



**MUEHLEBACH SUITE**  
**Wedding Reception Information**  
**Winter Wedding Super Savings Package**  
*January, February and March Only*

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 glasses (*evening events only*)

**CAPACITY**

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

**BAR** **Yes, the bar is included!**

- 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

Bar will close at least 15 minutes prior to the scheduled conclusion of your event.

**HOURS AND RATES \* (*January, February and March only*)**

<b>Days</b>	<b>Max. Duration</b>	<b>Hours</b>	<b>Fee</b>
Friday	<b>5 hours</b>	5:00 pm – 11:30 pm*	\$6,750
Saturday	<b>5 hours</b>	5:00 pm – 11:30 pm*	\$7,250
Sunday	<b>5 hours</b>	5:00 pm – 11:30 pm*	\$6,250

\* *Maximum five-hour event within these hours*

**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

## **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.

## **AUDIO / VISUAL**

The following equipment is available at no additional charge:

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

## **SET-UP / BREAKDOWN**

Access for set-up is two-hours prior to start time. Breakdown and clean-up must be completed within one hour of the conclusion of the event.

## **PARKING**

Campus parking is available to all private event guests.

## **SECURITY**

Provided by Boulevard.

## **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 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.

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

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