

*A Day to Remember...A Guide to Wedding Receptions at the*

# *Sylvester Powell, Jr. Community Center*

6200 Martway, Mission, KS 66202

913.722.8200 [www.missionks.org](http://www.missionks.org)

*Congratulations on your upcoming Wedding! The Sylvester Powell, Jr. Community Center has 2 spaces available for Wedding Receptions: Meeting Rooms A & B and the Conference Center.*



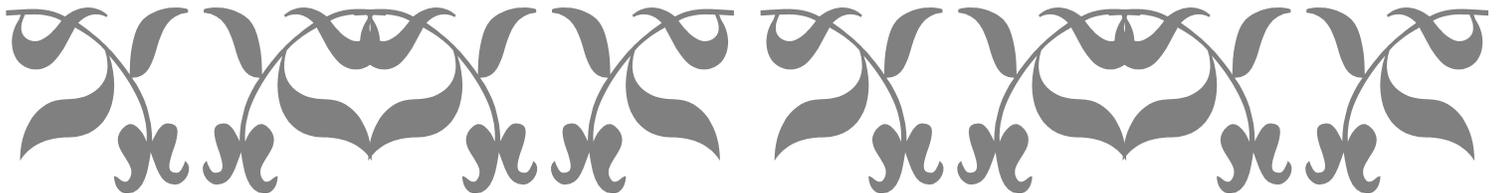
Please visit us for a tour during operating hours:

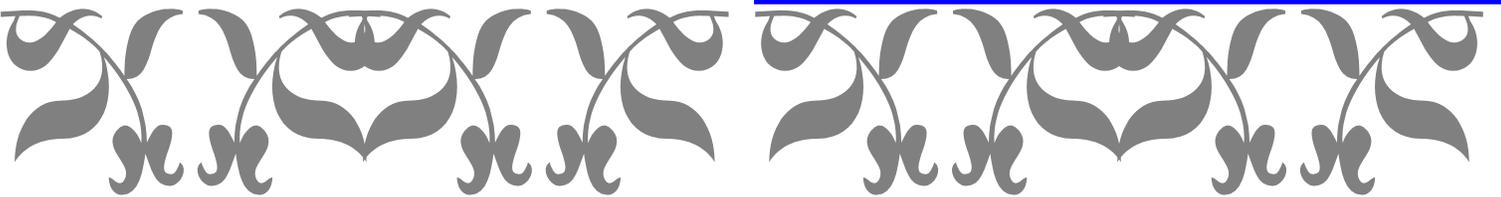
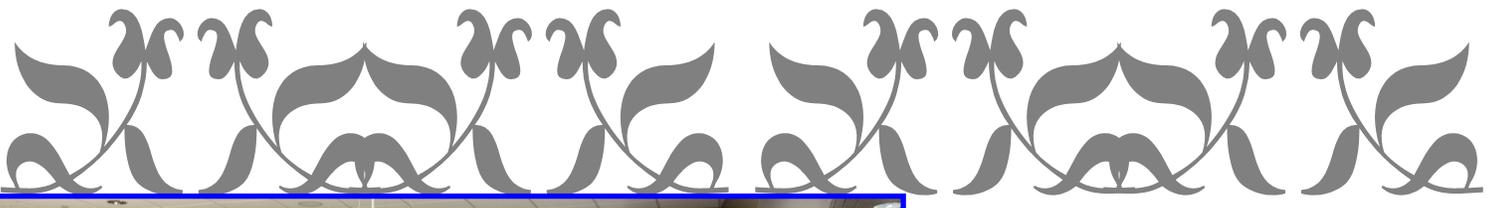
Monday-Thursday 5:30am-9:00pm, Friday 5:30am-8:00pm,

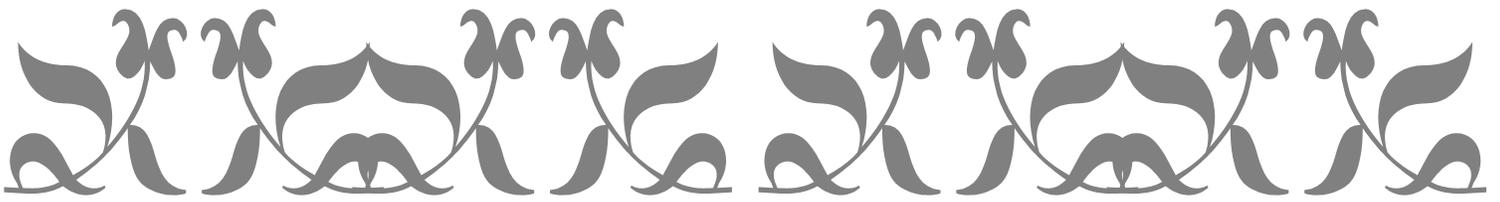
Saturday 6:00am-7:00pm and Sunday Noon - 5:00pm.

Please contact Natalie Lucas, Rental Coordinator at 913.722.8215 or

by email at [nlucas@missionks.org](mailto:nlucas@missionks.org).







**Reception Packages:** Includes use of the Kitchen, Advanced set-up/decorating time, table and chair set-up, white table linens, Audio/Visual equipment, Dance Floor, Kegerator (required for Kegs) and After Hours Fees . Additional Fee for Off-Duty Officer, if providing Alcohol for your guests, 1 Officer is required for over 100 people, and 2 Officers are required for over 200 people—Rates: \$35/hr; \$40/hr Holiday Pay.

<b>Meeting Rooms A &amp; B, with Adult Lounge</b>	Friday/Sunday \$300 Security Deposit, \$925/6 hrs Event Time
	Saturday \$300 Security Deposit, \$1100/6 hrs Event Time

<b>Conference Center:</b>	Friday/Sunday \$400 Security Deposit, \$1395/6 hrs Event Time
	Saturday \$400 Security Deposit, \$1900/6 hrs Event Time

**Security Deposits**—Payment of the security deposit is due to reserve the room, it is non-refundable if you should cancel the reservation, refundable 1-2 weeks following the event as long as the room is left as it was when you got there. Half of the Total Balance is due 3 Months prior to reservation. Payment in full is due 3 weeks prior to event. (Security Deposit is non-refundable if the reservation is canceled or transferred to another date. If reservation is canceled less than 120 days before the reservation, money paid is non-refundable. If reservation is canceled greater than 120 before the reservation, money paid can be transferred to a new date (with a new Security Deposit).

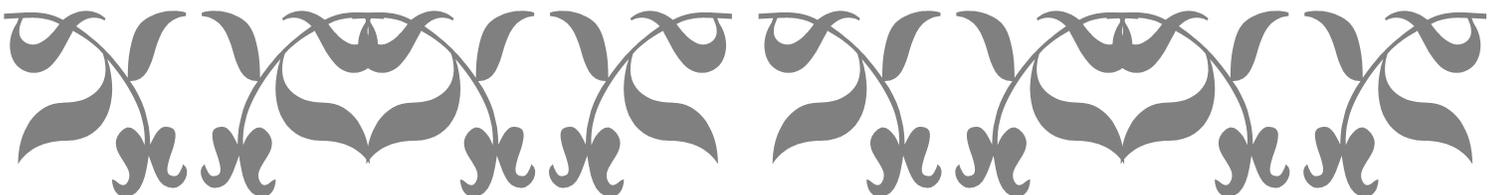
**Decorating Guidelines:** A portion (or ALL) of your Security Deposit may be withheld if CONFETTI, GLITTER, TAPE, STAPLES, THUMB TACKS, NAILS, GUM/ADHESIVES, ETC. are used in your event space, or the corridors and bathrooms around your event space during the course of your event. Option to decorate from 12–8pm the day before (Friday and Saturday Reception Packages ONLY): \$250.

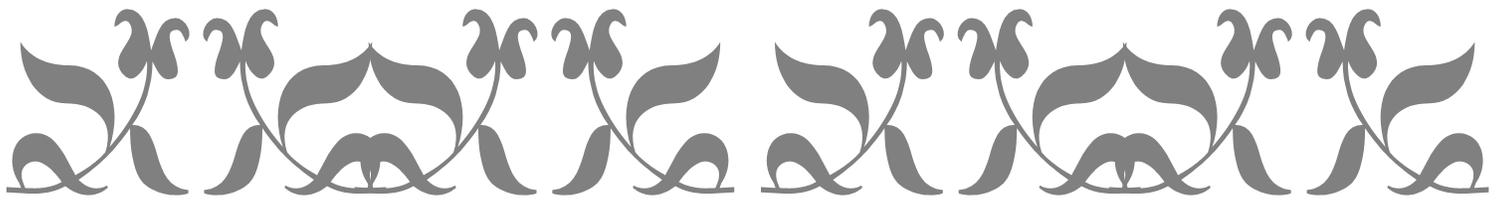
**Guidelines for hanging decorations for receptions:**

- We have 20 magnetic hooks that can be used to hang light items (under 5 lbs) from the ceilings. Our staff will hang them, before the tables are set-up, **for \$100**. We will require you to indicate on the set-up diagram where you'd like the items hung.
- If you want to hang any more items, it will be your responsibility to purchase additional ceiling magnets (<http://magneticbliss.com/products/>), kit costs \$30/10 hooks. There will be a \$1/item charge for our staff to hang additional items.
- Items will need to be at the Sylvester Powell, Jr. Community Center by 3 days prior to event.

**Things to note:**

- **Alcohol Policy**—Alcohol is permitted at the Sylvester Powell Jr. Community Center. If you have 100 or fewer guests no officer will be required. If you have 101–200 guests then 1 off-duty police officer is required at the clients expense. If you have more than 200 guests then two officers are required. The fee is \$35 or \$40 per hour (holiday rate), per officer and they must arrive 15 minutes before your event and must stay 15 minutes after your event is over. Payment must be received two weeks before the event and checks are made payable to the officers. **Alcohol must be given away, no cash bars or tip jars allowed. Minimum of 4 hours Officer pay required.**
- Any persons who are in the building for a reservation are required to stay in the room rented unless a daily fee has been paid to use the facility. \$5/Youth under 18, Seniors –60 or older; \$7/Adult
- Open Catering Policy
- Pipe and Drape Set available for \$250 (10' tall, 5–30' wide; ivory sheer curtains)





## Meeting Rooms A, B & Lounge

2300 Square Feet

**Friday/Sunday** \$300 Security Deposit, \$925/6 hours Event Time

**Saturday** \$300 Security Deposit, \$1100/6 hours Event Time

**Reception Seating** – 2 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 48” round for cake, 1 – 6’ rectangle for DJ – **No AV, With Dance Floor**

- No Head Table 16 – 60” rounds 128 people
- Head Table for 2 15 – 60” rounds 120 people
- Head Table for 4 14 – 60” rounds 112 people
- Head Table for 6 13 – 60” rounds 104 people

**Reception Seating** – 2 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 48” round for cake, 1 – 6’ rectangle for DJ – **With AV, With Dance Floor**

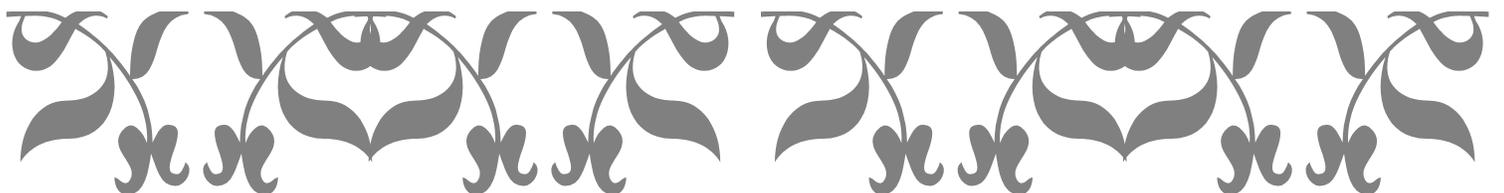
- No Head Table 15 – 60” rounds 120 people
- Head Table for 2 14 – 60” rounds 112 people
- Head Table for 4 13 – 60” rounds 104 people
- Head Table for 6 12 – 60” rounds 96 people

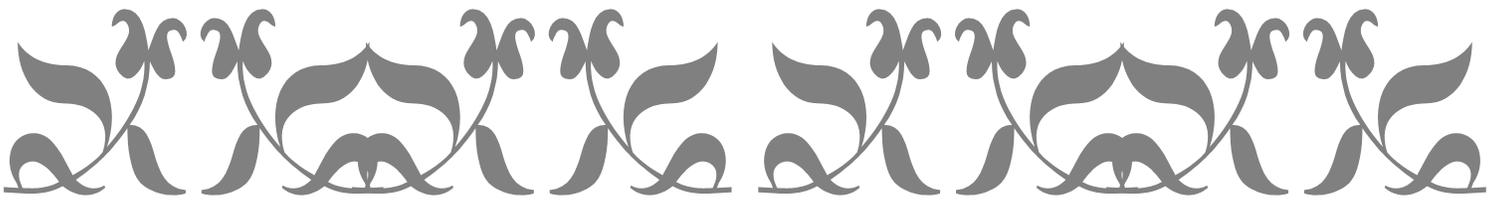
**Banquet Seating** – 2 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for presenter, 1 – 6’ rectangle for registration, Podium – **No AV, No Dance Floor**

- No Head Table 18 – 60” rounds 144 people
- Head Table for 2 17 – 60” rounds 136 people
- Head Table for 4 16 – 60” rounds 128 people
- Head Table for 6 15 – 60” rounds 120 people

**Banquet Seating** – 2 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for presenter, 1 – 6’ rectangle for registration, Podium – **With AV, No Dance Floor**

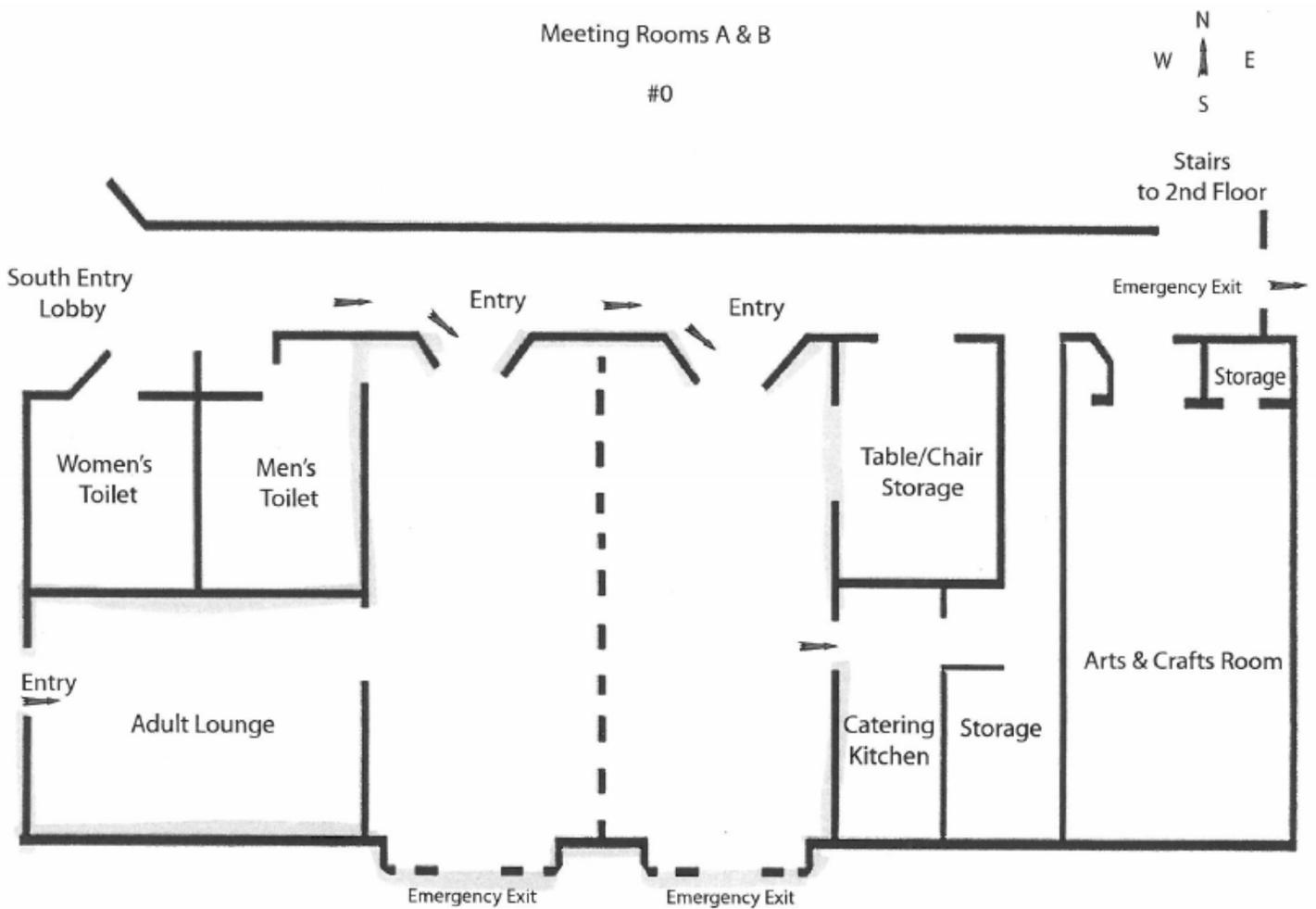
- No Head Table 17 – 60” rounds 136 people
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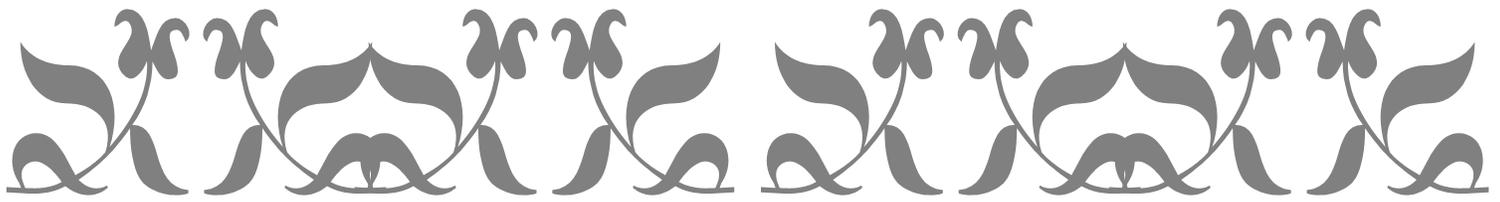




**Important Formulas:**

- Head Table: For every 6' rectangle table needed, omit 1 - 60" round table (seating for 8)
- Plated Dinner: (no buffet tables; food will be served by servers): Omit 2 - 60" round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- Audio/Visual: Omit 2 - 60" round tables (seating for 16)





## Conference Center Rooms C, D & E      3800 Square Feet

**Friday/Sunday** \$400 Security Deposit, \$1395/6 hours Event Time

**Saturday** \$400 Security Deposit, \$1900/6 hours Event Time

**Reception Seating** – 3 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 6’ rectangle or 48” round for cake, 1 – 6’ rectangle for DJ – **No AV, With Dance Floor**

- No Head Table                      Maximum number of 60” round tables: 25 – seating for 200 people
- Head Table for 2                    Maximum number of 60” round tables: 24 – seating for 192 people
- Head Table for 4                    Maximum number of 60” round tables: 23 – seating for 184 people
- Head Table for 6                    Maximum number of 60” round tables: 22 – seating for 176 people
- Head Table for 8                    Maximum number of 60” round tables: 21 – seating for 168 people
- Head Table for 10                  Maximum number of 60” round tables: 20 – seating for 160 people
- Head Table for 12                  Maximum number of 60” round tables: 19 – seating for 152 people

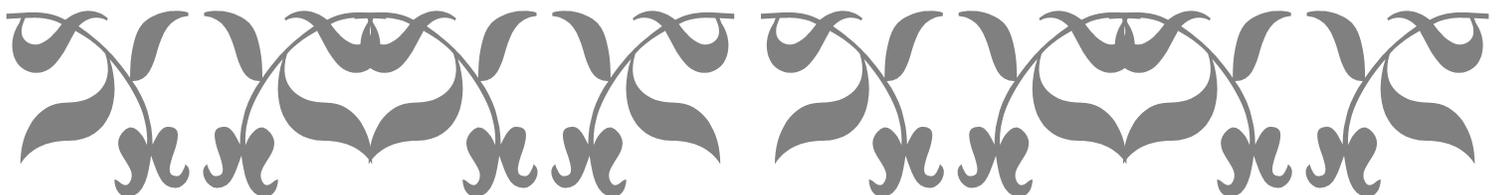
**Reception Seating** – 3 – 6’ rectangles for food, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 6’ rectangle or 48” round for cake, 1 – 6’ rectangle for DJ – **With AV, With Dance Floor**

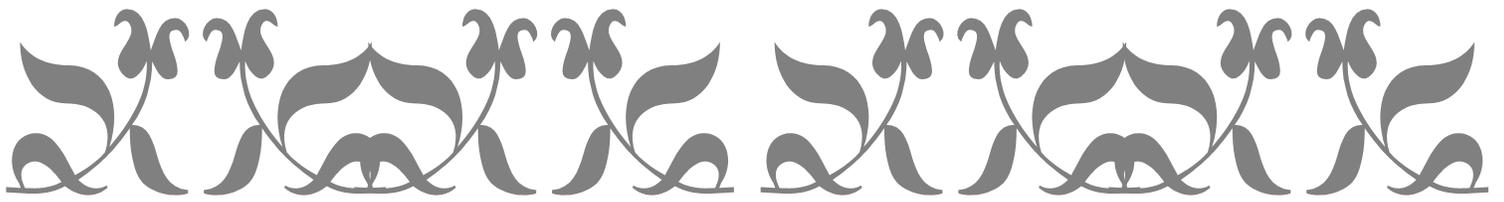
- No Head Table                      Maximum number of 60” round tables: 24 – seating for 192 people
- Head Table for 2                    Maximum number of 60” round tables: 23 – seating for 184 people
- Head Table for 4                    Maximum number of 60” round tables: 22 – seating for 176 people
- Head Table for 6                    Maximum number of 60” round tables: 21 – seating for 168 people
- Head Table for 8                    Maximum number of 60” round tables: 20 – seating for 160 people
- Head Table for 10                  Maximum number of 60” round tables: 19 – seating for 152 people
- Head Table for 12                  Maximum number of 60” round tables: 18 – seating for 144 people

**Reception Seating** – Buffet Tables in Breakout Room\*\*, 1 – 6’ rectangle for beverages, 1 – 6’ rectangle for gifts, 1 – 6’ rectangle or 48” round for cake, 1 – 6’ rectangle for DJ – **No AV, W/ Dance Floor**

- No Head Table                      Maximum number of 60” round tables: 28 – seating for 224 people
- Head Table for 2                    Maximum number of 60” round tables: 28 – seating for 224 people
- Head Table for 4                    Maximum number of 60” round tables: 27 – seating for 216 people
- Head Table for 6                    Maximum number of 60” round tables: 26 – seating for 208 people
- Head Table for 8                    Maximum number of 60” round tables: 25 – seating for 200 people
- Head Table for 10                  Maximum number of 60” round tables: 24 – seating for 192 people
- Head Table for 12                  Maximum number of 60” round tables: 23 – seating for 184 people

\*\*Additional charges





### Important Formulas.

- Add the dance floor to any 2 of these rooms and decrease Banquet seating by 40 people.
- Head Table: For every 6' rectangle table needed, omit 1 - 60" round table (seating for 8)
- Plated Dinner: (no buffet tables; food will be served by servers): Omit 2 - 60" round tables (seating for 16). By omitting these tables, it allows enough room for the servers to walk around.
- Audio/Visual: (Projector and Screen) Omit 2 - 60" round tables (seating for 16) in each room AV is used
- Pipe and Drape Set—\$250 (10' tall, 5-30' wide; ivory sheer curtains)
- Breakout Room or Party Room—Additional \$30/hour

