



HEIM ROOM *Rental Information*

ALL AGES ARE WELCOME AT BOULEVARD PRIVATE EVENTS

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 House 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-style (*minimal seating*)

BAR

- Unlimited Boulevard beer and Quirk hard seltzer
- Unlimited house Cabernet and Chardonnay
- Beer and wine glasses provided
- Unlimited Soft drinks and coffee
- Liquor is not permitted; cash bars are not permitted

*Yes, all rentals
really include the bar!*

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 most 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 (*8' rectangle, black linens provided*)
- 70 chairs

A 3% service charge is added to every private rental

AUDIO / VISUAL

The following equipment is available at no additional charge:

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

HOURS AND RATES

<u>Type</u>	<u>Days</u>	<u>Max. Duration</u>	<u>Hours</u>	<u>Fee</u>
Weekday	Monday – Friday	5.5 hours	9:30 am – 3:00 pm	\$2,750
Evening	Sunday – Wednesday	4 hours	3:00 pm – 11:30 pm*	\$3,400
Evening	Thursday	4 hours	3:00 pm – 11:30 pm*	\$3,500
Weekend	Friday	4 hours	3:00 pm – 11:30 pm*	\$4,850

* Maximum four hour event within these hours

SET-UP / BREAKDOWN

An event of up to four hours duration may be scheduled within the available hours indicated above. Access for set-up will occur one hour prior to the start of the event, and breakdown and load-out must be completed within one hour of the end of the event.

PARKING

Campus private parking is available.

SECURITY

Boulevard will provide security.

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.
- 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.

ALL AGES ARE WELCOME AT BOULEVARD PRIVATE EVENTS