



The Cotillion
11120 W. Kellogg
Wichita, KS 67209
Ph 316-722-4201 fax 316-722-1534
www.thecotillion.com
info@thecotillion.com

Rental Information

Rental

- Rental fees include tables and chairs set-up to your request, clean-up, bartenders, and free parking.
- We can host groups of 150 up to 2000.
- A deposit of one half the rental fee is due to reserve a date.
- The deposit is non-refundable and is applied towards the rent.
- Coat check is available at a nominal fee.

Catering

- Catering is open.
- We work with all caterers and have many of their menus on hand to help you in your selection.
- We ask that the caterers bus the tables at the end of the meal and clean up the catering tables.
- The Cotillion will collect for the caterers and pay all sales taxes.

Beverages/Bar

- Bartenders are included with the rental for a cash or, open bar.
- We can not allow beverages to be brought in.
- A package price is available for soft beverages on a per person basis.

Entertainment

- Booking for bands and/or DJ's is available.
- Booking for theme parties such as a "Casino Night" is available.

Decorating Guidelines for The Cotillion

- It is okay to use tape on the walls.
- We **DO NOT** allow the use of: pins, tacks, screws, staples, or nails.
- Check with staff to facilitate special hanging needs.
- Sand and or rice is not allowed to be used as weight for balloon bouquets.
- We **DO NOT** allow use of colored paper including crepe paper.
The exception being when plastic table cover is used and the colored paper is on top of the plastic.
- Linen tablecloths are available for rent.
- We **DO NOT** allow the use of glitter or confetti .
- Candles need to be approved by management.
- Call to confirm access to the building for decorating.
- The building is staffed throughout the day to facilitate advance decorating and deliveries.
- Please make arrangements for removing your decorations after your event.

Dimensions

- The 19 posts around the dance floor are 8.5' tall and 21" in circumference.
- The diameter of the dance floor is 120'.
- The stage is 31" high from the dance floor, 66' across the front, 19' across the back and 20' in depth.

Table Sizes

- We have different sizes of tables all of which are 29.75" tall.
- The smallest tables are 2 1/2' ft square and seat 4 people.
- The rectangle tables are 2' wide and are arranged to seat anywhere from 6 to 16 people per table.

Hours of Operation

- Our office hours are 10:00 a.m. to 5:00 p.m. Monday through Saturday.
- We are often available at other times by appointment.
- You are welcome to stop by to see our facility and have your questions answered.

Location

- The Cotillion is located at 11120 West Kellogg in Wichita, KS. We are 1/2 mile west of Maize Rd at 111th st W.
- The airport, restaurants, shopping, hotels and motels are all within three miles of The Cotillion.
- Phone: 316 722-4201; e-mail: info@thecotillion.com; web site: www.thecotillion.com