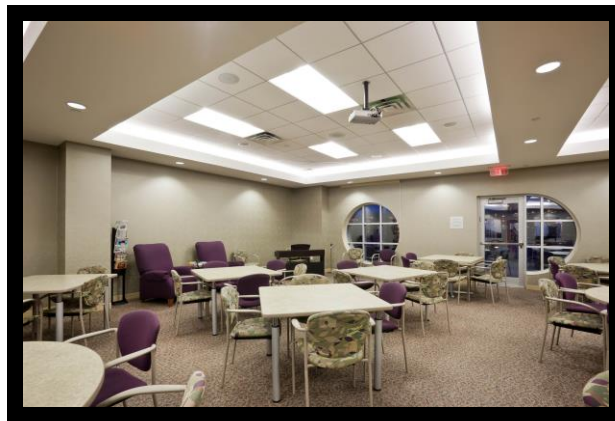


Heritage Center Rental Information

5801 West 115th Street
Overland Park, Kansas 66211

913-327-8044

www.jcckc.org



Jewish Community Center
of Greater Kansas City

About the Heritage Center

Description

Located at the Jewish Community Center, the Heritage Center is a beautiful setting for any small to mid-sized event. Amenities include large picturesque windows that allow natural light to flood into the room, cushioned seating, audio visual equipment, a furnished outdoor patio.

General Information	
Heritage Center Availability	Sunday 8 am-10pm Monday – Thursday, 4-10pm Saturday, 1pm-12am
Room Capacity	85
Tables	8 4-foot tables 3 4-foot tables expandable to 60-inch round 4 60-inch round
Chairs	85 padded chairs with backs and armrests
Zoned Sound System	120 Watt, 70V mixer amplifier with 16 Bose flush-mounted stereo speakers Lavalier and handheld microphones with body pack transmitter and wireless receivers
Projector	Mounted Epson projector
Projection Screen	6' X 8' ceiling-recessed motorized screen with wall-mounted switch
DVD/CD Player	Sony 5-disc DVD/CD changer
VCR	Panasonic Hi-Fi VCR
Patio	2 Round tables with umbrella and 4 chairs each 2 Square cocktail tables with 2 chairs each

Contract for Rental
The Heritage Center at the
Jewish Community Center of Greater Kansas City

- Meeting Room Mgr _____
- Attendant Scheduled _____
- Vaad notified _____
- Balance Due Invoice Sent- _____
- Evaluation Sent _____

First Name _____ Last Name _____

Organization _____ E-Mail _____

Address: _____ Phone 1: _____ Phone 2: _____

City / State / Zip: _____

Date of Event: _____ Time: Start _____: _____ End _____: _____

Type of Event _____ Estimated Attendance _____

Room	Fees
Heritage Center Meeting Room Includes tables, chairs, patio, ice machine, audio visual equipment	\$200 for the first 2 hours (2 hour minimum) + \$30 for each additional hour \$150 deposit due at time of rental. Balance due 30 days prior to date of rental. Deposit is applied to total rental fee.
Heritage Center Kitchen For use by approved caterers with supervision by Vaad Hakashruth. Additional contract required.	\$100 for the first 2 hours (2 hour minimum) + \$45 for each additional hour \$100 deposit due at time of rental. Balance due 30 days prior to date of rental. Deposit is applied to total rental fee.

FINANCIAL SUMMARY

	Fee	Date Due	Date Paid	Method of Payment
Rental fee for HC Meeting Room \$200 for first 2 hours (2 hour min) + \$30 for each add'l hour				
Rental fee for HC Kitchen \$50 for first 2 hours (2 hour min) + \$45 for each add'l hour				
Security Guard if applicable \$30 per per (2 hour minimum)				
Off duty officer if applicable \$45 per hour (3 hour minimum)				
Maintenance Fee if applicable \$30 per hour (2 hour minimum)				
Replacement and Repair: See attached explanation				
TOTAL FEES				
MINUS DEPOSIT				
TOTAL OWED				
To: Jewish Community Center, Account 310.6910				

Cancellations must be made in writing 30 days in advance of rental date. Failure to notify The Center in writing will result in a forfeiture of all deposits and rental fees.

Rental Policies Relating to the Heritage Center of the Jewish Community Center (The J)

1. Rentals are available to members of The J and not-for-profit [501(C)(3)] corporations only. The Heritage Center is not available for the purpose of conducting partisan political meetings.
2. A rental requires a signed Contract for Rental of the Heritage Center at the Jewish Community Center of Greater Kansas City
3. Renters are required to follow the guidelines, policies, and procedures of the Jewish Community Center and the Jewish Community Campus (“the Campus”).
4. Renters are requested to notify The J if activities will include the presence of outside vendors.
5. Use of the Heritage Center kitchen is limited to approved caterers under the supervision of the Vaad Hakashruth of Kansas City. Food brought to the Heritage Center meeting room from outside of the building is not required to be kosher; out of respect for Jewish values and Jewish traditions, however, it is understood that forbidden meats including pork and shellfish will not be served. In addition, renters are required to protect all eating areas with table covers that they provide.
6. Renters are forbidden to sell alcoholic beverages unless proper permits have been obtained. Permits must be presented to The J prior to the date of rental.
7. All rentals include a room attendant whose primary responsibility is to safeguard the space, oversee use of equipment and provide assistance.
8. Decorations may not be stapled or tacked on walls, but renters may use masking tape that they provide.
9. Renters are responsible for restoring the Heritage Center to its original condition, including a) Placing trash in receptacles, b) Cleaning spills and messes, c) Wiping tables with cleaning solution provided, d) Removing decorations and all materials brought to the Heritage Center for rental activities, e) Restoring furniture and large items to their original positions. **Please initial here: _____**
10. The renter is responsible and shall reimburse The J for any damage, loss or liability incurred by The J by any of the renter’s guests or any persons or organizations contracted by the customer to provide any service or goods before, during and after the function.
11. The Campus is a multi-use facility. It is understood that activities will be contained within the Heritage Center to prevent interference with other functions.
12. Groups or parties with participants below the age of 18 must provide one adult (21 years of age or older) for every 10 youths/children.
13. Renters using the Heritage Center when the building is ordinarily closed are required to pay for security and maintenance fees during the rental period. An off duty officer may also be required if rental attendance exceeds 50 and/or the event is publicly advertised.
14. Smoking is not permitted on the Jewish Community Campus.
15. Loud, boisterous, and vulgar language, loitering in groups or any conduct that disturbs the peace and good order of the Campus is not permitted. The J and the Campus reserve the right to require offenders to leave the premises.
16. Campus staff or staff of The J may request access to any area in the Heritage Center at any time during an event. It is understood that such presence will be kept to a minimum, and will not interfere with activities during the rental period.
17. The J reserves the right to relocate this activity to another comparable space should a conflict arise. It is understood that this will only be done if no alternative is available, that The J will endeavor to provide advance notice, and that The J will assist in creating a positive outcome to the change.
18. The J assumes no responsibility for obligations incurred by any group or individual using Campus facilities.
19. The J shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of or restriction upon travel or transportation, non-availability of food, beverage, or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not which are beyond the reasonable control of the Campus, preventing or interfering with the Campus's performance.
20. The J assumes no responsibility for personal belongings, merchandise, displays, and exhibits.

Additionally, The J assumes no responsibility for materials required by vendors prior to, during, or after a rental.

- 21. The renter shall hold The J harmless for damages, injuries, or accidents occurring during delivery or setup for rental activities, during the activities themselves and during cleanup and removal of items following the activities **Please initial here: _____**

I understand and agree to all fees and the attached Rental Policies Relating to the Heritage Center at the Jewish Community Center			
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Renter Signature		Date	
-----	/	-----	-----
Staff Signature		Date	