



# smart weddings



*Image Courtesy of Jason Domingues Photography*

# congratulations

Congratulations on your recent engagement! The Central Library offers Kansas City's smartest wedding venue that will make your day truly special.

Simply choose from one of our unique space options that will wow and energize all of your guests. Our dedicated staff will provide exemplary services for a flat rental fee. "Check out" what we have to offer...



Image Courtesy of Heather Cole Photography

# ceremonies



Image Courtesy of Becca Spears Photography

Enjoy the ability to host memorable ceremonies in a historic venue that offers unprecedented functionality.

Ceremony rentals include the space, setup/teardown, furniture, bridal/groomsmen dressing rooms, and a rehearsal time. Basic mics for simple audio are included, except on the Rooftop. Décor elements such as floral, linen/fabrics, candles, and specialty lighting are not included. A wedding coordinator is required.

# receptions

The Library's event space offers energetic and grand environments that will immediately set the tone for your reception.

Reception rentals include the space, setup/teardown, furniture, use of built-in audio-visual, and onsite support. Décor elements such as floral, linen/fabrics, candles, and specialty lighting are not included.

**Should you elect to host both your ceremony & reception with us, the full rental rate applies for the reception spaces, while ceremony spaces are only charged \$750.00.**



Image Courtesy of Wirkin Photography

# kirk hall & mezzanine level

Kirk Hall is a magnificent space featuring the unmatched beauty of the original bank's lobby. High ceilings, elegant columns, and marble floors lend themselves toward a classical and grand affair. Depending on the style the Mezzanine Level offers overflow space immediately above Kirk Hall.



Image Courtesy of Becca Spears Photography



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Image Courtesy of Becca Spears Photography

CELEBRATE IN A SMART PLACE

vickypatterson-events manager-816.701.3402-EventsCoordinator@kcilibrary.org



## CAPACITIES

  
Theatre  
250

  
Banquet Rounds  
200

  
Reception  
250

## FEATURES

- Dimmable lighting controls to set the exact feel desired.
- Multiple service areas & access points throughout the Library's largest event space.

## RENTAL RATES

Rehearsal Dinner	Ceremony	Reception
\$2000	\$2000	\$5000

## SPECIAL NOTES

- Use of Kirk Hall is restricted to events that fall after normal library hours.
- Library does not support any audio-visual elements in Kirk Hall other than basic audio.

# helzberg auditorium & rooftop

The Library's most versatile meeting space with flexible setup options for unlimited possibilities. The floor-to-ceiling windows, dark wood walls, marble inlets, and unique lighting & flooring create an energetic atmosphere for receptions and dinners. The adjacent Rooftop Terrace is included in your rental allowing for not only an outdoor experience but one in a unique urban setting.



Image Courtesy of Jessica Peterson Photography



Image Courtesy of Jessica Peterson Photography



Image Courtesy of BeccaSpearsPhotography



## CAPACITIES

  
Theatre  
200

  
Banquet Rounds  
150

  
Reception  
200

## FEATURES

- Performance quality acoustics using cork flooring and specially designed ceiling elements.
- Built-in audio-visual system that includes a large presentation screen, data/video projector, lapel and handheld microphones, and dimmable lighting.
- Floor-to-ceiling windows on multiple sides that provide natural lighting and openness to space.
- Life-sized chess set on Rooftop Terrace is available at no additional cost.

## RENTAL RATES

Rehearsal Dinner	Ceremony	Reception
\$2000	\$2000	\$5000

## SPECIAL NOTES

-Library furniture cannot be used on Rooftop. All setups must be rented through outside vendor.

CELEBRATE IN A SMART PLACE

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# rental details

## GENERAL

Funds generated from your event help support the Library's quality resources and programming, available to the entire Kansas City community.

## USAGE TIME

Rates are based on usage of the space with ample setup and teardown time. Helzberg Auditorium and Rooftop are made available for setup at 1:00pm the day of your event. Kirk Hall & Mezzanine are made available for setup at 3:00pm the day of your event. All functions must end by 12:00, midnight. All persons must exit the building with all clean-up completed by 1:00am.

## INCLUSIONS

Rates include use of Library equipment (tables, chairs, trashcans, room lighting, climate control, etc.) the event space setup to your specific requirements and Library personnel onsite during your event. The Library does not make furniture available for the Rooftop Terrace.

## AUDIO VISUAL

Helzberg Auditorium includes built-in audio visual system that can support basic technical functions such as PowerPoint, DVD's, and microphones. Additional equipment and onsite tech/troubleshooting support is available at cost to group as noted below:

Item	Cost
Small LCD Projector	\$50
Large LCD Projector	\$100
Laptop Computer	\$50
Handheld or Lapel Microphone	\$25
TV & VCR/DVD or TV & Computer Unit	\$50
AV Technician Support	\$75/hour

## PARKING

Arrangements can be made for event hosts to accept charges on behalf of their guests to be applied to your total charges on the following scale. Estimated number of vehicles is based on half of expected guests.

Estimated # Vehicles	Cost Per Hour	Minimum Charge
1-25	\$25/hour	\$50
26-50	\$35/hour	\$105
51-125	\$45/hour	\$180
126-200+	\$55/hour	\$275

## SECURITY

The Library requires onsite security for your event at \$125.00/hour. This rate includes three officers.

# rental details

## CATERING

Groups are welcome to contact their chosen catering company from the list below to make all of their food and beverage arrangements. Catering is limited to these companies only, unless pre-approved by Events & Scheduling staff.

- All Cuisine Catering, Mike Cotlar, ACCKCLibrary@gmail.com
- Brancato's Catering and Events, Jasmine Steeple, jsteeple@brancatoscatering.com, 816-765-4707, ext. 328
- Dutzel's Catering & Events, Tony Spandet, info@dutzelscatering.com, 816-323-0716
- The Prospect KC, Courtney Smalls, events@theprospectkc.org, 816-561-8920

## ALCOHOL

The Library permits the reasonable and lawful consumption of alcoholic beverages in rented space. These beverages must only be provided by the caterer. The event sponsor agrees to assume full responsibility in accordance with the laws of the State of Missouri.

## DECORATIONS

Free standing décor elements are allowed but materials may not be affixed to any surface (i.e. walls, windows, floors, furniture or fixtures) by any means (i.e. tape, nails, tacks, screws, adhesive gum, etc. are not accepted). Candles are permitted in Kirk Hall or the Helzberg Auditorium, as long as the glass container or votive exceeds the top of the flame. The Library does not maintain any linen inventory.

## ADDITIONAL CHARGES

Final charge will vary based on actual time facility is used, additional labor/staffing, and in the case of unforeseen circumstances. Group also accepts responsibility for all charges for damages associated with event. Further details on additional charges are available from the Events & Scheduling Staff.

## DEPOSITS & PAYMENTS

A deposit of 50% is required to secure all other reservations. Thirty days prior to the date the remaining balance is required. A final bill reflecting any differences would be paid no later than thirty days after the event.

# book smart

Call 816-701-3402 to setup a visit or to talk more about why the Kansas City Public Library is the smartest venue for your wedding ceremony or reception.

Thanks for "checking out" the Library.



Image Courtesy of Solar Photographers



Image Courtesy of Becca Spears Photography