



## **MUEHLEBACH SUITE**

### ***Rental Information***

### ***Non-Profit 501(c)(3) Organizations***

### ***First Quarter Promotional Rates***

Tours of the Muehlebach Suite are offered **BY APPOINTMENT ONLY**.  
Appointments may be arranged by calling 816.701.7261.

#### **EACH RENTAL INCLUDES**

- Boulevard beer and wine
- Bartending staff
- Audio/visual equipment
- Expansive outdoor terrace
- Convenient parking
- Soft drinks and coffee
- Commercial kitchen
- Tables and chairs
- Custom pint glass for each guest

#### **CAPACITY**

- 160 seated (*sixteen 72" round tables with 10 people per table*)
- 225 reception (*minimal seating*)

#### **BAR**

- Boulevard beer
- Boulevard wine (*24 bottles*)
- Additional wine may be purchased through Boulevard
- Beer and wine glasses
- Soft drinks and coffee
- Liquor is not permitted; cash bars are not permitted

Boulevard will provide trained, licensed bartenders, with the number determined by Boulevard based on the nature and size of your event. Bar will close at least 30 minutes prior to the scheduled conclusion of your event.

#### **CATERING / KITCHEN**

If food is to be served, you must use a professional caterer approved in advance by Boulevard; no self-catering is permitted. The kitchen may be used **ONLY** by caterers. Catering staff must remain on site until the last guest departs, and return the space to a "broom-clean" condition.

#### **TABLES AND CHAIRS**

- 16 tables (*72" rounds, will seat up to 10 people each; linens not provided*)
- 9 high top tables (*36" rounds*)
- 10 buffet tables (*two @ 4', four @ 6', four @ 8'*)
- 2 utility tables (*48" rounds*)
- 160 chairs

## AUDIO / VISUAL

The following equipment is available at no additional charge:

- Projector/screen
- CD/DVD player
- Satellite radio
- Sound system
- Projection TV
- Podium/wireless microphone

## HOURS AND RATES \* (January through March only)

<u>Type</u>	<u>Days</u>	<u>Max. Duration</u>	<u>Hours</u>	<u>Fee</u>
Evening	Sunday – Thursday	4 hours	5:00 pm – 10:30 pm	\$1,750.00
Weekend	Friday	4 hours	5:30 pm – 11:30 pm	\$2,750.00

*\* Holidays not included – rates available upon request.*

## SET-UP / BREAKDOWN

The hours shown above are the outside limits for the rental of the room, the period during which you may schedule your event. For Weekday, Evening, and Friday events, access for set-up may occur up to one hour prior to the start of the event. For Saturday events, access may begin at 2:00 pm. In all cases, breakdown and clean-up must be completed within one hour of the end of the event, but not later than 12:30 am. Additional access time (up to four hours) may be available at a rate of \$200 per hour, and additional breakdown/clean-up time (up to one hour) may be available at a rate of \$350 per hour.

## PARKING

Up to 139 spaces are available, except for Weekday events for which 85 spaces are available.

## SECURITY

Boulevard will provide a security guard for all events which conclude after 5:00 pm.

## DANCE FLOOR

A 15' x 15' dance floor is available at no additional charge.

## ROOM RESERVATION / PAYMENTS

Dates are reserved only upon execution of a Facility Use Agreement and payment of 50% of all fees. The balance is due in full 60 days prior to your event. Checks, Visa and MasterCard are accepted.

## DAMAGE DEPOSIT

Boulevard requires that you authorize charges to a valid credit card in the event of damage.

## POLICIES, ETC.

- No refunds for cancelled events (a change of date is considered a cancellation).
- Smoking is prohibited inside the building, and permitted only in designated outdoor areas.
- All rentals, catering equipment, etc., must be removed from the space at the conclusion of the event. Large items may be stored in a designated area until noon on the next business day.
- Boulevard Brewing is a Zero Landfill facility. All food and materials brought onto our property must be recyclable or compostable, or you will need to make arrangements for the removal of non-compliant items at the conclusion of the event. There is no trash receptacle at the facility. Please let us know if we can further explain this policy.