



## Wedding Specification Sheet 2017-2018



The Stanley is an event complex with 5 separate event spaces. The Historic Event Space at 25 SE 3<sup>rd</sup> Street is 1600 sq ft on each level (TWO FLOORS). The Aspen Room at 308 SE Douglas Street is 3750 sq ft with 14 ft ceilings and 3000 sq ft on the Aspen Rooftop. Both the Historic Space and the Aspen room have bare brick walls, ornate tin ceilings, beautiful chandeliers, wood floors and plenty of natural light, it is easy to transform either space into your vision.

We are excited to announce the brand NEW Kingston Room at 310 SE Douglas Street. This new space is 2000 sq ft with 14' ceilings, a gorgeous large chandelier, party lights, huge candle wall, barn doors, exposed white ceilings and all of the extras you expect from The Stanley. The room is a must see for 2018 brides!

With two separate beautiful buildings, every couple is sure to fall in love with The Stanley. Clients consistently comment they have found that their planning experience was made a lot easier with the help of The Stanley staff. We go above and beyond to make sure everything is stress free from the planning process to the day of the wedding.

Enjoy complimentary Something Borrowed Décor when you book an event at The Stanley. From iron to silver, lanterns to chandeliers, Something Borrowed is sure to have what you are looking for to create your dream event. Why buy it when you can “borrow” it?

## **Upscale amenities *included* in wedding rental:**

Complementary Event consultation

Complementary planning meeting prior to event - for logistics and final details

Creation of a customized and detailed wedding day work order

Event Manager on-site during the event

Full ceremony and reception management, decoration assistance, timeline and details organization assistance

Handle any day-of emergencies that may arrive

Provide vendor referrals of preferred vendors

Contacting vendors to confirm final details

Coordinate deliveries with all vendors according to detailed schedule

Rental time and access to the building from 2pm-12am.

Facilitate the wedding ceremony and processional if necessary

Ensure all members of bridal party are on schedule for ceremony and grand entrance

Manage all Event setup/ tear down of tables, chairs, linens according to floor plan/work order

Cleanup (excessive cleaning is an additional fee). Host is responsible to remove all decorations they want to keep. Anything left behind will be considered trash and thrown away.

Consolidation and safe keeping of gifts

A wide array of FREE decor items from our Something Borrowed Inventory

FREE use of floor length premium quality linens and napkins in a wide selection of colors for all dinner tables

Free use of Chiavari specialty chairs and tables – 4ft, 6ft, 8 ft, 72” rounds, 60” rounds, cocktail rounds, cake table, etc.

Bridal Suite at both the Historic Space and Aspen Room and Grooms Suite at Aspen Room only

Free use of our audio & video equipment in each room for general purpose use, not dancing music.

Located in Historic downtown Lee’s Summit – Intersection of 3<sup>rd</sup> St. and Douglas St.

**TO SECURE YOUR DATE - we require a signed contract and 1/3 down of total signed contract price as a non-refundable deposit.**

### **WEDDING RENTAL PRICES for the Historic Event Space**

**Max capacity (Historic Event Space):** Ceremony **140**, Classroom **125 (downstairs)**, Rounds **100 (downstairs)**, Family style, **132 (downstairs)**, Cocktail reception **200 (entire building)**.

Friday Reception: \$1800

Saturday Reception: \$2500

Sunday Reception: \$1500

Monday – Thursday Reception: \$1200

Ceremony: \$500 additional with a booked reception only

1 hour ceremony rehearsal is included the Thursday before your event and can be scheduled from 5 pm to 8 pm.

Holiday's will be priced at the Saturday rate. When the holiday is on Saturday, add a \$500 service fee.

### **WEDDING RENTAL PRICES for the Aspen Room and Rooftop**

**Max capacity (Aspen Room):** Theatre **300**, Banquet (round tables) **280**, Tuscan style (8 ft tables) **300**

**Max capacity (Rooftop):** Theatre **300**, Inside the tent **260**, Banquet (round tables) **200**

Friday Reception: \$3900

Saturday Reception: \$5200

Sunday Reception: \$2900

Monday-Thursday Reception: \$2600

Rooftop Ceremony: \$1000 additional with a booked reception only

Rooftop Cocktail Hour: Free with a booked Rooftop Ceremony. \$250/hour otherwise.

Bar Setup for Rooftop Cocktail hour is an extra rate of \$175 for a portable bar.

*A Rooftop Tent (48 ft. by 48 ft.) is available at \$500.00 and must be reserved in advance*

1 hour ceremony rehearsal is included the Thursday before your event and can be scheduled from 5 pm to 7 pm.

Holiday's will be priced at the Saturday rate, when the holiday is on Saturday add a \$500 service fee.

### **WEDDING/CEREMONY RENTAL PRICES for the Kingston Room**

**Max capacity (Kingston Room):** Theater/Ceremony Set **250**

Ceremony: \$1000

### **ADDITIONAL CHARGES at The Stanley Event Complex**

At the Stanley we pride ourselves in minimal additional fees. Below is a list of the only extra charges.

Sales Tax - 8.85% of taxable items determined by the state, Day of Event Insurance - \$210, Customized GOBO - \$110

Bar Fees and Staffing Fees - \$35/hour depending on event and bar needs.

## **Additional information**

A non-refundable deposit (1/3 of rental price) is required with a signed contract to hold the event date. This is applied to the balance due.

Our bartenders are required for any bar service. The fee is \$35/hour with 1 bartender per 100 guests for a full service bar. Any portion of the bar can be hosted or cash bar. If there is not a bar at the event, there is a \$500 service fee at the Historic Space and \$750 service fee at the Aspen Room.

Free parking is available within walking distance. The option of Valet parking and Shuttle lot parking is priced per event.

Tax of 8.85% is added to the final balance. (Subject to change if/when tax increases)

Operations Staff is \$35/hour and is required at the Aspen Room.

Wi-Fi is available throughout the both venues.

Outside catering (must be licensed and insured) only. The caterer must stay on-site throughout the entire meal. The caterer must provide staff for table cleanup and prep room cleanup. If the caterer does not provide that service there will be an additional charge of \$35/hour by The Stanley to provide this service. Non-alcoholic drinks must be provided by the caterer or purchased through The Stanley.

Alcoholic beverages must be purchased through The Stanley, who holds the liquor license for the venue. Additional security is required for the Aspen Room and Rooftop.

For the safety and comfort of all our patrons, animals are not permitted in The Stanley. Guide, signal or service dogs (as defined by Law) are allowed.

The Customer is responsible for all major damages, except normal wear and tear as outlined in the contract. You will be informed of any damages after your event with written reports and photographs as soon as they are documented.

No tape, tacks, nails or semi-permanent or permanent fastening may be used anywhere in The Stanley. **All candles must be enclosed to protect from dripping wax. Damaged linens will be the responsibility of the host and are \$30/linen.**

The Stanley Event Complex is a non-smoking facility. Smoking areas are provided outside the building.

## **In-house audio/visual:**

### **Historic Space:**

1. Flat Screen TV's or Projector Screen (You must supply your own projector)
2. Sound System for background music and microphone use only - IPOD, DVD, CD compatible
3. Specialty Up-lighting - Many colors available

### **Aspen Room:**

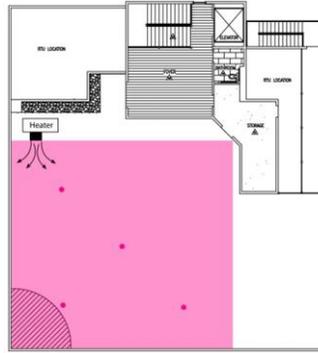
1. Projector with Dropdown Screen on 2nd floor only
2. Sound System for background music and microphone use only - IPOD, DVD, CD compatible
3. Specialty Down-lighting - Many colors available

Photo Montage's or Photo/information presentations may be run at either building through our system. Following is a list of approved formats and transfer media that will work on our system:

1. Flash Drive - JPG Photos can be ran on each of the TV's in random order or consecutive by the name of the photo file. JPG files work best. Movies in .mpg4 will usually work from a Flash Stick in our DVD player.
2. DVR Disc - Movies can be ran on our DVD players in both buildings, .mpg4 files work best. Other files can be run from a computer with an HDMI port only at the Aspen Room or HDMI or VGA port at the Historic Space.
3. Laptop computers - All files in a specific program like PowerPoint, Acrobat, etc. will need to be run from your laptop that the file was set up on. If you use your laptop you will need to make sure it will have the correct hookups to work on our system. PC working on Microsoft format will need to have either an HDMI port at both buildings or VGA port for the Historic Space. PC working on Apple format needs to have any adapter to hook up to either HDMI or VGA ports.

All photo/movie files must be brought in for trial run at your Ceremony Rehearsal to make sure they will work the night of your event. If you don't have a trial run, we cannot be responsible for your file not working. If you have any questions, please give us a call.

## Aspen Room at The Stanley Rooftop and Tent Information



### The Rooftop Ceremony Fee Includes:

- The set up of enough chairs to accommodate your guests up to 300
- The set up of the stage with the tables and/or chairs you need
- Audio set up for your music and microphone needs
- Use of Rooftop 1 hour prior to ceremony for décor set up, length of ceremony and 1 hour after for pictures with wedding party/relatives
- The Rooftop will also be available for a scheduled 2 hour period during your reception.
- Our event staff will assist guests before, during and after the scheduled time of your event
- 1 hour rehearsal on the Thursday before your event

### The Rooftop Tent:

- 48' by 48' tent will seat approximately 250 guests theater style
- In case of rain forecasted over 20%, the tent can be put up for an additional \$500.00 set up fee.
- To use our tent on the Rooftop for the added ambiance, is an additional \$500.00 set up fee
- Sides for the tent are optional to enclose the space to keep rain, sun or cold out.
- A two day (48 hours) notice is needed if you are interested in using the tent for your event and is dependent on the weather for that day.

***If there are heavy wind gusts of over 20 MPH or lightning, for the safety of you and your guests we will ask you to leave the rooftop and move your event to the 2<sup>nd</sup> floor Aspen Room or 1st floor Kingston Room. We strive to give you the best event we can for your money, but when it comes to the safety of you and your guests we want to be sure we act quickly and carefully to move everyone inside.***

The alternative location for the Rooftop is the Kingston Room. Partial Sets are available in the Aspen Room. If due to weather the Rooftop is not available, there will be the following options:

1. All guests and family sitting at tables and very minor reset needed for reception, includes rehearsal: **\$300.00**
2. All guests sitting at tables, family sitting in rows in front of altar, reset to include head table, food tables and other small adjustments needed for reception: **\$500.00**
3. All guests and family sitting in rows, theater style in Kingston Room Only up to 250: **\$1000.00**

*Details of where your event fits in the above options will be decided between you and your event coordinator at the first available meeting and will depend on your guest count.*

# Downtown LS Parking Map

