



## **MUEHLEBACH SUITE**

### ***Rental Information***

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

### ***April – November***

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

#### **CAPACITY**

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

#### **BAR**

- Unlimited Boulevard beer and Quirk hard seltzer
- Unlimited House Cabernet & 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**

If food is to be served, **you must use a professional caterer with food service staffing 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 all food and food related items have been removed, the kitchen cleaned, and the venue service areas returned to a "broom-clean" condition.

#### **TABLES AND CHAIRS**

- 20 tables (*72" rounds, will seat up to 10 people each; linens not provided*)
- 5 indoor/4 outdoor high top tables (*36" rounds*)
- 10 buffet tables (*two @ 4', four @ 6', four @ 8'*)
- 2 utility tables (*48" rounds*)
- 200 chairs

**A 3% service charge is added to every private rental**

## AUDIO / VISUAL

The following equipment is available at no additional charge:

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

## HOURS AND RATES \* (April through November only)

<u>Type</u>	<u>Days</u>	<u>Max. Duration</u>	<u>Hours*</u>	<u>Fee</u>
Evening	Sunday – Tuesday	4 hours	5:00 pm – 11:30 pm*	\$3,250

\* 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 is two hours before event start time. In all cases, breakdown and clean-up 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, American Express, 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.

**ALL AGES ARE WELCOME AT BOULEVARD PRIVATE EVENTS**