



“To Operate and preserve the only working stagecoach stop left on the Santa Fe Trail as an engaging and authentic historic site for all to experience.”

Reservation Request Form

Nature of Event: _____

Contact: _____ Email: _____

Organization/Group: _____

Address: _____

City/State/Zip: _____

Phone (Primary): _____ (Secondary) _____

Date of Event: _____

Event Start Time: _____ End Time*: _____

**Include clean-up time*

RENTAL HOURS: Monday, Tuesday 7:00 a.m. to 11:00 p.m.; Wednesday- Sunday 4:30 p.m. to 12:30 a.m.

GENERAL POLICIES: (overview of rules and regulations, please review the full rules and regulations)

- ☞ The site requires a deposit at the time of reservation; it will be applied to your final bill. Deposit and reservation form, together, will hold your date. No exceptions. Please see pricing sheet for deposit amount required.
- ☞ Must be reserved for a minimum of four hours and must be reserved in a continuous block of time. Saturday reservations require the eight hour block rental.
- ☞ Person requesting a reservation will be held responsible for destruction of property. Reservation must be made by persons 18 years of age or 21 years of age if liquor is served.
- ☞ **Final Payment and all paperwork are due 21 days prior to the event. Failure to do so may result in cancellation of event.**
- ☞ A cancelled reservation is subject to cancellation fees. Please refer to the cancellation schedule.
- ☞ The City of Olathe will not allow the use of its facilities to individuals/groups that charge an admission for attendance to an event or sell an item or product on the premises for profit.
- ☞ **All rental groups and their vendors depart the building at their contract time or an additional fee of \$25 per fifteen (15) minutes will apply.**
- ☞ Mahaffie Stagecoach Stop reserves the right to reject any and all request.

By signing below you acknowledge that you have read, understand and agree to all terms and conditions and complete Rule and Regulations found in this packet. You also agree to pay all fees related to the facility rental.

We will be serving alcohol _____ We will **not** be serving alcohol _____

Client Signature: _____ Date: _____

Form of Payment ***Mail or drop payment and form to: Mahaffie Stagecoach Stop 1200 E. Kansas City Rd, Olathe, KS 66062
Cash Check (Payable to: City of Olathe) VISA MasterCard

Rental Policy Check Sheet

DUE DATES:

Final rental times, rental policy check sheet and security times (if applicable) are due no later than 21 days prior to event. Mahaffie Stagecoach Stop may not be able to accommodate requested changes after this time. It is the renter's responsibility to contact Mahaffie with final times and requirements.

All paperwork and final payment are due no later than 21 days prior to event. This includes caterer sheets, vendor sheets, alcohol policy, room diagram and requirements, credit card number or check for damage deposit, and final payment. It is the renter's responsibility to contact Mahaffie for final payment and paperwork requirements.

ROOM DIAGRAM:

Mahaffie Stagecoach Stop will have tables set up by 10:00 a.m. the day of your rental unless otherwise noted. Available for use are **33- 60 in round tables (seat 8), 19- 6ft buffet tables, 7- 4ft tables, 2- 4x4 ft tables, 6-high boy tables, 310 folding white plastic chairs, 3-high chairs, and 3-coat racks.** Equipment can only be used in the assembly area or patio. Linens can be provided, please see fee structure for pricing. Client can make changes to room set up as desired. Client is responsible for having the layout completed for turn in at the final meeting. ***The diagram is due back at your final meeting.***

SET UP:

THIS IS A COURTESY FOR RENTING THE SITE.

In order to access the building, clients must have the facility rented. Renters will be allowed to access building the day of their event during open hours for set-up. Set up hours are Monday, Tuesday 10:00 a.m. – 4:30 p.m. Wednesday – Saturday 10:00 a.m. – 4:30 p.m. Sunday 12:00 p.m. to 4:30 p.m. Any rental booked on a day that the site is closed will not have the courtesy set up hours listed above, we will work out set up times at the final meeting. Additional set up hours (day of event) are available at a \$75 per hour charge. Renters must be respectful of site patrons and on-duty staff. Failure to do so may result in forfeiting your ability to set up prior to contract time. Site staff are here to conduct normal business operations during this time. Guidelines for set up:

- Please place all items, decorations, etc. in the assembly space or Heritage Center kitchen. Lobby area and hallway must be kept clear of items.
- Music or video is not allowed during set up time to ensure that site patrons are able to use the Heritage Center Exhibit.

CLEAN-UP:

Clients are responsible for removal of all decorations and personal belongings, clearing tables of loose trash and thoroughly cleaning the kitchen. You must leave the kitchen in the condition you found it, this includes sweeping and mopping the floor, wiping down appliances inside and out, and discarding leftover food and drink. Failure to thoroughly clean the kitchen may result in a loss of damage deposit. All trash must be removed from building and taken to the dumpster located on the north side of building. Trash cans and liners are provided.

RESTRICTIONS:

- ☞ No nails, pushpins, staples, screws, etc. allowed on walls or beams.
- ☞ No confetti of any kind allowed inside or outside the facility.
- ☞ No chairs or tables are allowed outside of assembly room or attached patio.
- ☞ Candles must be enclosed in a glass container
- ☞ Dispose of ice in the sink, if ice is dumped outside on the grass, \$50 of your deposit will be forfeited.
- ☞ The storage room or kitchen may not be used to store items. Office area is for staff only.

RENTING FROM OUTSIDE COMPANIES:

Rental companies must have their property delivered and picked-up during the contract time. Due to events that precede or follow your rental, there will be no exceptions to this. All deliveries must go to the North door of the building. ***Do not attempt to drive on front walkway.***

FACILITY RENTAL ENTRANCE & EXIT FORM:

A staff representative will do a walk through with the contact person at the conclusion of the event to assess damages (stains, policy violations, equipment, etc.) Comments will be made if there are any violations by either the client or the attendees. Please designate two (2) contact people who can stay following the event to walk through the facility and complete the Facility Exit Form with the staff representative. Both the client exit representative and staff representative will then sign the exit form.

Client Representative _____

I have read, checked off, and understand all the terms and conditions on this page.

Signature _____ Date _____

Rental Date: _____ Final Rental Times: _____ - _____ Security Times: _____ - _____

Facility Exit Walk-through Form

Site Staff and Client Representative will complete the following walk through at end of contracted time. Please initial and check each section.

Initials _____

ASSEMBLY ROOM:

Removal of all decorations
Trash emptied and moved to dumpster

Initials _____

KITCHEN:

Floors swept and mopped
Sinks clear
Frig and Freezer cleared
Supplies removed
Tables/counters cleaned
Trash emptied and moved to dumpster

Initials _____

BATHROOMS:

Overall condition of walls, toilets, floors, sinks, etc. Clear of debris, etc.

Initials _____

BAR/FOOD AREA:

Clear of Food and Drink
Spills mopped
Trash emptied and moved to dumpster

Initials _____

PATIO AREA:

Removal of all decorations
Trash emptied and moved to dumpster

Initials _____

GENERAL CONDITION REPORT:

Client Representative : _____

Phone or email: _____

Rental Fees

Friday, Saturday and Sunday Rental Rates (available between hours of 4:30 p.m. and 12:30 a.m.)

Deposit of \$250.00 required to reserve date

	April- October	November- March
Olathe Resident/Not for Profit	\$200/hr	\$150/hr
Non Resident/Business	\$250/hr	\$200/hr

Monday-Thursday Rental Rates- Discount Packages – Fridays November, December and January

(Available between hours of 7:00 a.m. and 11:00 p.m Monday, Tuesday; 4:30 p.m. and 10:00 p.m. Wednesday, Thursday.)

Deposit of \$50 required to reserve date

	April- October	November- March
Olathe Resident/Not for Profit	\$75/hr	\$65/hr
Non Resident/Business	\$85/hr	\$75/hr

All rental packages include: tables, chairs, kitchen access.

Available items at no charge: Large Flat Screen T.V., Handheld Microphone, Podium, DVD Player

**** Minimum of 4 hours is required for all rentals.**

Saturday rentals are available only at the 8 hour time block.

Additional Fees

Security Guard	\$40/hr*
Additional Set-Up Time	\$75/hr
Additional Staff	\$25/hr**
Table Cloths (80x80 or 52x92)	\$4/piece
Napkins	\$.50/piece
Carriage or Stagecoach Rides	\$200/2 hrs
House/Interpretive Programming	\$25/hr

* Required for parties serving alcohol

** Required for parties composed mainly of youth ages eighteen (18) and younger.

CALCULATING THE RENTAL FEE

Rental Fee..... hrs X \$ _____ to _____ \$ _____

Security Officer..... hrs X \$ _____ to _____ \$ _____

Additional Fees..... \$ _____

Additional Fees..... \$ _____

Additional Fees..... \$ _____

Mail Payment: Subtotal: \$ _____

Mahaffie Stagecoach Stop and Farm Historic Site

1200 E. Kansas City Road Deposit Paid: \$ _____

Olathe, KS 66061

Final Payment is due 21 days prior to event Total: \$ _____



Alcohol Policy/Request

Contact: _____

Area Reserved: _____

Date of Reservation: _____

Security Times: From _____ To _____

The serving or consumption of beer or liquor on the premises will be allowed under the following conditions:

Alcohol service/consumption will not be allowed outside the contracted Security Guards times. No Alcohol may be served/consumed during set up hours or public hours.

- ☞ Applicant/client is personally responsible for the conduct of the event and guests.
- ☞ Compliance with all City, State, County laws regarding the serving of alcohol is mandatory.
- ☞ Security must be present from the start of alcohol service through the **end of your contract time**.
- ☞ No alcohol is permitted outside designated areas.
 - Grounds: Tent Area
 - Heritage Center: Assembly Room and Patio
- ☞ Security Officer is present to enforce site rules and regulations. Neither the Security Officer nor Mahaffie is personally responsible for the conduct of your guests.
- ☞ Mahaffie reserves the right to refuse serving of alcohol to any individual or group.
- ☞ No exchange of money for alcohol is allowed.
- ☞ The serving of alcohol must cease at least 30 min. prior to the end of your contract time.
- ☞ Individuals/Guest are not allowed to bring in their own alcohol. All alcohol must be provided through the client or caterer and have a designated bartender for serving of alcohol.
- ☞ Any function where alcohol is served will require a Security Officer at the cost of the renter. On behalf of the client, Mahaffie will make all arrangements to supply a Security Officer for the event. A fee of \$40 per hour will be charged for this service from the time alcohol is served until the end of the contract time.

I have read and understand the policy and agree to abide by all rules and regulations as listed by the Mahaffie Stagecoach Stop and Farm Historic Site and the City of Olathe.

Signature of Client

Date



Outside Vendor(s) Information Sheet

Please list all vendors/outside companies that you are using for your event. (Cater, DJ, florist, cake, photographer, transportation, rental companies, etc.)

Name of Vendor	Services Provided	Estimated Arrival Time:	Phone Number

- ☞ All vendors are the responsibility of the persons renting the facility. Any damages or policy violations will be the renter's responsibility.
- ☞ All the vendors have been informed about all policies and procedures.
- ☞ All the vendors know the contract times and understand that they cannot leave items for storage before or after contract time.
- ☞ Cater must pre arrange arrival time.
- ☞ If the kitchen is used, it must be cleaned before the client signs their Rental Exit Form. Please see posted cleaning guidelines and kitchen policies posted in the Heritage Center Kitchen.
- ☞ The following equipment is available for use, all other items in the kitchen are for site programming only and may not be used for rentals. Ice Machine, Stove, 3 tub sink, hand washing sink, microwave, prep tables, frig and freezer.

I have read and understand the above policies:

Signature of Client

Date

I will not be using any outside vendors for this event.



Rules and Regulations

All prices and policies are subject to change

Agreement is made with Mahaffie Stagecoach Stop and Farm Historic Site, a Division Parks and Recreation a Department of the City of Olathe, hereinafter known as *Mahaffie*.

- ☞ **Indemnification.** Licensee hereby releases, indemnifies and agrees to hold harmless Mahaffie and the City of Olathe and each of their agents, employees, officers, directors, officials and all of their respective heirs, successors, assigns and insurers (each an "*Indemnified Person*" and collectively, the "*Mahaffie/ City of Olathe Indemnified Persons*") from and against any and all claims, demands, damages, losses, liabilities, causes of action (whether based on contract, tort, strict liability, personal injury or otherwise), judgments, assessments, penalties, costs, and expenses of every kind or nature, including reasonable attorneys' fees, expenses of litigation and court costs, without regard to amount (collectively, "*Losses*") to the extent such Losses, directly or indirectly, arise out of, relate to, or are in any way connected with (i) this Agreement or the Event, (ii) any action or inaction of Licensee or Licensee's officers, directors, employees or agents, (iii) any action or inaction of any Event attendees, caterers or similar persons or entities, or (iv) any third-party claims brought against any Indemnified Person or any person or entity claiming rights hereunder.
- ☞ Client will be allowed to access building the day of their event during open hours for set-up. Site operating hours are Monday, Tuesday 8:00 a.m. – 4:00 p.m. Wednesday – Saturday 8:00 a.m. – 12:00 p.m. Sunday 8:00 a.m. – 12:00 p.m. Additional set up hours (day of event) are available at a \$75 per hour charge. Client must be respectful of site patrons and on duty staff. Failure to do so may result in forfeiting your ability to set up prior to contract time. Site staff are here to conduct normal business operation during this time.
- ☞ The site requires at \$250.00 or \$50.00, deposit at the time of reservation; it will be applied to your final bill. Deposit and reservation form, together, will hold your date. No exceptions.
- ☞ Rental groups may use only the facilities and/or equipment specifically designated on the rental agreement. Agreements are non-transferable.
- ☞ Full payment and other paperwork for room rental are due twenty one (21) days prior to your event. Failure to meet deadline may result in forfeit of the reservation.
- ☞ All groups must designate two (2) individuals to be contact people during and following the event. These contact people will communicate with the staff representative about questions and problems. Following the event, the contact people are required to do a walk-through with the site staff.
- ☞ Any group who is transferring a date that is already scheduled will have 2 weeks from the date of the transfer to find another date. Mahaffie will transfer dates up to a max of two transfers. A \$25 processing fee will apply per transfer. A group may not transfer dates within 10 weeks of the scheduled event. The date must be cancelled and rebooked if desired.
- ☞ Mahaffie does not provide china, flatware, kitchen supplies, or decoration etc. for rentals.
- ☞ Mahaffie shall furnish light, heat, air-conditioning, general room set-up and janitorial services incidental to ordinary building usage. The rental group shall be responsible for all decorating and other special preparations necessary for the event (as approved). It is the responsibility of the rental group to inform Mahaffie of all equipment, caterers, or other special needs or uses prior to the event (i.e. grills, deliveries, room set-up, etc.) such requests must be made twenty one (21) days prior to the event in order to allow time for consideration and approval. Storage facilities are not available for client's use.
- ☞ Any decorating, covering, or changes to the facilities should be discussed at the time of the rental application. Painters tape or 3M Masking tape use is allowed but must be removed following the event. No duct tape, nails, staples, screws, etc. are allowed for use on tables or other equipment/facilities. Only candles enclosed in glass are

permitted. The use of confetti in any form (paper, bird seed, rice, metallic cut-outs, etc.) is prohibited. \$50 of your deposit will be forfeited if used.

- ☞ **All signage must be approved by the Mahaffie Heritage Center staff. Signage other than direction aids and event name will not be allowed outside the immediate rental area, to include but not limited to, political signage, campaign sign, advertising, slogans, etc.**
- ☞ Parking is available for rentals of the Heritage Center and Mahaffie Grounds. With respect to dual activities and integrity of the Historic Site, parking must be discussed and approved by the Mahaffie Heritage Center staff.
- ☞ The serving or consumption of beer or liquor on the premises will be allowed under the following conditions:
 1. Those using the facility must comply with the City, County, and State laws and ordinances.
 2. Mahaffie reserves the right to refuse serving of alcohol to any individual or group.
 3. No alcoholic beverages will be allowed outside the designated areas (please see alcohol policy sheet)
 4. No exchange of money for alcohol is allowed.
 5. The serving of alcohol must cease at least 30 min. prior to the end of your contract time.
 6. Alcohol may not be consumed prior to times listed for the Security Officer. No alcohol may be consumed during set-up times.
 7. Individuals are not allowed to bring in their own alcohol. All alcohol must be provided through the client or caterer and have a designated bartender for serving of alcohol.
 8. Any function where alcohol is served will require a Security Officer at the cost of the renter. On behalf of the client, Mahaffie will make all arrangements to supply a Security Officer for the event. A fee of \$40 per hour will be charged for this service from the time alcohol is served until the end of the contract time.
- ☞ The renter must clear all tables of debris; pick up all trash, remove decorations, and dispose of all food. The kitchen area and bar must be left in the condition in which it was prior to the event. Kitchen rules are posted in the kitchen and must be followed. Mahaffie is not liable for any injuries due to misuse of the kitchen equipment or failure to follow kitchen rules.
- ☞ All vendors (bands, DJ's, Photographers, rental companies, etc.) must depart at the designated time on your contract. You will be charged for any additional time past your scheduled departure time. Rental groups are able to complete set up during our open hours, free of charge; all set-up time will need to be approved. All hours after the site open hours, all hours that your event is being held and all clean up time will be charged for. Failure to vacate the facility at the conclusion of the event will result in an additional \$25 for every fifteen (15) minutes. It is the renter's responsibility to inform all vendors of this policy.
- ☞ Groups composed of youth ages eighteen (18) and younger must be supervised by an adult at all times. Mahaffie requires the addition of another staff representative at a \$25 per hour charge. No alcohol service will be allowed for these events.
- ☞ Smoking is prohibited in the building and within 10 feet of doors or windows.
- ☞ Gambling is prohibited.
- ☞ Animals (except service animals) are not permitted in the facility unless part of an authorized program.
- ☞ Mahaffie staff shall have the right to enter all rooms, any time, during scheduled events.
- ☞ Mahaffie will not allow the use of its facilities to individuals/groups who charge admission for attendance to an event or who sell an item or product on the premises for profit.
- ☞ Any group or person violating the established Rules and Regulations, or constituting a nuisance, may be requested to leave the facility or grounds. The misuse of the facility will be sufficient reason for terminating the agreement with no refund.
- ☞ For groups playing music during rentals: If there is a complaint from any neighboring residents and the complainant determines the noise to be "excessive, unreasonable, or unusually loud" to the point where it would "disturb, injure, or endanger the comfort of a reasonable person", the rental group will be asked to shut doors and turn down the music to an acceptable level.

- ☛ Mahaffie Stagecoach Stop and Farm Historic Site will set the area rented as discussed in the final meeting per the clients room diagram. Any changes to the set up may be done so by the client. Mahaffie is not responsible for changes to room layout due to changes in guest numbers, weather plan changes or ceremony relocations.

Cancellation Policy

If circumstances arise that would cause the cancellation of your event, a cancellation fee will be assessed. The group will also be responsible for any cost incurred by the Mahaffie Stagecoach Stop and Farm Historic Site, division of City of Olathe up to the point of cancellation. A \$25 handling fee will be assessed for any cancellation. The fee schedule for cancellations is as follows:

If event is cancelled:	Amount refunded to client
10 weeks-4 weeks prior	Forfeit of \$250 deposit
3 weeks prior	50% of the total amount paid
2 weeks prior	25% of the total amount paid
1 week prior	0% of the total amount paid

For more room layout ideas and examples visit our photo gallery at The Heritage Center at Mahaffie on Facebook:
<http://www.facebook.com/pages/Heritage-Center-at-Mahaffie>

