Great Bend
EVENTS CENTER



2026

PROPOSAL FOR

AREA 25

Quarterly Meetings Dates:
Jan. 22-24, 2027
Apr. 9-11, 2027
July 16-18, 2027
Oct. 15-17, 2027

Explore GREAT BEND
CONVENTION & VISITORS BUREAU

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Kansas Area 25

Great Bend Convention & Visitors Bureau Invites You: A Proposal to Host the Area 25 Quarterly Meeting

With our central location in the heart of Kansas, the community of Great Bend is proud to welcome Area 25 members from across the state. Over the past three years, it has been our privilege to host your Annual Conference at the Great Bend Events Center, and we truly value the relationship that has been built during that time. Based on the success of those meetings, we are excited about the opportunity to continue serving your organization.

Our team is committed to providing a welcoming, well-organized environment that supports productive quarterly meetings and a positive experience for all attendees. With our facility, accommodations, and local hospitality, we are confident that Great Bend continues to be an ideal location for your members to gather.

As part of this proposal, we would like to extend an invitation to host your quarterly meetings for the next three years—2026, 2027, and 2028. We would be happy to tentatively reserve your quarterly meeting dates now and continue building on the strong partnership we have developed. Our goal is to consistently meet and exceed your expectations while providing a reliable and comfortable meeting space for your organization.

We appreciate the opportunity to submit this proposal and look forward to continuing to work together.



Location

No other community offers a more convenient, central location than Great Bend. The city is uniquely accessible with two U.S. Highways and two Kansas State Highways passing through. U.S. Route 281 runs north-south, intersecting U.S. Route 56, K-96, and K-156, which run concurrently east-west through the city. In western Great Bend, K-96 splits off to the northwest, while U.S. 56 and K-156 continue west before turning south and eventually southwest.

While the Great Bend Municipal Airport does not currently offer commercial airline services, arrangements can be made to provide Taxi Air service from major hubs such as Wichita or Kansas City if needed. Conveniently, Wichita is only a two-hour drive from Great Bend, making it easy for speakers and conference attendees to travel to the destination.

Space

The Great Bend Events Center offers a fantastic venue to host the majority of key conference needs. Utilizing the two large connecting rooms, foyer and three extra conference rooms, totaling roughly 16,000 square feet, building capacity of 1,000 occupants, equipped for your audio/visual/internet needs – projectors, screens, microphones, speaker – and electrical needs, this is an ideal location to host general sessions, speakers, meals, and more.

The Events Center is an updated facility owned and operated by the City of Great Bend Convention & Visitors Bureau. On the next few pages we have your layout as determined by your conference for the past two years. We think you utilize the ballroom and breakout rooms to uniquely fit your conference needs.

Your registration services take place in the front lobby area of the Great Bend Events Center. The Events Center offers both round and rectangular tables, chairs and a stage that can be set up to any configuration necessary. An in-depth list of accessible equipment is found on page 11. Ample parking is also provided for free surrounding the building for conference attendees. See your Previous Conference Layout on pages 5-8.

FOOD AND BEVERAGE SERVICE



COFFEE BAR

We would love to continue to provide to you the items needed for a- Self Serve Coffee Bar, with variety of creamer flavors and the decaf option as well.



CATERING LIST

Please request an Annual Approved Catering List provided by Great Bend CVB/Events Center Staff. If you would like to see it you can find it online at www.exploregreatbend.com under Events Center.

ACCESSIBLE EQUIPMENT LIST

Tables/Chairs

- 8' Rectangle - 67
- 6' Rectangle - 42
- 5' Conference - 50
- 5' Round - 16
- 6' Round -48
- Chairs - 775

Other Ammenities

- Stage with skirting
- Standard sound
- Projection and Screens
- Microphones - cordless & Standard
- Podium

Room Dimensions

Room	Size	Theatre Style	Classroom Style	Banquet Style	Square Feet
East Main Hall	69' x 75'	600	300	500	5,175
West Main Hall	90' x 83'	700	400	600	7,470
Cheyenne Bottoms Room	22' x 41'	40	20	25	902
Santa Fe Trail Room	34' x 36'	80	50	40	1,546
Fort Zarah Room	36' x 44'	70	40	30	1,317

Sound and Lighting Providers

Parr Sound and Lighting
2408 Williams St.
(620) 792-2011

Rental/Decoration/Other Products

Lasting Memories
173 Lakin Ave.
(620) 653-4098

Waters True Value
1649 KS-96
(620) 792-4301

Shipping & Receiving

The Great Bend CVB is able to help with storage, delivery and receipt of any shipped or delivered meeting needs. We are available 8-12, 1-5 during the weekday to help with ease of mind if needed.

Fees & Next Steps



→ Fee

Typically, an event like yours would cost a total of $14,100 each year plus additional needs fees and costs.

We would love to charge you a total of:

- $5,000 per year

- plus the extra fees according to needs from the contract (for example if you need extra microphones and we need to bring in our IT Dept. – we would need to charge for that).

We could lock in this price for the next three years and create a partnership. The only other fee you would have would be the key deposit of $500 – you would give us that check the day you show up, we would give you the key and when everything is over and the smart key is returned, we would give you back the $500 deposit.

We hope you find this price to be accommodating and that you can see we would love to continue to be your host in Great Bend!

→ Next Steps

To fully proceed with this bid, we kindly request the following steps and commitments:

1. **Confirmation and Agreement**
   - Please provide an emailed confirmation acceptance and of the event dates you wish to book.
   - An official contract will need to be signed to finalize the booking.
2. **Event Planning Meetings**
   - We require one contact person to meet with and stay up to date with on the process.
3. **Room Layout and Setup** - we need to know if you have suggested changes to your conference setup.
4. **Food and Catering Services**
   - You will be responsible for arranging separate contracts for:
     - Food service, Linen services & Additional sound/lighting needs (beyond what our facility provides)

Thank you for considering Great Bend for your annual conference! We are excited about the opportunity to host your event in a location that truly lets you “Meet in the Middle.” Please feel free to reach out with any additional questions before or after making your decision. We look forward to partnering with you!

THE CITY OF
GREAT BEND

Great Bend Convention & Visitors Bureau & Great Bend Events Center

The City of Great Bend Convention and Visitors Bureau is ready to take on the extremely rewarding challenge of providing a successful meetings. We know that we are capable offering a secure location for people to gain knowledge, relationships and truly MEET IN THE MIDDLE to take many fond memories with them back home.

Amanda Gaddis
CVB Director/Events Center Manager
agaddis@greatbendks.gov

Date of Official Bid: January 9, 2025

Accepted By:

Area 25 Coordinator and/or President

Date Signed

Please have this page signed and returned within 90 days of date above.

