



6425 Wornall Road  
Kansas City, MO 64113

## **Rental Information**

Tours of HJs are offered **BY APPOINTMENT ONLY**.  
Appointments may be arranged by calling Zach Beall at 816-606-3239.

### **EACH RENTAL INCLUDES**

- Audio/visual equipment
- Tables and chairs
- Outdoor Terrace
- Security
- Coffee
- Convenient parking
- Fire Pit

### **CAPACITY** (Subject to occupancy limits on Request Form)

- 64 seated (*eight 72" round tables with 8 people per table*)
- 100 reception (*minimal seating*)

### **ALLOWED ALCOHOLIC BEVERAGES**

- Beer (no kegs)
- Wine
- Liquor is permitted; cash bars are not permitted
- No glassware provided

### **CATERING / KITCHEN**

Unless utilizing the catering kitchen, drop-off and self-catering is an option in certain cases.

### **TABLES AND CHAIRS**

- 8 tables (*72" rounds, will seat up to 8 people each; black or white linens provided*)
- 2 buffet tables
- 80 chairs

### **AUDIO / VISUAL**

The following equipment is available at no additional charge:

- Projector/screen
- Sound system
- Smart TV
- Podium/wireless microphone

## HOURS AND RATES

<u>Type</u>	<u>Days</u>	<u>Min. Duration</u>	<u>Hours</u>	<u>Fee / Hour*</u>
Weekday	Monday – Friday	2 hours	9:30 am – 3:00 pm	\$100
Evening	Monday – Thursday	2 hours	5:00 pm – 10:30 pm	\$100
Weekend	Friday - Sunday	2 hours	5:30 pm – 11:30 pm	\$100
Weekend	Saturday	2 hours	9:30 am – 4:00 pm	\$100
Weekend	Sunday	2 hours	12:00 pm – 4:00 pm	\$100

*\*Set-up/breakdown, security and damage deposit are additional fees as listed below*

## SET-UP / BREAKDOWN

An event of at least two hours duration may be scheduled within the available hours indicated above. Access for set-up may occur up to one hour prior to the start of the event, and breakdown and clean-up must be completed within one hour of the end of the event, but not later than 12:30 am. Additional access time (up to four hours) may be available at a rate of \$100 per hour, and additional breakdown/clean-up time (up to one hour) may be available at a rate of \$350 per hour.

## PARKING

Up to 41 parking spaces are available, with more spaces available at the St. Andrews Episcopal Church parking lot and a city lot east of the Trolley Trail.

## SECURITY

St. Andrews will provide a security guard for all events which conclude after 5:00 pm, at a charge of \$50 per hour. Security requirements may be flexible depending on the size, time, and nature of a particular group's use.

## 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

St. Andrews 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.
- All food and materials brought in must be removed at the conclusion of the event.
- Personal pets are not allowed in the building.