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…

**Ceremonies**

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 may be rented through the library. Décor elements such as floral, linen/fabrics, candles, and specialty lighting are not included.

**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.
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.

**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.

**CAPACITIES**

<table>
<thead>
<tr>
<th></th>
<th>Theatre</th>
<th>Banquet Rounds</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>200</td>
<td>150</td>
<td>200</td>
</tr>
</tbody>
</table>

**RENTAL RATES**

- Rehearsal Dinner: $2000
- Ceremony: $2000
- Reception: $5000

**SPECIAL NOTES**

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

### Capacities

<table>
<thead>
<tr>
<th>Theatre</th>
<th>Banquet Rounds</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>200</td>
<td>250</td>
</tr>
</tbody>
</table>

### Features

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

### Rental Rates

<table>
<thead>
<tr>
<th>Rehearsal Dinner</th>
<th>Ceremony</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2000</td>
<td>$2000</td>
<td>$5000</td>
</tr>
</tbody>
</table>

### 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.
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 guests and clean-up must be 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 available furniture 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small LCD Projector</td>
<td>$50</td>
</tr>
<tr>
<td>Large LCD Projector</td>
<td>$100</td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>$50</td>
</tr>
<tr>
<td>Handheld or Lapel Microphone</td>
<td>$25</td>
</tr>
<tr>
<td>TV &amp; VCR/DVD or TV &amp; Computer Unit</td>
<td>$50</td>
</tr>
<tr>
<td>AV Technician Support</td>
<td>$75/hour</td>
</tr>
</tbody>
</table>

**PARKING**
The Central Library Garage features an automated gate that allows guests to leave at anytime by feeding $2.00 into a machine. Arrangements can be made for a parking attendant to accept validated parking passes hosts to be applied to your total charges on the following scale. Estimated number of vehicles is based on half of expected guests.

<table>
<thead>
<tr>
<th>Estimated # Vehicles</th>
<th>Cost Per Hour</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-25</td>
<td>$25/hour</td>
<td>$50</td>
</tr>
<tr>
<td>26-50</td>
<td>$35/hour</td>
<td>$105</td>
</tr>
<tr>
<td>51-125</td>
<td>$45/hour</td>
<td>$180</td>
</tr>
<tr>
<td>126-200+</td>
<td>$55/hour</td>
<td>$275</td>
</tr>
</tbody>
</table>

**SECURITY**
The library requires onsite security for your event at $100.00/hour. The rate includes three officers – one at the entrance, one patrolling the garage, and a third patrolling the building itself. Charges are based on time doors opened to normal library opening or when all guests (or vendors) leave.
rental details

CATERING

Pierpont's Catering is the exclusive caterer for the Central and Plaza Libraries. Pierpont's quality, creativity, diverse menus, and professionalism have helped them build a superb reputation that the library trusts. Groups are welcome to contact Pierpont's Catering directly to make all of their food and beverage arrangements.

Heather Bud
Catering Manager
816-221-5111
hbud@pierponts.com

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 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 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.