



The Kansas City Irish Center purchased Drexel Hall on September 1, 2016, and continues to make the Hall available to rent for weddings, receptions, anniversary parties and other events.

RENTAL FEES & POLICIES

RENTAL FEES:

rental is for a 12-hour continuous block of time ending no later than midnight

Monday -Thursday: \$2,495

Friday: \$3,695

Saturday: \$3,950

Sunday: \$3,495

Holiday: (regardless of the day) \$3,950

Signed contract and payment of 50% of rental fee is required to hold date, with balance due 30 days after initial payment. Payment of fees can be made by cash, check or credit card. Payments made by cash or check will receive a 4% discount.

OCCUPANCY: Drexel Hall can accommodate a maximum of 500 guests for a standing reception, including balcony. Table size, placement and number of chairs will reduce this occupancy accordingly. Strict adherence to this capacity is required. 300 is our current maximum for a seated reception. **(These numbers are reduced with current Covid-19 social distancing recommendations; reduced capacity varies with room set-up.)**

CHAIRS & TABLES: Your rental includes up to 30 tables and 300 chairs. Additional tables and chairs are available to rent.

BRIDAL ROOM: A spacious and private bridal room is included for all **wedding/wedding reception** rentals.

WIFI: Wifi is available throughout the Hall.

KITCHEN: Drexel Hall offers a modern catering kitchen, including ice machine and warming oven, with an easy access ramp from the outside.

HANDICAP FACILITIES: There is a handicap entrance available, as well as a handicap restroom on the ground floor.

HEATING & AIR CONDITIONING: Drexel Hall has efficient and powerful heating and cooling systems.

PARKING: There is an adjacent parking lot, an overflow parking lot, and ample off-street parking nearby.

ADDITIONAL INFORMATION:

- Fees for rental of Drexel Hall are assigned on the basis of twelve (12) continuous hours use of the facilities (12-hour block can be scheduled between the hours of 10 a.m. the day of event to 12:00 midnight). Additional set-up time the morning of the event is available for \$100.00 per hour. If you'd like to set-up the day prior and it is available, the hall can be rented for 50% discount of that day's usual rate. The morning following the event (9 a.m. – noon), if needed for clean-up, may be reserved for \$300.00.
- Renter is responsible for set-up and clean-up, including removal of trash and storage* of tables and chairs. (Optional clean-up package available for additional fee, see below) **Breakdown and storage of tables and chairs by renter has been temporarily suspended during the pandemic to allow for thorough cleaning and sanitizing.*
- Damage Deposit: There is a required \$500.00 damage deposit payable 30 days prior to the event. This deposit is refundable after the rental if there is no damage or loss to the Hall or grounds. All trash must be removed immediately following the event or a minimum charge of \$100.00 will be deducted from the deposit. If there is damage or loss, or if the terms of the rental agreement are not followed, this deposit will be used to cover the cost of additional clean-up time, repair or replacement. To the extent that it is not adequate, the excess costs will be paid by the Renter.
- Confirmation of the Renter's reservation for use of Drexel Hall is dependent upon receipt by the Kansas City Irish Center of full payment of the security deposit, the rental fee, a contract signed by the responsible party, and written approval of caterer and musicians.
- At this time, there are three preferred catering options for Drexel Hall – Brancato's Catering, Cupini's, and Ambrosia Catering. Renter may use any licensed and insured caterer; however, there is a \$150 catering fee if a preferred caterer is not used.
- Renter is allowed to bring in their own alcohol provided they adhere to all liquor laws and no alcohol is sold or served to minors. For liability reasons, all alcohol must be served by licensed and insured bartenders. In the event liquor is to be **sold**, confirmation also requires the appropriate "Certificate of Deposit" naming Kansas City Irish Center as additionally insured, along with the proper state and local licenses required to sell alcohol.
- A security officer is provided for the first hour of an event to assist with guest parking.
- Cancellation of the event will result in the forfeit of the rental fee. Cancellation must be in writing. The Kansas City Irish Center will make every attempt to re-rent on that date and, if successful, will refund the rental fee less a \$300 administrative charge. ***However, in light of the ongoing uncertainty due to Covid-19, confirmed events may be rescheduled to a future date with no additional venue fee.***

For additional information or to schedule a tour of Drexel Hall, please contact the Kansas City Irish Center at 816.474.3848 or events@irishcenterkc.org.

Optional Packages:

- A/V package – Includes use of projector, screen and in-house sound system
Cost: \$500
- Coming Soon (Winter, 2021) – Live streaming of events held inside Drexel Hall.
Cost: TBD

**The Kansas City Irish Center reserves the right to make changes to the policies and fees without prior notice.*