



Mid-America All-Indian Center

650 N. Seneca Wichita, KS 67203

Contact: April Scott, Executive Director

316 350-3341 316 858-7959 Fax

ascott@wichita.gov www.theindiancenter.org

Gallery of Nations

Capacity: 350 (seated) to 700 (standing only)

	<u>Six hour event (6pm-12am)</u>	<u>Each additional hour</u>
Friday - Saturday	\$1,400	not available
Sunday	\$900	\$200
Monday - Thursday	\$600	\$100
Major/ Legal Holidays	\$1,400	\$200

Rate includes:

- Tables and chairs: 35 round tables, (72") 20 banquet tables, (6') 350 chairs
- Use of (2) refrigerators
- Use of (1) freezer
- Indian Center Representative or Security guard on site

Additional information:

- The Indian Center has an open catering policy.
- Catering service contracted must be licensed and insured.
- Caterer Kitchen available.
- A cash bar requires a liquor license and service by a licensed bartender.
- Parking is available in the west parking lot.
- Additional parking is conveniently located west of Seneca with controlled crosswalk access.
- One time date change within the contract year based upon availability.

To secure a date: Confirm availability of date by calling 316-350-3341.

- Complete and sign contract.
- Payment in the form of check, money order, Visa & MasterCard. We are unable to accept cash payments.
- Provide \$300 damage deposit (refundable).
- Provide ¼ of total contract cost (non-refundable).
- Contract balance to be paid in full 30 days before event.
- Certain dates require payment in full at time of signing.

Mid-America All-Indian Center Facility Regulations

- 1) Confirmation of date requires a signed contract. A non-refundable down payment equal to 1/4 of rental fees and a refundable damage deposit of \$300.00 is also due.
- 2) Lessee must remit full rental payment 30 days prior to the rental date.
- 3) The damage deposit is refundable within 30 days following the event provided that no material damages were incurred as a result of rental or that no charges for extra cleaning were assessed.
- 4) Lessee is responsible for any additional charges incurred by exceeding specified exit times. Additional hourly rental fees and security fees will be assessed.
- 5) No cooking is allowed inside the Center. All food must be prepared off site and arrive at the Center prepared and ready to serve.
- 6) Lessee shall not assign lease, sublet or grant any concession or license to use premises without prior approval.
- 7) The Center may terminate an event with no refund of rental price if conditions of lease are not adhered to or if lessee or guests are conducting illegal or unsafe activities. This includes cooking in the kitchen.
- 8) The Center retains the right to enter the premises at any time, and to enforce all necessary and proper rules for the operations of the premises.
- 9) City ordinances will be observed. Lessee shall be responsible for any fines, penalties or other damages incurred due to negligence or violence of lessee or lessee's guests.
- 10) The lessee indemnifies lessor from any and all claims arising directly from lessee's utilization of the above-designated premises.
- 11) In case of inclement weather it is the discretion of the lessee to vacate the premises or to remain and take shelter in designated locations. All activities will cease during severe weather.
- 12) The Center/City of Wichita will not be responsible for damages or injury resulting from the conduct of employees or guests of the lessee, whether negligent or otherwise.
- 13) The Center is a non-smoking facility.
- 14) Clean up consists of removing all items brought into the facility including trash, decorations & rented equipment. Normal sweeping and restrooms are the responsibility of the Center.
- 15) Items in the facility are on permanent display.
- 16) Decorations must not deface any part of the facility and must be removed upon termination of the event. The Center/City of Wichita shall not be held responsible for property brought to or left on the premises prior to, during or after the event.
- 17) No substances may be applied to the floor such as powder, etc. Devices used to simulate fog may not be used.
- 18) Attachments to walls and ceiling are strictly prohibited.
- 19) No rice, birdseed, crepe paper, glitter, confetti or tape may be thrown or used in the Center or on the grounds.
- 20) For the safety of all guests, candles are permitted if used with a pre-approved holder. Holder must be tall enough to cover flame.
- 21) Amplified instruments are not permitted outside of the Center.
- 22) This agreement does not authorize lessee or its guests to utilize any watercraft or to conduct any activities at any location other than in the designated premises.
- 23) It is unlawful for any person to give, furnish or purchase cereal malt beverage, either directly or indirectly, to or for any person under the legal age for consumption of cereal malt beverage.
- 24) If alcohol is sold, lessee or liquor agent must provide a copy of proof of holding all required licenses and permits to sell alcoholic beverages and comply with any and all federal, state and local statutes and regulations. All alcohol must be in the building before the start time of the event.
- 25) Metal or plastic storage tanks for beverages or ice may not be placed directly on tile floor. A rubber backed mat provided by lessee or caterer is required for all Keg Beer or storage tanks being kept inside the facility.
- 26) Secured areas and certain museum pieces are under electronic monitoring and are clearly marked. A false alarm charge generated by a member of lessee's party will be deducted from the security deposit.
- 27) The Center/City of Wichita will not be responsible for loss of property.
- 28) The Center/City of Wichita shall not be held responsible for damages or injury caused by action of natural elements.