIFICS**

### **Date Changes**

In the event the CLIENT(S) is forced to change the date of the event, every effort will be made by DONNELLY COLLEGE to transfer reservations to support the new date. The CLIENT(S) understands that last minute changes can impact the quality of the event and that DONNELLY COLLEGE is not responsible for these compromises in quality.

### **Cancellations**

In the event of a cancellation of special event, all payments made to date are nonrefundable.

### **Maximum Capacity**

Set up with round tables – 105 (15 tables/7 chairs will fit around round tables)

Set up with rectangle tables – 144 (18 tables/8 chairs will fit around rectangle tables)

Lecture format (no tables) - 150

### **Rules & Regulations**

The following is a list of rules and regulations to be upheld by CLIENT(S), which includes all parties involved in the planning and execution of the event and guests on the premises of DONNELLY COLLEGE.

#### **1) Barbecues / Grills**

The use of barbecue grills and other outdoor charcoal or gas grills is not permitted.

#### **2) Candles**

No open flames are allowed.

#### **3) Event Ending Time**

All events must end by 11:00 p.m. to comply with Wyandotte County sound ordinances and in order to allow for final inspection with Donnelly College facilities staff, cleanup and closure of the site by midnight.

#### **4) Decorations**

All decoration must be freestanding. No masking tape, duct tape, electrical tape, transparent tape or double stick tape are allowed. Nails and staples may not be used. All decorations must be removed without leaving damages directly following the departure of the last guest.

*NOTE: The use of birdseed is permitted only outside. Rice, confetti, flower petals, glitter, fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facility.*

#### **5) Insurance/ Licenses/ Liability:**

The CLIENT(S) shall maintain Commercial General Liability Insurance, including Host Liquor liability, in an amount not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such insurance shall name the DONNELLY COLLEGE as additional insured, and a certificate of insurance with an endorsement must be provided thirty (30) days prior to the event. (This insurance is separate from and in addition to insurance provided by the caterer, if one is contracted.) This will be waived if the CLIENT(S) can provide proof of insurance.

Any caterers and/or bartenders, companies, &/or institutions must provide a copy of their Certificate of Insurance to DONNELLY COLLEGE, naming the college and delivered at least one week prior to the event. All Catering Licenses &

Liquor Licenses shall be provided by Caterer &/or Bartender to DONNELLY COLLEGE, if not already on file. The CLIENT(S) must also apply and acquire a one day liquor permit.

### **Outside Services**

Bands, DJ or any contracted services must be covered under liability insurance. DONNELLY COLLEGE is not liable for any damage or payment owed to outside services coordinated by the CLIENT(S).

DONNELLY COLLEGE shall NOT be made liable for any damage or injury to CLIENT(S) or any other person, or to any property, occurring on the said premises or any part thereof, and CLIENT(S) agrees to hold DONNELLY COLLEGE harmless from any claims for damages & injury no matter how caused.

### **6) Logistical Plans/Set Up**

The DONNELLY COLLEGE staff must review and approve all proposed logistical plans for the use of the premises a minimum of thirty (30) days prior to the event and no more than six months prior. Time needed for set up will need to be included in the rental time.

### **7) Security**

A security guard must be present for all events where alcohol is served. Cost of the service will be arranged by the CLIENT(S) through the college's list of approved companies.

### **8) Smoking**

DC Event Space is a non-smoking venue. Smoking is not permitted in the courtyard.

### **9) Liquor / Minors**

#### **Liquor**

Bartenders are required. We encourage posting Care-cab info &/or phones numbers for alternative forms of transportation. No person under the age of 21 is allowed to drink on the said premises. Alcohol may not be served to minors. At any time, if the Donnelly staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises. Keg beer is recommended.

- **All alcohol must be procured in Kansas and a purchase or donation receipt must be submitted to the Donnelly staff.** CLIENT(S) must make arrangements for their own beer tap and may not use the bar on site.

#### **Minors**

Children under the age of 18 must be supervised by adult chaperones at all times: one chaperone to 14 children.

### **10) Facilities**

- a) Outside groups may use the refrigerator and freezer, but all items must be removed by the end time of the scheduled event.
- b) AV equipment is available including the use of projector, computer and microphone. The facility does not provide extra extension cords.
- c) The facility does not include a stage and no outside services are permitted to set up a stage.
- d) The facility does not provide a dance floor. The CLIENT(S) must arrange for a dance floor.  
Renters are responsible for the hiring of:

Caterers	Security (if required)	Rental of coat check rack/hangers
Bartenders	Extra audio visual assistance	Tablecloths/decorations
Entertainment	Additional table & chairs	Valet service or shuttle service

**11) Conduct**

DONNELLY COLLEGE expects all guests to conduct themselves in a respectful, responsible manner that does not disrupt other activities on campus, or endanger the health or safety of any person on DONNELLY COLLEGE’S property. The CLIENT(S), its staff, employees, members and guests are required to adhere to all DONNELLY COLLEGE policies, regulations and guidelines and all local, state, and federal laws concerning health, safety, and public order. The CLIENT(S) agrees to communicate the terms and expectations of this Agreement to all staff, employees, members and guests using the venue. Donnelly may require the CLIENT(S) to remove any staff, employee, member or guest from campus, in its discretion, if it determines that the behavior or conduct of a staff member, employee, member or guest of the CLIENT(S) are not in compliance as defined herein.

**AUTHORIZATION**

The person(s) signing the Agreement on behalf of the parties each warrant that they are authorized to make agreements and to bind their principals to this Agreement.

**ACCEPTANCE**

Upon signing of this Agreement, a fully executed agreement will be in force.

I/we have read the above and accept the terms therein:

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CLIENT(S) Name/Business: Date

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Address:

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Phone Number: (home & cell)

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Email Address:

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DONNELLY COLLEGE representative Date  
608 N 18th St, Kansas City, KS 66102 (913) 621-8700

## Set-up Information

Will you need projector for PowerPoint presentation? Yes ( ) No ( )

Will you need to use microphone? Yes ( ) No ( )

### MAXIMUM CAPACITY

- Set up with 15 round tables – 120 (8 chairs around round tables)
- Set up with 12 rectangle tables – 72 (6 chairs around rectangle tables; 2 on each side and 2 on ends)
- In addition, we can provide 6 stand up cocktail tables for social events.
- Set up for lecture format (no tables) - 150

Please diagram how you want the room configured.

