



**JUNIOR LEAGUE OF
WICHITA, INC.**

Women building better communities

Event planning . . .

begins with the right space

To promote voluntarism and community service, Junior League of Wichita Inc., extends the use of its Headquarters facility to other nonprofit community organizations.

From professional meetings to lectures and programs, Junior League of Wichita offers a beautiful facility to suit the needs of *any gathering*.

The attractive assembly room, with accommodations for up to 100 — as well as a fully-equipped kitchen — are available for your use. The purpose for the usage of these rooms must be approved at the monthly meeting of the Finance Council of Junior League of Wichita. Therefore, **please allow two months lead time** for your request.

Organizations may schedule their meetings from **July 15 to June 30** of each year, provided there are not League meetings previously scheduled for the desired time. **Meetings must not begin earlier than 8 a.m. nor extend later than 9 p.m.**

Our Headquarters facility features:

- ◆ A furnished assembly room with 11 square tables and 31 chairs. Additional chairs are available to seat up to 100.
- ◆ Accomodations for up to 66 for a sit-down meal, or more for a stand-up buffet.
- ◆ A fully equipped kitchen, including 3 ovens, 4 burners, a microwave, 2 dishwashers, an ice machine, and a refrigerator.
- ◆ Coffee pots, dishes, and other serving pieces. Microphone and podium for lectures.
- ◆ Large parking lot and well-lit streetside parking. Two restrooms.

Procedure for 2006-2007:

Junior League of Wichita, Inc., requires that a contract and a waiver of liability be completed in full. It is your responsibility to find a Junior League member to sponsor your organization, or furnish a copy of your 501(c) (3) or other non-profit status verification. (Churches and schools are exempt).

Your reservation is confirmed upon receipt of a contract, waiver or liability and a \$100 security deposit.

Rental rates:

- \$100 refundable security deposit *if Headquarters is left in its original condition or cancelled within 24 hours of a scheduled meeting.*
- \$100 for Headquarters up to four hours (per day).
- An added \$25 fee for each additional two hours of rental, up to eight hours (per day).

For available dates, rental application, or more information, please call **682-7473**.

JUNIOR LEAGUE OF WICHITA, INC.
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