

Event Set up Guidelines and helpful information

Welcome to the Heritage Center at Mahaffie. We hope that all as gone well with your event planning. The following is an overview of our policies that were outlined in the rental agreement. If you have any questions you may speak to the on duty staff or call Leah Major at 913.232.3951.

Unloading: Vehicles are not allowed on the walk way to the front doors. Carts are available for use to unload vehicles.

Keep Lobby Area clear: All items, food, decorations, tables, chairs, drinks need to be kept inside the Assembly Room or the Kitchen.

Room Changes: Room has been set up per the room diagram. Room may be changed as needed by client. Any additional chairs or tables can be found in the basement, please check in with front desk staff before accessing this area. Front desk staff is not responsible for changes in the room layout and should not be expected to provide any additional equipment. Please keep our patrons and floor in mind when moving tables and chairs. Please lift the items to avoid dragging them against the floor.

Access to Site: We invite you to explore the exhibit and site while you are here. Children must be accompanied by an adult while in the building or grounds.

Lobby Area: Tables and items for the lobby will be set up by staff member at the close of business. The site currently closes at 4:00 p.m. If you would like to set up the tables to get them decorated and ready to go we can help move them to the lobby area after close of business.

Restrooms: Please keep in mind that the restrooms are for public access. We ask that men do not go into the women's restrooms and vis versa women should not be in the men's room. If you need to get ready for the event please use the dressing room located in the basement of the Heritage Center.

Volume level: We invite you to have fun and enjoy your set up time. Please keep the patrons of the site in mind during this time. Our patrons trying to utilize the exhibit and exhibit video appreciate you keeping the noise level down. If you need to check sound or a video please complete as quickly as possible.

Special Request: During the final meeting with the client we have made note of any special request or items to address. Please see final notes to check what these are. The rental staff assigned to the event will take care of this request upon his/her arrival.