



HEIM ROOM *Rental Information*

Tours of the Heim Room 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
- Table Linens (black)
- Soft drinks and coffee
- Commercial kitchen
- Tables and chairs
- Convenient parking
- Compostable flatware

CAPACITY

- 70 seated (*seven 72" round tables with 10 people per table*)
- 100 reception (*minimal seating*)

BAR

- Boulevard beer
- Boulevard house wine
- Beer and wine glasses provided
- 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 15 minutes prior to the scheduled conclusion of your event.

CATERING / KITCHEN

Unless utilizing the 3rd floor catering kitchen, drop-off and self-catering is an option in certain cases.

TABLES AND CHAIRS

- 7 tables (*72" rounds, will seat up to 10 people each; black linens provided*)
- 5 high top tables (*36" rounds*)
- 2 buffet tables
- 70 chairs

AUDIO / VISUAL

The following equipment is available at no additional charge:

- Projector/screen
- Sound system
- Satellite radio/Pandora
- Projection TV
- Podium/wireless microphone

HOURS AND RATES

<u>Type</u>	<u>Days</u>	<u>Max. Duration</u>	<u>Hours</u>	<u>Fee</u>
Weekday	Monday – Friday	4 hours	9:30 am – 3:00 pm	\$1,750
Evening	Monday – Thursday	4 hours	5:00 pm – 10:30 pm	\$3,000
Weekend	Friday	4 hours	5:30 pm – 11:30 pm	\$4,500

Holidays not included – rates available upon request.

SET-UP / BREAKDOWN

An event of up to four hours duration may be scheduled within the available hours indicated above. Access for set-up may occur up to one hour prior to the start of the event, and 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 75 parking spaces are available.

SECURITY

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

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 is a Zero Landfill facility. All food and materials brought in must be recyclable or compostable, or arrangements must be made for the removal of non-compliant items at the conclusion of the event. There is no trash receptacle at the facility.