



Frequently Asked Questions

1. **What kind of tables do you have?** 31 each 8' rectangle tables plus 2 each 5" round tables
2. **Can we use the kitchen?** Yes. The kitchen has a stove with oven, refrigerator, and walk-in refrigerator that are included in the rental fee.
3. **Does setup and cleanup have to be completed during event hours?** Yes unless additional hours are agreed upon in advance and are shown on rental agreement.
4. **Can we setup in advance?** Setup can be scheduled in advance (subject to prior availability of the hall) at a \$75/hr. rate. The setup hours must be scheduled at time of rental and shown on the Hall Rental Agreement.
5. **Do we supply linens?** No.
6. **Can we bring in alcohol?** You are allowed to bring in wine and liquor but it must be served by a hall bartender in accordance with the Hall Rental Agreement. Beer cannot be brought into an event. Keg beer is available for purchase from the Hall.
7. **Can we use our own caterer?** Yes
8. **Can we use our own DJ for music?** Yes
9. **Do you have audio/visual equipment?** AV equipment is available for rent and includes DVD player, five-disc CD changer, VCR, Radio Tuner, TV, sound amplifier, screen, projector.
10. **What is the cleanup policy?** Everything that you bring in must be removed at end of event (no storage available). All trash must be removed to dumpster at end of event. Chairs must be folded and stacked on tables. No sweeping or mopping is required but reasonable cleanup is appreciated.
11. **Does the hall setup the tables?** No. The tables with chairs stacked on top of them are in the hall. Renter is responsible for arranging tables and chairs.
12. **How late can we be in the hall?** Cleaning must be completed and the hall vacated by Midnight.
13. **Is decorating allowed?** No sequins, glitter, confetti, or sand and bubbles are not allowed in the hall or on outside grounds. Any decorations put on the wall must be anchored using painters tape or teacher putty. Tables must be covered.
14. **What is the cost of the facility?** See the Hall Rental Agreement on this website.
15. **Is a security officer required and who may I use?** A security officer is required if any alcohol is consumed. The cost of the security officer is the responsibility of the Renter. The Renter must contact the Shawnee Police at 913-742-6878.
16. **What is the maximum number of people allowed in the hall?** 250.
17. **How do I rent the Hall?** Please call the Knights at 913-631-9842 and speak with the Hall Rental Coordinator. To reserve the hall, you must complete the Hall Rental Rules, Hall Rental Agreement, and pay the \$200 Security/Damage deposit and 50% of the total rental fees.
18. **What are the dimensions of the room?** The room is 64 by 46 feet with 10 foot ceilings.