

KASC Event Rental FAQs

What days/times is the rental space available? Rental of space is available Monday through Friday from 5 p.m. to 11 p.m., Saturday and Sunday all day until 11 p.m.

How large are your event spaces? Our large space, Shade Hall, is 2,100 square feet, plus a full-size stage. The Wendel room is just over 1,100 square feet.

How many guests can you accommodate? Shade Hall, our main event space, accommodates 120 guests. The Wendel Room accommodates 65 guests. However, if your event requires side tables for food, gifts, etc., there is a limit of 50 guests in Wendel Room.

Do you have a stage? Yes, we have a full-size stage.

When can I visit to see the space(s)? We prefer that you visit during regular business hours, Monday through Friday, 9 a.m. to 2:30 p.m. If you are unable to come in during that time, please let us know and we will schedule an appointment for you to visit.

Do you have minimum rental time requirements? Yes. The minimum booking time for Shade Hall is 4 hours, and the minimum rental time for the Wendel Room is 2 hours.

What is the rental fee? For Shade Hall, the rental fee is \$150 per hour for the first 4 hours. For hours 5 and 6 the fee is \$100/hour. The fee for hours 7+ is \$75/hour. The rental fee for the Wendel Room is \$75 per hour for the first 4 hours and \$50 per hour thereafter.

When is the rental fee due? The rental fee is due no later than 2 weeks before your event date.

When does the rental fee begin? The fee for the rental starts when you arrive to set up for your event.

Is there a required security deposit? Yes. A refundable security deposit of \$300 is due with the return of the signed rental agreement.

When will my security deposit be returned? Assuming there are no damages and you have departed the building at the agreed upon time, a check for the security deposit will be mailed to you within 5 business days of the event.

What forms of payment do you accept? Payment may be made in cash or by check made payable to the Kennett Area Senior Center.

Will you have a staff member on-site to assist with any needs? Yes, an on-staff rental assistant will be on-site and available to assist you during your event.

Do you include sound system/electronics in the rental fee? KASC does not provide rental or usage of any electronic equipment.

What type of seating do you provide? We provide 60" white, round tables which seat 6 to 8 individuals.

Do you provide side tables for food, gifts etc.? Yes, 94" by 30" tables are available.

Do you rent tablecloths, dishware and utensils? No, renters must provide their own.

Can I bring my own alcohol for my age 21+ guests? Yes.

Can I invite my guests to bring their own alcohol? Yes.

Can I bring my own food for guests? Yes.

Can I choose my own caterer? Yes. If a caterer is utilized for your event and will be using the kitchen, a certificate of insurance from the Caterer naming the “Kennett Area Senior Center, its officers, board, agents, employees and volunteers as additional insured”, must be provided no less than two weeks before your event. Also, no less than two weeks prior to the event, the caterer must provide KASC with a copy of its Chester County PA License to Operate. If the caterer is licensed outside of Chester County, as required by Chester County, a temporary License will need to be obtained from the Chester County Department of Health.

Can I rent your commercial kitchen? If you are renting Shade Hall and using the services of a professional, licensed and insured caterer, the kitchen may be rented for the caterer's use for a fee of \$35 per hour. Please see the information above regarding requirements. Kitchen rental is not available for Wendel Room rentals.

If I am using the services of a caterer who will be using KASC's kitchen, may my guests enter the kitchen?
No, guests may not enter the kitchen at any time.

Do you provide ice? Yes, whether you are renting the kitchen or not, we can provide you with ice.

Is a podium available for my use? Yes.

Can I bring in equipment such as a photo booth? Yes.

What parking is available for my guests? Guests may park on-site in the KASC parking lot. Fifty-seven parking spaces, including 10 accessible spaces, are available. There is also on-street parking available.

Do you have any activity restrictions? No activities using glue, dye, paint or other materials which may damage tables, chairs or floors may be undertaken during the event. No smoke machines and confetti or loose glitter shall be distributed or used during the event. Smoking is not permitted except outside the building. If you will have alcohol at your event, it must be consumed indoors only.

Do you have enough room to create a dance space for my guests? Shade Hall has ample room for dance space. Depending upon the number of guests and amount of dance space you would like to have, we have the free option of food set up in an adjacent room. The Wendel Room does not have enough room for dance space.

How do I get started? Once you have made the decision to rent, via-e-mail, we will send you a brief event questionnaire. If you do not have access to e-mail, you may pick up the questionnaire at the Center or we can mail it to you. Once the questionnaire is returned, we will use the information to create your formal rental agreement. You will then review, sign and return the rental agreement to us, along with the \$300 security deposit. We will then sign the agreement and return a copy to you.