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…

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.

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 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.
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.

- 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.

**CAPACITIES**

<table>
<thead>
<tr>
<th></th>
<th>Theatre</th>
<th>Banquet Rounds</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirk Hall</td>
<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>Event Type</th>
<th>Rehearsal Dinner</th>
<th>Ceremony</th>
<th>Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirk Hall</td>
<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.
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.

C A P A C I T I E S

- 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.

R E N T A L  R A T E S

<table>
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<tr>
<th>Event Type</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Rehearsal Dinner</td>
<td>$2000</td>
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<tr>
<td>Ceremony</td>
<td>$2000</td>
</tr>
<tr>
<td>Reception</td>
<td>$5000</td>
</tr>
</tbody>
</table>

S P E C I A L  N O T E S

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

<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
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.

<table>
<thead>
<tr>
<th>Estimated # Vehicles</th>
<th>Cost Per Hour</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</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 $115.00/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. 332
• Dutzel’s Catering & Events, Kt McCalla & Makenzi Rockers, info@dutzelscatering.com, 816-323-0716

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 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.