



## HOLLIS RENEWAL CENTER

Wedding Policies

*We are so happy you are considering Hollis Renewal Center to host your wedding. The following will help you envision your event here at Hollis. Please review and reach out to us with any questions.*

Hollis Renewal Center | 11414 Kansas Avenue, Kansas City, Kansas 66111 | [www.holliscenter.org](http://www.holliscenter.org)  
Email [info@holliscenter.org](mailto:info@holliscenter.org) | Office (913) 441-0451 | Call or Text (913) 206-4947



## **Welcome Statement**

All are welcome to hold a marriage ceremony at Hollis. Hollis makes no discrimination of race, gender, or religious beliefs. Hollis provides a welcoming environment and experience for individuals and groups seeking spiritual growth and renewal.

## **Locations at Hollis – Ceremonies and Socializing**

Hollis is a big place, with all kinds of possibilities for a wedding ceremony and the celebration that follows. Some couples plan small intimate events, while others are larger and grander. Note that Hollis only provides a venue.

### **Indoors:**

The Lodge and the Meadow Cottage are the only two indoor spaces capable of hosting a wedding fully protected from the weather. The Meadow Cottage could only handle a small wedding (think of a wedding in a living room), while the Lodge could accommodate a much larger gathering. The Lodge also has an attached deck and an exterior fire pit for groups to use. Both the Lodge and Meadow Cottage include kitchen facilities. The Lodge comfortably seats 60 people, the Meadow Cottage only 15.

### **Sheltered:**

The Picnic Shelter is an open air shelter with electricity and water nearby. The area is flat, has easy access for all, with separate parking; it is adjacent to the meadow and disc golf areas.

### **Outdoors:**

Hollis has various outdoor locations, which might be suitable for a wedding, depending on the kind of ceremony you envision, its size, and the people who will be attending. All weddings require reserving one of the indoor spaces so that participants have some place to go in case of inclement weather.

1. The Lodge Chapel – easy access for all; flat, grassy, and shaded in the afternoon; bench seating for 80. Requires the reservation of the Lodge.
2. The Hillside Chapel – slight hike to a sloped clearing on the west side of the creek, bench seating for 100. Requires the reservation of the Lodge or Meadow Cottage and the Picnic Shelter. This chapel is not handicapped accessible.
3. The Labyrinth – easy access, flat, grassy, no seating, isolated by trees. Requires the reservation of the Lodge. Requires your own seating solution.

Note: the restrooms in both the Lodge and Meadow Cottage are reserved for those buildings. Those who reserve an outdoor space can use the Campus Restrooms and the one(s) associated with a reserved building.

## **Lodging Before/After the Wedding**

Overnight accommodations are available at the Hideaway and the Meadow Cottage, and Tiny Cabins. The Hideaway allows greater privacy, while the Meadow Cottage might be more suitable for an extended family or group of close friends. Two of the Tiny Cabins can sleep up to 4 people, and the third can sleep up to 5. Each of the spaces could also serve as staging areas for the wedding, if desired.

## **Plan for the Weather**

Like any outdoor venue for a wedding, the weather is a variable that can affect the setting. Make plans in advance for the weather of the season, but be prepared for last-minute changes in the weather that will affect your event.

### **Plan for Neighbors**

Unless you have reserved the entire facility, please be prepared for other individuals and groups to be at Hollis at the same time you are there. You cannot assume that you will be able to use other buildings or outdoor spaces without specifically reserving them and the shared spaces (including parking) are just that: shared. If you have specific questions about how this might affect your event, please ask in advance!

### **Music and Amplified Sound**

Two parts of the beauty of Hollis are its emphasis on hospitality and its quiet, natural setting. Because of this, the use of sound amplification is strongly discouraged, especially outdoors. This is particularly important when Hollis is being used by different groups at the same time, so that one group's activities do not impinge on another's, and so that Hollis events do not impact our neighbors (both human and otherwise).

### **Tents, Canopies, and Temporary Structures**

Groups may set up tents, canopies, or other temporary structures for their event, subject to the approval of the Director of Hollis. Location of temporary structures should not obstruct roads or paths, and should leave little or no trace of having been there.

### **Alcohol Use**

Alcohol is permitted at Hollis. Hollis requires a written statement of use and responsibility from those making the reservation. We do not allow kegs. Example: *We plan to serve wine with dinner and take responsibility to make sure everyone is driving safely.*

### **Other Policies**

The other general policies of Hollis also apply. If you are in doubt about something, please ask.

### **Costs**

In addition, to our suggested donations for use for buildings, we ask an additional \$3/person guest fee at the time of the wedding or reception (whichever has the greatest number of guests). Final head count must be provided 3 working days prior to the event.

### **Catering and Other Services**

Some catering options are available through Hollis, including table service rental, clean up and food preparations. Persons making the reservation are welcome to use any catering and supply service. Catering starts at \$15/person if you go through Hollis. Table service (silverware, plates, water glasses and wine glasses) are available at the Lodge, place settings for 60, contact the office for details.

### **Cleaning**

Hollis is cared for by a community (staff, volunteers and guests); those before you cleaned buildings making them ready for you. Our expectation is that you will clean the areas that you used so they are ready for the next group. We understand weddings are special events, so Hollis will offer to clean for you, but you must realize this requires staff time in addition to time the building cannot be used by others. Cost is \$300 for total cleaning, \$150 for dishes only.



### **To Begin the Process:**

- Schedule a tour of the facilities you wish to use. Tours can be arranged by contacting the Hollis office, [info@holliscenter.org](mailto:info@holliscenter.org), or, 913-441-0451.
- Secure your reservation with the office staff via email or phone call.
- Submit an estimated 50% deposit online at <https://holliscenter.org/donate-for-your-stay>

### **Cancellation Policy**

Our mission here at Hollis is to provide Christian hospitality to all. We will always do our best to work with all of our guests to make sure we are being fair, and accommodating. We are however, a non-profit organization dependent on the revenue from usage of our facilities, and last minute cancellations hurt us. Thus, the following is how we handle wedding cancellations.

- 60 days prior to the event – full deposit will be refunded
- 59-30 days prior to the event – deposit will be forfeited
- Less than 30 days prior to event – deposit will be forfeited and full payment will be expected for use of the space, less the \$3/person guest fee

Please note, if you are in need of rescheduling the event, your deposit will be applied to the new date, as long as it is the request is made 30 days prior to the date of the event. Otherwise, the deposit will be forfeited, and a new deposit will be required for a new date.





### Additional Services Offered by Hollis

<b>RENTAL</b>		
	<b>Dinnerware &amp; Flatware</b>	
	<i>Includes: 1- 10" plate, 2- 6" plates, 3 - forks, 1- teaspoon, 1- butter knife, 1- steak knife</i>	<b>\$5.00/place setting</b>
	<b>Glassware</b>	
	<i>1- 8.5 oz wine glass, and 16 oz. pint glass</i>	<b>\$1.00/set</b>
	Quantity Available: 60 place settings	
	<i>The above pricing is for usage only. The expectation is all items will be used, and returned in the same manner they were acquired. Thus, all items must be cleaned and dried. If item(s) are broken or lost additional fees will be assessed to cover replacement.</i>	
	<b>Linens - Laundering of linens is included in the cost of rental.</b>	<b>\$5.00 each</b>
	<i>Black Polyester Table Cloths</i>	
	60" x 102" - Rectangle. Provides 15 in. drop on standard 6 ft. rectangular table- Qty. 4	
	60 x 126" - Rectangle. Provides 15 in. drop on standard 8 ft. rectangular table - Qty. 15	
	90" x 156" - Rectangle. Floor-length drop on standard 8 ft. table - Qty. 2	
	120" Round. Provides floor drop on standard 60 in. round table. - Qty. 3	
	102" Round. - Floor-length drop on 48" table. 21" drop on 60" round table. Qty - 6	
	90" Round - Provides a 15 in. drop on standard 60 in. round table. - Qty. 3	
	<i>White Linen Napkins – Qty. 60</i>	<b>\$.50 each</b>
<b>CLEANING</b>		
	Cleaning of the Hollis Lodge after wedding, including dish washing.	<b>\$300.00</b>
	Cleaning of all dishes, flatware, and stemware only.	<b>\$150.00</b>





# HOLLIS LODGE

## EVENT & MEETING SPACE AT HOLLIS RENEWAL CENTER

11414 Kansas Avenue | Kansas City, Kansas 66111 | 913.441.0451 | info@holliscenter.org | www.holliscenter.org

The Lodge offers heated and air-conditioned meeting space for up to 80 people or more for mingling events. Enter through the South Room fitted with folding tables, chairs, fireplace and a view of the meadow to the west and woods to the east. Inside is a meeting room with fireplace, tables and chairs, fully equipped kitchen, 4 restrooms and one shower. Cots are available for overnight guests. Equipped with Wireless Internet access, speaker system, fixed mounted digital projector and screen, and flat screen TV (located in south room).

### Lodge Room Descriptions

Room	Size	Amenities	Occupancy
Front Room	25'x29'	Main fireplace	40
South Room	32 x 29'	Stove-fireplace; 70" Flat screen Smart TV	40
Restrooms	na	4 private toilets, 3 vanity, 1 shower	4
Kitchen	22'x13'	Ample counter space, 2 refrigerators, 2 warming drawers, 2 dishwashers, microwave, Standard stovetop with double oven, sink (no garbage disposal or ice maker)	
Deck	1000 square feet	2 picnic tables that seat 6 are on the deck. <i>Occupancy depends on type of event.</i>	30

***Whole building can handle 80 or more people for mingling events with use of exterior space.***

### Tables

Size	Description	Quantity
48" x 30"	wood	8
6 ft.	plastic folding	8
8 ft.	plastic folding	8
5 ft.	Round, plastic folding	3
4 ft	plastic folding	2

### Chairs & Cots

Type	Description	Qty
Stackable	No arms	80
Sleeping cots		10

### Meeting Supplies

Screen (ceiling mounted)	Dry Erase Board
Digital Projector (ceiling mounted)	Clipboards (qty18)
65" Flat Screen Smart TV in South Room	CD player (part of stereo system)
Stereo Sound, with projector connectivity	Table Top Podium
Blue Tooth capability	Dry Erase markers
WiFi	Flip Chart (Qty 2)
HDMI Connectivity to projector	Easel

### Kitchen Supplies

Pot & Pans	Pitchers	Dinner Plates	25
Roaster	Serving Ware	Bowls	25
Crockpots	Cooking knives	Salad Plates	25
Can Opener	Cutlery	Coffee mugs	25
Small food processor	Serving Utensils	Water glasses	25
Mixer	Bakeware	Juice glasses	25
Coffee Makers (3)	Coffee Carafe (3)		

**Rental Flatware, Dishes, Glasses, Linens**

Flatware	\$3/set	1- dinner fork, 1-salad fork, 1 dessert fork, 1-teaspoon, 1- butter knife, 1- steak knife	60
Dishes	\$2.00/set	1 - 10" - white dinner plate, 2 - 6" small white plate	60
Pint Glass	\$0.50 each	16 oz. clear pint glass	60
Wine Glass	\$0.50 each	8.5 oz. clear wine glass	100

**Linens**      **\$5.00 each**      *All linens are black polyester. Rental includes cost of laundering.*

60" x 102" - Rectangle. Provides 15 in. drop on standard 6 ft. rectangular table	4
60 x 126" - Rectangle. Provides 15 in. drop on standard 8 ft. rectangular table	15
90" x 156" - Rectangle. Floor-length drop on standard 8 ft. table	2
120" Round. Provides floor drop on standard 60 in. round table.	2
102" Round. - Floor-length drop on 48" table. 21" drop on 60" round table.	6
90" Round - Provides a 15 in. drop on standard 60 in. round table.	2

**Outside & Deck Seating**

Type	Description	Qty
Picnic tables (seat 6-8)	Can seat 4-8	6
7' wooden benches	can seat 4-6	9
6' wooden benches	can set 2-3	12

**Cleaning Services**

*Cleaning Supplies & Trashbags are provided for all guests to use. Supplies are stored in the kitchen under sink and center tables and in the storage closet in restroom area.*

*With your basic suggested minimum donation, groups are responsible for set up and clean up of both the Lodge, as well as any equipment which has been used and/or rented (i.e. the floors, kitchen, dishes, flatware, etc.) We are a "trash out" facility, and guests are expected to take your trash with you. Trashbags and receipticals are provided.*

Full Cleaning	\$300	Cleaning of the Hollis Lodge after event, including dish washing.
Dishes Only	\$100	Cleaning of all dishes, flatware, and stemware only.