



Thank you for your interest in our meeting, conference and event spaces.

K-State Olathe is a world-class venue for your meetings, workshops and conference needs. Personal event planning is offered from start to finish along with friendly professionalism.

K-State Olathe's campus features original artwork and spacious grounds that are beautifully landscaped. It is conveniently located near K-10, K-7 and I-435; just 15 miles from downtown Kansas City and 30 minutes from KCI Airport.

Building features include an executive boardroom, auditorium, conference rooms, banquet room, classrooms, kitchen and open air spaces, such as our spacious lobby and bistro. Our team works closely with you to find the best possible space based on your specific needs and expectations to ensure meeting goals are met.

All spaces offer full audio-visual equipment that includes monitors, projectors, computers and wireless internet connection, which are included in the rental fee. Some spaces offer video and teleconferencing capabilities. Advanced technology support is provided by our on-site professional IT Department.

Meeting spaces are designed to accommodate your needs with flexible functionality. We include complimentary room setup, ample free parking and on-site security. Please note there are additional costs for evening and weekend events.

Our preferred catering list provides you with a wide range of delicious menu options. K-State Olathe offers in-house beverage service, which is replenished during your events.

Our experienced and attentive events and support staff are available for your convenience as needed, in person, by phone or e-mail.

Visit olathe.k-state.edu/eventplanning to learn more about our professional, convenient and affordable solutions for all your meeting and conference needs. Please contact us for a private tour to discover how we can be your event solution.

For more information, contact the Events Coordinator at:

eventsinfo@ksu.edu

913-307-7307

olathe.k-state.edu/eventplanning

PROVIDING YOU EASE IN PLANNING AND PEACE OF MIND.



Invoice: The pricing information included in this confirmation is a quote only and may be subject to change due to additional services and costs during your event. The final cost will be reflected on your invoice that will be sent via email to you following the completion of your event. Payment is due with a 15-day net. K-State Olathe will access a \$30 processing fee on all returned checks.

Room Reservations: In order to confirm your reservation, you must return this signed confirmation within 48 hours of receipt. Credit card information is required to reserve space for your event. K-State organizations do not need to provide credit card information.

All room setup needs, audio-visual requests, catering arrangements and any other service orders must be finalized no later than one week prior to your event.

Food, Beverages, Linens and Rental Items: All food and beverages served or consumed at K-State Olathe must be provided by our approved caterers. No outside food or drink is allowed to be brought in by other parties. The approved catering list can be found on the website or by request.

All catering services will be subject to a 15% building usage fee. This surcharge will be reflected on the caterer's final invoice, and is necessary to assist with the costs associated with overhead, administration and maintenance.

In-house beverage service is provided for your event. Items are found on the approved catering list. They are replenished during your event and billed based upon consumption.

Alcohol use is restricted to specific event permits in compliance with City of Olathe codes. Alcohol can only be served at private events through an approved caterer licensed to serve alcohol. The laws and regulations of the State of Kansas pertaining to alcohol and the consumption of alcohol shall apply to all activities at K-State Olathe.

Evening/weekend event personnel are \$30 per hour with a four-hour minimum.

Linens and any other specific rental items will be arranged for your event depending on the room setup needs. The cost of these items, including delivery surcharge, will be reflected on your invoice. You will be responsible for all replacements costs of any lost or damaged items.

Linens:

- 90" round - \$12.50
- 80" x 80" square - \$11
- 52" x 114" (8 ft. banquet table) - \$11
- 90" x 156" drape (8 ft. banquet table) - \$35

Audio-visual Support: K-State Olathe provides complimentary guest Wi-Fi for all visitors to the building. If you plan to use our audio-visual equipment including special requests or teleconference/video conference needs, contact the IT Department at olatheIT@ksu.edu or 913-307-7359 prior to the start of your event. If you need to connect to your company's VPN, you will need to arrange for VPN access prior to your event. Only staff will be allowed to reconfigure audio-visual equipment.

Weekday support is included in your room rate. Evening/weekend audio-visual support personnel are \$50 per hour with a four-hour minimum.

Custodial: Additional housekeeping staff may be required if the event size or type requires extra service. Rates are \$50 per hour with a four-hour minimum.

Security: K-State Olathe reserves the right to require security if alcohol is being served or if the event size or type requires additional safety measures. Additional daytime, evening and weekend security rates are \$60 an hour with a four-hour minimum.

Parking is free and available in the K-State Olathe parking lots.

Americans with Disabilities Act:

The facility hereby warrants that it is in compliance with all public accommodation requirements of ADA. Our building is completely handicap-accessible.

Animals are not permitted in the building. Exceptions are animals used as part of an academic program or event and ADA-defined service dogs that have been individually trained to do work or perform tasks for an individual with a disability. Tasks performed by the dog must be directly related to the person's disability. The service dog must be under the control of the handler at all times. Dogs must qualify as service animals per ADA criteria.

Vendors: All vendors must contact K-State Olathe staff five days prior to the event to make arrangements for delivery, setup and pick-up times. K-State Olathe will not be responsible for items left after a function. All vendors must provide proof of insurance.

Vendors must use the loading dock on the west side of the building. Immediately after unloading, vehicles must be moved to the parking lot. Arrangements can be made for truck and other large vehicle parking.

Photos: K-State staff will periodically take photos or videos of program participants. These photos may be used in our publications, advertisements and on the website. If you do not wish to have your photo taken, please notify the photographer at the time.



POLICIES

Facility Use: Setup and teardown time of the room is included in the 4 or 8-hour time rental. If additional room setup is required, this must be arranged in advance and additional charges will apply.

All guests must vacate the rented space within their allotted rental time. Attendees are not allowed in areas outside those defined by their specific event.

It is the client's responsibility to ensure all rooms and facilities are left in the same general condition that they were found prior to the event. Groups and/or individuals using the facilities will be responsible for all costs related to clean-up, damages and subsequent repairs caused by renter's use of this facility during the event. Responsibility for such repairs shall exclude any preexisting damage and damage caused by customary wear and tear.

The moving and/or removal of any fixtures, furniture or furnishings from the building are prohibited.

K-State Olathe is not responsible for any lost, damaged or stolen items.

A **SMOKE FREE/TOBACCO FREE** policy is in effect inside the building and on campus grounds.

Conceal Carry: The Kansas Personal and Family Protection Act permits concealed carry of handguns, including on college campuses. To learn more about K-State's weapons policy, see: www.k-state.edu/police/weapons

Safety Alerts: K-State Alerts, the university's emergency notification system, give campus authorities the ability to communicate emergency information quickly. Visitors to K-State can receive text messages about emergency situations by texting **KSTATEVISITOR** to **67283**.

Decorating: All decorations and rental items must be approved by the K-State Olathe staff. They must be freestanding, including signs. Nothing may be attached to the walls or ceiling. No posters or banners will be permitted on the building exterior or grounds without approval. Glitter, sprinkles or confetti will not be allowed. No open-flamed candles are permitted.

Insurance & Liability: The renter agrees to indemnify and hold free and harmless, assume liability for and defend K-State Olathe, State of Kansas, the Kansas Board of Regents and their officers, employees and agents from and against any and all actions, claims liabilities, assertions of liability, losses, costs and expenses. This includes but is not limited to attorneys' fees, reasonable investigative and discovery costs, court

costs, claim or claims for bodily injury or death of persons and for loss of or damage to the property, of every kind and nature, which in any manner directly or indirectly may arise or result from the presence, activities, of the renter, its officers, employees, agents, attractions, contractors, licenses, or invitees in connection with the event and use of the K-State Olathe facilities by the renter.

Renter agrees to maintain a policy of liability insurance providing bodily injury and property damage coverage with limits of liability of \$1 million for each occurrence and \$1 million in the general aggregate. Renter shall provide K-State Olathe with a Certificate of Insurance showing that such insurance is in force and effect and that K-State Olathe is to be provided at least 10 days written notice prior to the cancellation of such policy.

Cancellation Policy: Cancellations of reservations more than 30 days prior to the event, result in a 100% refund. Cancellations made less than 14 days prior to an event will be charged 50% of room rental fee. Cancellations made less than 7 days prior to an event will be charged 100% of room rental fee. Receipt of your confirmation via email activates this cancellation policy.

K-State Olathe will make all reasonable efforts to fulfill the reservation contract. However, we reserve the right to cancel any event after providing reasonable notice to the client. Cancellation may occur if K-State Olathe requires the space to accommodate priority events. In such case if cancellation is required, K-State Olathe will do our best to offer suitable alternative dates and accommodations.

Facility Use Agreement: Execution of this agreement will evidence understanding of the policy and guidelines of K-State Olathe governing the use of facility and by signing this agreement the renter agrees to comply with the policy and guidelines.

Signature: _____ Date: _____

Name: _____

Email: _____ Phone: _____

Company/Organization: _____

Thank you. We appreciate you and your business!

Questions?

Please contact the Events Coordinator at eventsinfo@ksu.edu or 913-307-7307.

olathe.k-state.edu/eventplanning
22201 W. Innovation Drive | Olathe, KS 66061

In order to confirm your reservation, you must return this signed confirmation within 48 hours of receipt.



FLOOR PLANS



- 1 MAIN LOBBY
- 2 FORUM HALL
- 3 BOARDROOM
- 4 CONFERENCE ROOMS
- 5 RESTROOMS
- 6 ELEVATOR
- 7 OUTDOOR BISTRO/PATIO
- 8 BISTRO
- 9 STUDIO KITCHEN
- 10 FOYER
- 11 GREAT PLAINS ROOM
- 12 KITCHEN
- 13 DOCK
- 14 RESEARCH WING
- 15 2ND FLOOR CLASSROOMS



CAPACITY & RATES

Public Rates

K-State Olathe has a variety of rooms to suit all of your meeting and banquet needs. Room size, pricing and capacities are as follows. Contact the Events Coordinator at eventsinfo@ksu.edu or 913-307-7307 for evening and weekend rates.

Room	Room #	Sq. Ft.	Capacity by Layout					Cost	
			Meeting	Reception	Banquet	Classroom	Lecture	Half-Day (4 hours)	Daily (8 hours)
Lobby	100	3,143	x	115	115	x	x	\$460	\$920
Lobby Registration only	100	1,000						\$150	\$300
Forum Hall	110	2,831	x	x	x	x	118	\$350	\$700
Board Room	120	1,047	24	x	x	x	x	\$220	\$440
Conference Rooms	121 & 122	474 & 477	12	x	x	x	x	\$110	\$220
Great Plains	145	2,428	x	200	154	x	200	\$315	\$630
Great Plains A	145 A	972	x	80	63	x	77	\$125	\$250
Great Plains B	145 B	1,456	x	120	91	x	101	\$190	\$380
R&D Kitchen	140 A	2,982	x	x	x	x	x	\$360	\$720
Studio Kitchen	143	x	x	x	x	19	x	\$240	\$480
Competition Kitchen	140 B	x	x	x	x	x	x	\$300	\$600
Bistro	x	1,216	x	44	x	x	x	\$120	\$240
Outdoor Bistro Patio	x	x	x	100	28	x	x	\$60	\$120
Outdoor Deck Patio	x	1,715	x	50	20	x	x	\$180	\$360
Classroom 220	220	1,914	x	x	x	80	96	\$240	\$480
Classroom 221	221	2,506	x	x	x	70	125	\$270	\$540
Classroom 221 A or B	221 A	1,200	x	x	x	30	65	\$135	\$270
Classroom 222	222	1,906	x	x	x	60	96	\$270	\$540
Classroom 222 A or B	222 A/B	953	x	x	x	30	48	\$135	\$270
Classroom 223	223	1,981	x	x	x	72	100	\$270	\$540
Classroom 223 A or B	223 A/B	990	x	x	x	34	50	\$135	\$270



Catering Guidelines

K-State Olathe is the leading venue for your meetings, workshops and conference needs. This includes offering personal event planning from start to finish along with friendly professionalism. We work closely with you to find the best solutions based on your specific needs and expectations to ensure your event goals are met.

K-State Olathe Facilities Surcharge:

All catering services will be subject to a 15% building usage fee. The 15% surcharge is to be charged on food and beverages only. It is not included on delivery fees, service charges, rental items and taxes. This surcharge will be reflected on the caterer's final invoice, and is necessary to assist with costs associated with overhead, administration and maintenance.

Alcohol and Bar Services:

Beer, wine and liquor use is restricted to specific event permits in compliance with the City of Olathe codes and Kansas State Liquor licenses. Alcohol can only be served at private events through a caterer holding all necessary permits, licenses and insurance. Request a listing of current licensed caterers. The client must notify K-State Olathe in advance if alcohol is being served at an event.

On-site Beverage Service:

K-State assists with all of your hot and cold beverage needs for your events. Prices are based on consumption and beverages are replenished throughout your event as needed.

\$1.50 per serving:

- Coffee (sold in 10-cup increments)
- Hot and Ice tea (\$15 per 20 cups)
- Assorted sodas
- Bottled water

Catering Contacts

Some approved caterers have multiple locations across Kansas City. Below is the contact information for the locations that specifically serve K-State Olathe. Please use these phone numbers and e-mail addresses when contacting the companies that meet our guidelines.

Classic Catering

P: 913-492-2632

E: info@classiccateringcorp.com

W: classiccateringcorp.com

Classic Catering has become a favorite for corporate catering, business lunches and private parties. Providing catering elegance at an affordable price.

Crazy Good Eats

P: 913-905-2744

E: catering@crazygoodeats.com

W: crazygoodeats.com

Providing competition quality barbecue, boxed lunches, amazing sides, handmade sausages, and to-die-for sauces, Crazy Good Eats offers a variety of unique and delicious menu items.

Hereford House, Shawnee

P: 913-268-8000

E: banquet6@herefordhouse.com

W: herefordhouse.com

A Kansas City tradition for more than 50 years, let the Hereford House make your event one to remember. Specialized catering menus are available to fit all tastes and budgets.

Jack Stack Barbeque Catering

P: 816-941-4309

E: jscater@jackstackbbq.com

W: jackstackbbq.com

Jack Stack is the highest rated BBQ in the country by Zagat. A full-service catering company, they can assist with every detail to create a remarkable experience for your event.

Jason's Deli, Olathe (119th Street)

P: 913-825-4422

E: brendon.faihtfull@jasonsdeli.com

W: jasonsdeli.com

Jason's Deli's commitment to variety, value and quality ingredients, plus a menu that is constantly being expanded, will provide a variety of choices for everyone in your group.

Mi Ranchito Cocina & Cantina Mexicana

P: 913-952-2511

E: catering@miranchitokc.com

W: miranchitokc.com

Mi Ranchito has what you need to make your event a success. Menus feature simple authentic Mexican food made by using fresh, high quality ingredients.

McKeever's Price Chopper, Lenexa

P: 913-764-9005 x3320

E: deli@mckeever300.com

W: mypricechopper.com

Menus are designed to accommodate various budgets and customizable packages can fit the needs of you and your guests. Providing full-service buffets and easy drop-off orders.

Questions:

Please contact the Events Coordinator at eventsinfo@ksu.edu or 913-307-7307