

## Community Events

The following is an overview of the rental information and rates for the facilities at the Guadalupe Centers Administration building located at: 1015 Avenida Cesar E. Chavez Kansas City, Missouri 64108.

### Rental Information

- Renter will be allowed 1 hour prior to event for setup and 1 hour following for cleanup.
- Guadalupe Centers will have the chairs and tables setup as requested by the renter (inside events only).
- Renter is responsible to surface clean the facility (place trash in the trash cans and pick-up large spills).
- All evening events must end by 11:00pm and all attendees must be out of the building by 11:30pm.
- When 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 officer for every 75 people. The price for the officer(s) is \$50.00 per hour, per security guard.
- If alcohol is not being served the requirement for security changes to one officer for every 125 people. The price for the officer(s) remain \$50.00 per hour, per security guard.
- A \$50.00 fee will be charged for cleanup.
- A \$200.00 deposit is due at the time of booking. The deposit will be applied to the balance of the bill. If the event is cancelled within a month prior to the event then a full refund will be issued.
- For catering options through the Guadalupe Centers catering department please contact the director of our culinary arts department Victor Lopez at (816)949-9022 or [vlopez@guadalupecenters.org](mailto:vlopez@guadalupecenters.org)

### Rates

Room/ Space	Capacity	Rate per hour
Bloch Theater	165 seating	\$125
Dining Hall	185 seating	\$100
Combo 1st Floor (Theater & Dining )	350	\$200
Courtyard	350	\$200
Gallagher Boardroom	25	\$50
Madonna Room	40	\$50
Gallery	40-60	\$50

Please contact Salvador Lopez by phone at (816) 702-7256 or by email at [slopez@guadalupecenters.org](mailto:slopez@guadalupecenters.org) for more information.