



### ***Management & Staff***

**Jason Huffman**  
General Manager, Technical Director  
(jhuffman@pittks.org)

**Terri Steele, Administrative Assistant**  
(terri.steele@pittks.org)

**Jenna Spencer, Event Coordinator**

**Bob LasKares, Facility Services**  
(robert.laskares@pittks.org)

**Joe Stuckwisch, Facility Services**  
(joe.stuckwisch@pittks.org)

### ***Other Information***

#### **Refunds-**

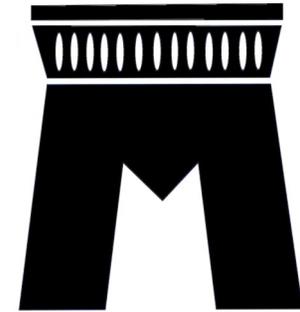
- A written notice of cancellation at least forty-five (45) days prior to the date reserved = 1/2 refund.
- Cancellation of an event less than forty-five (45) days prior to the date reserved = no refund

#### **Please note:**

- All lighted candles must be protected in containers/votives. No open flames allowed.
- Memorial will provide proper tape that is to be used for all events if needed.
- Absolutely no glitter or confetti.
- Nothing is to be attached to Convention curtains in any manner.
- No outside alcohol allowed, must be provided by lessee only.



MEMORIAL AUDITORIUM



CONVENTION CENTER



## *Wedding Guide*

**503 N. PINE**

**Pittsburg, Kansas**

**Phone: 620-231-7827**

**[www.memorialauditorium.org](http://www.memorialauditorium.org)**

# Prices and Information



Need a space for your wedding? Check to see if the stage is available for your date

**All Inclusive Packages Available**

## Services

Memorial Auditorium provides all setup per your design or ask about our Event Coordinator and decorating options.

Full staffing before, during, and after your event.

Our staff handles all the clean up after your event

## Safety Information

The City of Pittsburg's building and fire codes require that every portion of every building in which seats, tables, merchandise, equipment or similar material is installed, must have aisles leading to an exit.

## Wedding Reception Packages (with Alcohol)

- 200+ Guests \$1,000 + \$250 Damage Deposit  
This rate includes: 6 (max) hours of reception time\*, 7 hours of business hour decorating (10 am-5pm), 3 hours for setup/delivery on the day of reception. Table clothes (60 max), table skirts, booth curtains behind the cake table and bridal party, bar, keg cooler, disco ball, platforms, and A/V equipment.
- Up to 200 Guests \$750 + \$250 damage deposit  
This rate includes: 6 (max) hours of reception time\*, 7 hours of business hour decorating (10am-5pm), 3 hours for setup/delivery on the day of reception. Table clothes (35 max), table skirts, booth curtains behind the cake table and bridal party, bar, keg cooler, disco ball, platforms, and A/V equipment.

\*Additional reception time above the 6 hour max will be charged at a rate of \$200.00 per hour.

\* All receptions must end by **12:00 a.m.** One hour will be allowed following the reception for DJ and wedding party to remove decorations.



## Decorating/Deliveries

Business Hours	\$15.00/hr.
Evenings/Weekends	\$25.00/hr.
Damage Deposit	\$250.00

The following is a sampling of accessories that are offered at an additional charge.

- Tablecloths
- Napkins
- Dishes
- Keg Cooler
- Booth Curtains
- Screen/Projector, Sound system, Piano
- Kitchen
- Chair covers
- Decorating Services

## Room Capacities

	Assembly	Banquet	Cost/hr
B-1	50	30-35	\$40.00
B-3,4,5	75	55	\$50.00
B-6	250	150	\$60.00
B-7	250	150	\$60.00
B-8	30	30	\$20.00
B 6&7	500	300	\$100.00
Lower	600	450	\$125.00

