

The following is an overview of the policies and rates set for the rental of the Guadalupe Centers main administrative building located at 1015 Avenida Cesar E. Chavez, Kansas City, MO 64108

POLICIES & RATES

1. All events must end by 11:00pm. All attendees and items must be out of the building by 11:30pm.
2. No outside food, beverages, and alcohol. All items must be purchased through the Guadalupe Centers Catering Department (exceptions must be approved). Renters are allowed to bring in own cake and small snacks (nuts, mints, candies, etc.)
3. When expected attendance is over 75 people and/or alcohol is served, security officers will be hired by the Guadalupe Centers with the expense being passed on to the renter. Furthermore the requirement for security is one (1) officer for every 75 people. Rate is \$50/hour per officer.
4. If catering is provided by the Guadalupe Centers Catering Department, catering fee includes standard disposable white table covers, white napkins, white plastic flatware, and white styrofoam plates. Linen table covers, linen napkins, clear/shiny flatware, and clear/white/black plates are available at an additional charge.
5. Rental rates, are set and charged by the hour. Hourly rates are as follows:

Room/Space	Capacity <i>standing only</i>	Rate per hour
Bloch Theater	250	\$125
Dining Room	200	\$100
Combo 1st Floor (Theater & Dining)	350-400	\$200
Mezzanine Room	125	\$75
Gallagher Boardroom	25 chairs	\$50
Madonna Room	75	\$50
Gallery	75	\$50

Please contact Pat Munoz at 816.421.1015 ext. 116 or pmunoz@guadalupecenters.org for more info.

Any damages to the Guadalupe Centers will be paid by the renter.

signature

Date