

KASC Event Rental FAQs

What days/times is the rental space available? Event space rental is available Monday through Friday from 5 p.m. to midnight. On Saturdays and Sundays space may be rented all day until midnight.

How large are your event spaces? Our large space, Shade Hall, is 2,100 square feet, plus a full-size stage (approximately 13 feet deep x 20 feet wide). 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 (theater-style). However, if your event requires side tables for food, gifts, etc., there is a limit of 40 guests.

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, \$100 per hour for hours 5 and 6, and \$75 per hour for hours 7+. 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 or your vendors arrive to set up for your event.

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

When must my rental agreement be returned? Within 1 week of your receipt of the 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, a 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, 8-feet by 30" tables are available.

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

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 bring a food truck(s) or vendor who cooks outside? Yes, with the caveat that the fire land may not be blocked by any vendor.

Can I choose my own caterer? Yes.

Do you have a kitchen available for my use? No, we do have a commercial kitchen that we use for our M-F lunch service, but it is not available for use by renters, guests or vendors.

Do you provide ice? Yes, as a courtesy, not part of the rental agreement, we can provide you with ice. If, for any reason our ice machine is out of service, we will let you know. If needed, Waywood Beverage Beer distributors is less than 1 miles from us and they sell 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/materials restrictions? Yes, we do. Use of the following materials and engaging in the following activities are prohibited:

- Bubbles or bubble machines.
- Inflatables (slides, bouncy houses, etc.) indoors or outdoors.
- Tape (including painter's tape), staples, glue products, command strips, putty products, pushpins, or tacks applied to woodwork, floors, trim, ceilings, or windows.
- Hanging items from the ceiling grid or tiles.
- Indoor cooking.
- Smoke machines.
- Confetti or loose glitter.
- Smoking indoors.
- Consuming alcohol outdoors.
- Heavy items which may cause floor damage when being moved, may not be used unless care is taken to prevent damage. Any outside items you may bring in must be on clean, non-damaging wheels, padded on the bottom to prevent damage or be able to be carried and safely set up and removed.

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 no-cost option of food/bar set up in an adjacent room. The Wendel Room (if rented on its' own for dining guests), 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. 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.