



620 N. Lindenwood Dr.,  
Olathe, KS 66062  
913.276.4201

*Imagine This KC*  
**ITKCO**

✉ info@imaginethiskc.com

📷 IMAGINE THIS KC 

DECOR DESIGNER &  
EVENT SPACE



WWW.IMAGINETHISKC.COM



# About the Brand

*"Designers who inspire to create extraordinary and truly Unforgettable Events"*

Imagine This KC, LLC is a full service Event Decor' Designer company based in the Kansas City Metro area. Over two decades experience, what started out as over-the-top birthday parties for our children and decor' asks from family & friends, makes us who we are today!

Our team prides ourselves on highly customized and unique events. Whether planning your next Wedding, Birthday Party, Graduation, Baby Shower, Corporate Event or Fundraising Gala we're here to make sure that each and every event we're involved with is extraordinary, inspiring and unforgettable.

Offering each and every customer a stress-free experience and breathtaking vision that comes to life. "Each event is given full attention in planning, detail and execution so that your dreams are realized on your special day."

*Voted 2024*

*As Seen On*

Preferred Vendor for



*Best Event Designer & Decor  
of Kansas City*

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# MEET THE OWNERS

Our team takes pride in everything we do! We are all well versed in custom designing, décor coordination, set up/breakdown and DETAILS!

We are very blessed to be able to turn an old hobby into a new career founded in 2000. Collectively our team is experienced in Executive HR, Business Administration, Customer Service, working with Government & Federal Contracts, Event Designing and much more!

We treat every event as if it were our own and we love what we do! Let us turn your vision into reality!

*Shana, Nakia & Tamara*



# Client Testimonials



## "The Taylor's Wedding"

*"Professional. Creative. Original. They are so talented. They brought our vision for our wedding to life. It was such a magical day. People are still talking about how beautiful everything was."*

*Brenda & Chris Taylor*

## "Taliyah's Winter ONEderland Birthday Party"

*"It looked great and everyone enjoyed all the hard work you put into your decorations. Definitely one of the best and most professional group of people I've ever worked with. It was really amazing to celebrate our daughters first year of life at a beautiful event designed by you all!!! Thank you for your professionalism, patience throughout the process, attention to detail and executing the desired look. I will tell everyone about Imagine This KC (already have)! 10/10 highly recommend!"*

*Mr. & Mrs. Jordan & Demetria Taylor*



## "Butterfly Baby Shower"

*"Imagine This KC is the best decorating business I've ever worked with!! Very professional , on time and displays AMAZING work!!!"*

*Camille White*



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# Booking

## PROCESS

1

Consultation and Venue Tour

2

Choosing from Customized Packages and  
Confirming Availability

3

Reservation, Signing Service Agreement,  
and Payment

4

Planning, Coordination & Final Payment

5

Pre-Event Walkthrough and Finalizing  
Setup Details

6

Event Day

7

Post-Event Wrap-Up



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# VENUE FEATURES & Amenities

**Monday-Thursday from 8:00 AM to 9:00 PM**  
**Friday & Saturday from 8:00am-Midnight**  
**Sunday 8:00am-10:00pm**  
**All Events with bar service last call 1 hour prior.**

**Our Space:** Located in the heart of Olathe, KS, Imagine This KC Event Space offers 4,500 square feet of beautifully designed event space. The interior boasts a harmonious blend of modern architecture and classic elegance, creating an ambiance that's both inviting and sophisticated.

**Convenient Location:**

✓ Situated in the heart of Olathe, Kansas, ITKC Event Space is easily accessible from major highways.

✓ **Flexible Layouts:**

Our space can be tailored to meet your event's specific needs, whether it's theater-style seating, banquet tables, or open space for networking.

✓ **Accommodations: Up to 200 guests seated (Foyer -40, Ballroom- 160) based on floor plan layout, design set-up and activities**

✓ **Sound System:**

We strongly encourage use of a band/DJ. You may also connect your own device to play music using our inhouse Bluetooth Speaker AV system.

✓ **Prep/Warming Kitchenette (Commercial Fridge & Food Warmer, Microwave and more)**

✓ **Open Catering/Vendor policy (certificate of insurance & licenses may be required)**

✓ **Round & Rectangle (6) Tables & Clear Chivari Chairs to accommodate guest count**

✓ **2 Restrooms (6 stalls total), ADA Compliant facility and Private Parking)**

✓ **Standard up lighting to set the perfect ambiance of your event**

✓ **Add On:**

- Event Decor' provided by Imagine This KC
- Security (required w/BYOB & bartending service)
- Day-of-Event Management
- Customized Treats, Favors & Menu Cards
- Fresh Floral Arrangements
- Wireless Microphone, Projector, Mobile Gaming Trailer rentals and much, more

**30% Initial Payment  
required**

**to secure your date**

**bal. due 30 days prior to event date**



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# EVENT VENUE Rules

**All Event Venue Rules & Guidelines will be outlined in the service agreement.**

1

**Smoking Policy:** Smoking and vaping are strictly prohibited within & outside the venue. Designated smoking areas will be discussed during your consultation and in your service agreement. Zero tolerance for use of illegal drugs.

2

**Alcohol and Beverages:** Alcohol consumption is allowed only for events with proper permits & bartending services. It must be served responsibly and only to guests of legal drinking age. Any unauthorized sale or distribution of alcohol is strictly prohibited.

3

**Decorations and Alterations:** You're welcome to decorate the venue to suit your event theme, but please consult with our team for approval of major decorations or alterations. Any decorations must be non-destructive and removed at the end of the event.

4

**Capacity Limits:** The maximum occupancy for the venue must be strictly adhered to for safety reasons. This includes both indoor and outdoor areas.

5

**Clean-Up and Waste Disposal:** The event area must be left in the same condition as it was found. All trash and debris must be properly disposed of in designated receptacles. Failure to clean up may result in forfeit of security deposit and or additional cleaning fees.

6

**Damages and Liability:** The client assumes full responsibility for any damage caused to the venue's property or equipment during the event. Day of Event Insurance General liability insurance is required to rent event space must list ITKC as an additional rider.



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# Frequently Asked Questions

## Q: What is the capacity of your venue?

A: A total of 6,127 sq. ft. with 4,500 sq. ft. dedicated to events. Our venue accommodates up to 200 guests (foyer/pre-function area & ballroom), depending on the floor plan layout, decor design and set-up.

## Q: What is included in the rental package?

A: Our rental package includes tables, clear chivari chairs, basic lighting, access to our Bluetooth speaker (*adl. fee*) and prep kitchenette. Additional services like our in house decor, day of event management, and BYOB/Bartender services can be added as needed.

## Q: Can I bring my own vendors?

A: Yes, you're welcome to bring your own vendors for services such as catering, photography, DJ, and more. **However, please note that security and bar service are provided exclusively in-house and must be arranged through our venue.** After full payment for the event space is received, we will also share a list of our preferred vendors if you'd like additional recommendations.

## Q: What is the venue deposit amount, and is it refundable?

A: To secure your date, a mandatory 30% Initial Payment due at the time of booking. The remaining balance must be paid 30 days prior to the event date. Interest Free Bi-Weekly or monthly payment plans required (based on event date) for event dates over 45 days.

## Q: Can I tour the venue before making a decision?

A: Absolutely! We encourage all clients to schedule a tour with our team to see the venue in person and discuss your event needs.

## Q: Can I decorate myself, or do I have to use Imagine This KC?

A: Yes, you're welcome to decorate the venue yourself, and we also have an open-door vendor policy. However, Imagine This KC specializes in providing professional décor services to enhance your event. For major decorations or alterations, please consult with us to ensure they comply with safety and venue guidelines.



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# Frequently Asked Questions

## **Q: How many tables does your venue have?**

A:

- 20 ~ 72 inch Round Tables, seats 8, 10 or 12 guests comfortably
- 4 ~ 8 foot Rectangle Tables, seats up to 10
- 6 ~ 6 foot Rectangle Tables, seats up to 8
- 4 ~ Highboy Tables (can adjust down to a two seater pub table)

## **Q: What kind of chairs does your venue have?**

A:

- Clear Chivari Chairs

## **Q: Do you have preferred vendors I can use??**

A: Yes, we have a list of trusted vendors that we've worked with before, covering services like catering, décor, audiovisual equipment, and more. While you're welcome to bring in your own vendors, we recommend these due to their experience with our venue and consistent high-quality service. This list will be provided upon your booked event!

## **Q: What is your rescheduling or cancellation policy?**

**A: Our rescheduling and cancellation policies are outlined in the service agreement. ALL PAYMENTS ARE NON-REFUNDABLE.**



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# Our Contacts



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We are so excited to work with you on your next event!

Contact us today and let's work together to create a one a kind event,  
in a space that will leave your guests talking for years to come!

**BOOK NOW!**

See More Great Events on our Website & Let's Get Social!



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