

Planning Your Event

The PCC has hosted a wide variety of events throughout the years. Along the way, our team has mastered the art of helping you plan the perfect event. Here's what you need to know:

Reservations

For more information on availability, to take a tour or to make a reservation, please contact our Rental Coordinator at 913.722.8200. Reservations should be made at least 30 days in advance of your event and must be confirmed by the Rental Office.

Rental Payment

A security deposit is due at the time of your booking (based on rental), with full payment due three weeks prior to the event. If your event or reservation occurs within 30 days of booking, the entire payment is due.

Security Deposit

A security deposit is required for every rental at the time of booking. This deposit is refundable one to two weeks following the event, provided the rooms are left in good condition and no confetti, glitter, bird seed, tape, rice or other unacceptable items are found.

Alcohol

Alcohol is permitted at the Powell Community Center, provided it is given away. No cash bars or tip jars are allowed, and security must be provided if your event includes more than 100 guests.

Security

To keep you and your guests safe, we require security to be present at large events. If you have more than 100 guests but fewer than 200, security must consist of one off-duty Mission police officer (at your expense). If you have more than 200 guests, two officers are required. The fee is \$40 or \$45 per hour (holiday rate) per officer, and they must arrive 15 minutes before your event and must stay 15 minutes after your event is over. Payment must be received two weeks before the event and checks are made payable to the officers.

Day Pass

Enjoy everything the PCC has to offer by adding a day pass to your rental. For \$5 (youth or seniors) or \$7 (adults), the whole family can experience



the fun of the PCC at an affordable price!

Decorating

Make sure you have enough time and enough hands to help with set up. Banquet and reception packages include advanced decorating time. Extra setup can be added to any PCC rental.

Confetti, glitter and tape of any kind are prohibited, and use of these items will result in automatic forfeiture of security deposit.

After Hours

See staff for current operating hours.

Children must be accompanied by an adult at all times while in the PCC.

Cancelling or Rescheduling

Security deposits are specific to the date of reservation and cannot be transferred to other dates. Payment in full is due three weeks prior to the event. Hourly rentals or birthday parties cancelled less than 14 days in advance will forfeit any rental fees (the security deposit is still refundable). Hourly rentals or birthday parties cancelled or rescheduled greater than 15 days in advance will lose the security deposit (additional money paid can be applied to another reservation date).

Banquets/Receptions

The security deposit is due to reserve the room and is nonrefundable if you should cancel the reservation. The security deposit is returned one to two weeks following the event as long as the room is left as it was when you arrived. Half of the total balance is due three months prior to reservation. Full payment is due three weeks prior to event. (Security deposit is nonrefundable if the reservation is canceled or transferred to another date. If reservation is canceled less than 120 days before the reservation, money paid is nonrefundable. If reservation is canceled more than 120 days before the reservation, money paid can be transferred to a new date (with a new security deposit).

One-Of-A-Kind Birthday Celebrations

Check out our full lineup of birthday party options:

- Rumble Tumble Party Package
- Play-Well TEKnologies Party Package
- Tumble and Splash Party Package
- Mad Science + Gym Party Package
- Gym Party Package
- Tippi Toes Dance Party Package
- Tippi Toes Princess Party Package

Be sure to ask for more information!