## **Deposits and Final Payment Policy**

## **Deposits**

Deposits are non-refundable and must be paid upon confirmation of the space. The space will not be officially secured until the deposit has been received. An invoice will be sent.

• Non-Jewish, off-campus organizations: 25%

• Jewish, off-campus organizations: 15%

• Jewish, on-campus organizations: no deposit required

Payment should be sent to:
Jewish Community Center of Greater Kansas City
C/O Cultural Arts Department-Box Office
5801 W. 115<sup>th</sup> Street
Overland Park, KS. 66211

## **Final Payment**

An invoice will be sent for the remainder of the fee at the completion of the event.