

Weddings

PACKAGES

The Main Lobby

This versatile space is surrounded by glass windows giving a scenic view of downtown Wichita and the Arkansas River. It accommodates up to 125 guests for seated events.

Monday - Thursday \$1,300

Friday - Sunday \$1,600

The Grand Hall

More than 3,500 square feet comprises this elegant area.

It accommodates up to 250 guests for a seated reception or up to 400 for a more casual cocktail reception.

The west wall gives a spectacular view of the Reflecting Pond.

Monday - Thursday \$1,500

Friday - Sunday \$1,800

The WaterWay Café / The Egret Dining Room

With the breathtaking space of the WaterWay Café, enjoy delicious appetizers and entrées while experiencing a stunning view of the tranquil Arkansas River. Accommodates up to 80 people for a seated reception, or up to 125 for a ceremony. Or choose The Egret Dining Room for smaller, more intimate gatherings. Accommodates up to 30 people for a seated banquet.

Café \$700

The Egret Dining Room \$400

Outdoor Wedding

Make your ceremony even more memorable when you choose one of the picturesque outside spaces.

We will rent items such as linens, centerpieces, etc. for the event. Please see the following page for details.

In case of inclement weather, 48-hour minimum notice is required to change the set-up of the event.

Please note: there is no rain contingency available.

Overlook \$200

Accommodates 40 guests for seated reception, 75 guests for casual event

Terrace \$400

Accommodates 200 guests for patio seating, 400 guests for casual event

Picnic Grove \$500

200 guests w/ picnic table seating, 500 guests for casual event

Festival Plaza \$500

750 guests for seated reception, 1200 guests for casual event

Continued on next page



**Exploration
PLACE**

The Sedgwick County Science and Discovery Center

FACILITY RENTALS

Continued from front

Observation deck

Accommodates 40 guests for a seated reception, 75 guests for a casual event **\$100**

Walkway & Bridge

Accommodates 400 guests for a seated ceremony, 500 guests for a casual event **\$300**

Rehearsal

A one-hour rehearsal located in your designated rental area can be scheduled the same week of your wedding **\$100**

Deposit

To secure your date, a \$300 deposit is required with a signed contract. The deposit is retained until the event has been completed and will be returned 7 to 10 days after the event, as long as no damage or additional cleaning has occurred.

Payment

To reserve a date, 50% of the rental fee plus the \$300 deposit is required. The balance is due 14 days prior to event.

EP Membership

Renting Exploration Place is a benefit and privilege for our Members. If you are not currently a Member, a minimum of a \$50 Membership fee is required. This includes one individual (listed on member card) and one guest. See Membership brochure for details.

Cancellations

If you must cancel your event after it has been paid in full:

- 3 months prior to your event, you receive 50% of the facility fee.
- Within 30 days prior to your event, you receive 25%.
- Anything after 30 days is non-refundable.



FOOD FOR THOUGHT

Rental Supplies *All prices subject to change without notice. Call for latest pricing information.*

- **Tables & Chairs** *(Limited tables & chairs included)*
- **Additional tables & chairs rental:**
 - 72" Rounds \$10 each, seats 8 - 10
 - 8' Rectangular Banquet \$8 each, seats 8 - 10
 - Tall Cocktail \$10 each, 2 - 4 standing
 - Chairs \$1.50 each
- **Linens** *(various colors available)*
 - Napkin \$1 each
 - Covering for 72" Rounds \$14 each
 - Covering for 8' Rectangular Table w/Skirts \$20 each
 - Covering for Cocktail Tables \$7 each
- **Centerpieces**
 - Mirrors (12" x 12") \$3.50 each
 - Flameless Candles (including holder) \$.75 each
 - Vases (Tall Cylinder) \$2.25 each
 - Vases (Large Round) \$2.75 each
 - Beads (per bag, colors vary) \$3.00 each



Extras

Facility fee includes: help organizing event logistics, facility set up and clean up of items rented from EP. Also one security person for entire event and rental time for up to four hours. Other extras:

- Ceremony Coordinator \$100
- Decorating Assistant \$100/hr.
- Bride's dressing room \$50/hr.
- Pipe & Drape (black) \$200
- Sound System (includes mic, podium, speaker) ... \$150
- Projector Screen (size: 6' x 5') \$50
- Stage (two 4' x 8' sections, 18" high) \$75/ea.
- Extra Security hourly rate, please ask for details.
- Extra Rental Hours (not to exceed 1 a.m.) \$150 per hour/per space
- Clavinova piano \$150



RENTAL PROCEDURES & BUILDING REGULATIONS

Rental of Facility

- All signed Rental Agreements must be submitted to Exploration Place ten days after it is initiated and not later than one month prior to the event date.
- A \$300 security deposit and a signed Rental Agreement are required to secure the event date.
- No rental event may take place earlier than one hour after Exploration Place closes.
- Lessee shall not assign Rental Agreement or sublet the premises.
- Exploration Place may terminate an event with no refund of rental price if conditions of Rental Agreement are not adhered to or if lessee or guest is conducting illegal or unsafe activities.
- All city and county ordinances, along with state and federal laws 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.
- Lessee indemnifies lessor from all claims arising directly from Lessee's utilization of Exploration Place.
- Exploration Place will not be responsible for damages or injuries resulting from the conduct of employees or guests of the Lessee, whether negligent or otherwise.
- Lessee will have one hour after the event to clean the facility of any decorations or trash before incurring additional rental charges.
- Exploration Place will not be responsible for any property left before or after rental.
- Exploration Place is a non-smoking facility.
- No person, firm or corporation shall rent Exploration Place for the purpose of generating funds for any organization without the event being approved by Exploration Place prior to Rental Agreement being signed.
- Exploration Place prohibits renting the facility with the purpose of resale of admission tickets.
- Lessee shall provide check-in staff at the Main Lobby.
- Children attending events must be supervised at all times.
- Exploration Place will enforce strict security to unauthorized areas of the facilities. All areas not included in the Rental Agreement will be blocked off to event guests. It is recommended that it be clearly explained to guests, before the event, what areas will be available to them during the event.
- Exploration Place must be informed in advance of any vendors or caterers sub-contracted by the primary vendor or caterer. Renter must inform sub-contractors of all rules and regulations in relation to their event.
- All prices are subject to change without notice.

Decorations

- Decorations and entertainment set up may not take place earlier than the time of closing of Exploration Place. Café events may not be set up until the Café closes.
- All decorations must be approved by Exploration Place.
- Decorations must be removed immediately upon termination of an event.
- Attachments and decorations cannot be hung from the ceiling or any walls.
- Candles are permitted if used with a preapproved holder. The holder must be tall enough to cover the flame by 2 inches.
- All entertainment must be approved by Exploration Place.
- Amplified instruments are not permitted without prior approval.
- Exploration Place requests the right to review all invitations sent to guests of the event prior to printing.
- No substances may be applied to the dance floor such as powder, etc.
- No devices may be used to simulate fog without permission.
- Rice, birdseed, crepe paper, rose petals, or confetti may not be thrown/used in Exploration Place or on the grounds.

Damage to Property

- Lessee is responsible for any damage or vandalism done to Exploration Place by guests or vendors during this rental.
- Exploration Place will not be held responsible for any vandalism or theft in the parking areas.
- Exploration Place will not be held responsible for damages or injuries caused by actions of natural elements.
- Exploration Place reserves the right to prohibit food and drink in the exhibit areas.

Catering

- Exploration Place has an open catering policy. Outside caterers must be licensed and able to provide a current copy of their certificate of insurance, valid through the date of the entire event.
- All outside vendors are required to have an All EP Level Membership.
- Caterers and sub-contractors are responsible for notifying an Exploration Place sales staff member on their arrival.
- Caterers are responsible for all preparations before the event, clearing tables and clean up after the meal is served.
- Access to our kitchen will not be allowed by outside caterers.

Severe Weather

- In case of severe weather, Exploration Place staff will proceed with severe weather procedures.
- In the case of inclement weather, 48-hour minimum notice is required to change the set up of the event.
- If an event is canceled within 48 hours prior to the event due to acts of God, terrorist activity, riot or civil commotion, i.e., "Force majeure," Lessee shall have the right to reschedule the event to another day, to be mutually agreed upon with Exploration Place, without further cost.

Alcoholic Beverages

- All alcohol served at Exploration Place must be served by a licensed bar service or caterer.
- Licensed bar service or caterer must be able to provide a current copy of license and certificate of insurance, valid through the date of the entire event.
- The consumption of alcohol by persons under 21 years of age is prohibited on the premises.
- Exploration Place is not responsible for guests that consume alcohol in excess while on property and after the event has ended.
- Lessee shall be responsible and ensure that inebriated guests are not served additional alcohol.
- Alcoholic beverages are only allowed outside of the building in rented spaces after hours. Additional security may be required.

Disruptive Behavior

- Exploration Place reserves the right, in its discretion, to escort any guest off the premises.
- Exploration Place is not responsible for any injuries that occur before, during or after rental events.

Ask for details about event planning coordination such as providing ideas for decor, coordinating the use of generators, pole/frame/E-Z Up tents, carnival rides, picnic/banquet tables, chairs, Port-a-Lets, bands, DJs and more!

For information or to book your reservation,
Contact Exploration Place's
Sales and Special Events Team
at **316.660.0642**.

Exploration Place

300 North McLean Boulevard, Wichita, Kansas 67203
316.660.0600 • fax 316.660.0670 • www.exploration.org