

**PLEASE NOTE THAT CONTRACTS ARE BINDING, INFORMATION ON THIS DOCUMENT IS NOT AND MAY OCCASSIONALLY BE OUT OF DATE. WE DO OUR BEST TO KEEP IT AS UPDATED AS POSSIBLE. WHEN IN DOUBT, CONSULT YOUR CONTRACT OR THE BERG EVENT SPACE SALES MANAGER.**

### **Getting Started:**

#### **Can I stop by without an appointment to view the space?**

We require all of our guests make appointments to view the space. We are a working photo studio and also do a number of daytime events. An appointment ensures that the space is available for visitors.

#### **How do I make a tour appointment?**

Please give us a call at 816.842.4488 or email us at [info@bergeventspace.com](mailto:info@bergeventspace.com) to make a tour appointment.

#### **How much time do we get?**

Events on Friday, Saturday or Sunday are 5 hours of event time with 4 hours of setup time and 30 minutes of load out time. Events scheduled Monday through Thursday are 4 hours of event time with 4 hours of setup and 30 minutes of load out time.

If you choose to have a ceremony, there is an additional ceremony fee assessed and an additional hour of event time is added.

#### **How much setup time do I have?**

Four hours of setup time is included in your event fee. All event hours must be consecutive. Additional hours are available for \$300/hour and must immediately precede your event time. Items may not be stored at the Berg overnight before your event.

#### **What time will my event start and end?**

You have 5 hours of event time. If you choose to have your ceremony at the berg as well you will have 6 hours of event time. All events must end no later than 12:30am. If you are having a ceremony, your event will begin 30 minutes before the time on your invitation. This allows guests to begin arriving before you walk down the aisle.

Sample Timeline:

Set Up: 1:00pm

Event Start Time: 5:00pm

Ceremony: 5:30pm

Event End Time: 11:00pm

Load Out Complete by: 11:30pm

#### **What is included in my event fee?**

Your event fee includes all staff, parking and furniture needed for most events!

That's 5 hours of event time, 4 hours or set up time, one half hour of load out time, tables and chairs for seating up to 200 guests, various lounge furniture, high top tables and stools, 90 parking spaces and a parking attendant, a security officer, your beverage service staff, glassware at the bar, event set up staff to handle the table and chair set up, a facility manager on site the day of your event and a 2 hour final consultation meeting 30 days before your event. Use of the courtyard is included.

**Do you have parking?**

Yes, for event nights we have 90 parking spaces located in two separate lots on 16th Street between Grand Boulevard and McGee Street . They are directly across the street from one another. There will be a parking attendant and signage on both Grand and McGee.

Our day lot is the un-gated lot on the North side of 16th Street between Grand Boulevard and McGee. Spaces 1-10 are reserved for Berg guests 8am-6pm.

**Can we bring our own liquor?**

No, you may not. Berg Event Space has a liquor license and legally all alcohol must be purchased through us.

**What are your liquor packages?**

Our liquor packages range from \$18-\$29/person plus tax depending on what you'd like to serve. All guests over 21 are assessed the alcohol package price. Guests 12-20 are charged a \$5 soda package and children under 12 are free. Our non-alcoholic package for non-alcoholic events and full cash bars start at \$10/ person.

**How do cash bars and beverage minimums work?**

A hosted bar is a per person price ranging from \$18-\$29/person depending on what you'd like to serve and is unlimited all evening up to 4.5 hours. A cash bar requires that the host purchase the \$10 per person non-alcoholic package which provides non alcoholic drink options to guests, staff, glassware, and ice. Guests can then purchase beer, wine or liquor with cash or a credit card. There is a \$1000 beverage minimum on Saturdays. When holding a cash bar, the host pays a \$1000 deposit. If the cash bar does not reach \$1000, the host makes up the difference. If the cash bar minimum is met, the \$1000 deposit is returned to the host. With a hosted bar, multiply your number of guests times the prices of your bar package to see if you meet the minimum. (150 guests x \$22 per person liquor package = \$3,300, well over the minimum)

**Do we set up tables and chairs?**

Berg Event Space provides 200 black folding chairs and dining tables for seating up to 200 guests. We will set up all tables and chairs belonging to Berg Event Space. Rentals may need to be set up by rental companies or other responsible vendors. Please speak to an event manager if you are renting furniture.

**Does your holiday pricing differ from your general pricing?**

Yes, many holidays have special pricing. Most are subject to Saturday high season pricing. Sundays of holiday weekends are subject to Saturday high season pricing. New Years Eve has special pricing. Please call or email us to inquire.

**How many people can you seat?**

We can seat a maximum of 200 guests in our space for a sit down dinner. If you plan on having either a band or a large photo booth, we recommend you stay closer to 160 to account for the floor space taken up by these vendors. 200 seated guests will limit your mingling or cocktailing area. We recommend utilizing the outdoor courtyard for cocktail hour. We can accommodate up to 250 guests for a "cocktail style" reception where there is dining seating for around 100 guests and then bar top tables and lounge furniture available for guests to gather around while mingling, eating and drinking. We can seat a maximum of 200 guests for an indoor ceremony. Outdoor ceremonies can fit up to 130 rental chairs.

### **Booking:**

#### **Do you accept credit cards?**

Yes, we accept all major credit cards. However, we also offer a cash discount of 3% off of the event fee only to clients who agree to make all of their payments to Berg Event Space by check.

#### **I just booked my event at the Berg, can I bring my fiancé, mom, sister, best friend to see it?**

Yes, please call the office to schedule an appointment to view the space. We are a working photo studio and also do a number of daytime events. An appointment ensures that the space is available for visitors. Clients who require excessive amounts of time in the space outside of their rental date can run into overtime charges. Open Houses, held twice a year, are a great time to show others your venue.

#### **How much does it cost to reserve a date at the Berg Event Space?**

There is an initial fee of at least \$1,000 to reserve a date. If your event is less than 9 months out, the initial payment is \$1,500. If your event is less than 6 months out, the initial payment is \$2,000. These payments are applied to your event fee, which varies based on the day and date you are booking.

#### **When is my final payment due?**

You have a payment due at 30 days out from your event as well as your beverage package fee, which is due 2 weeks prior to your event.

#### **Can I make my payment early?**

Yes, you may make payments in addition to your scheduled payments. Or you may increase the dollar amount on any of your scheduled payments.

#### **What is the security/damage deposit?**

A \$1,000 damage deposit is due at your 30 day final walk through. It may be paid by a credit card on file or a separately written check for \$1,000. It is fully refundable. Fees will be assessed in the event of damage to the venue or venue owned items or overtime charges.

### **The Planning Process:**

#### **What size are your dining table?**

We have 14 --60" round tables that seat up to 10 guests each. They take 120" round linens to go to the floor. We also have 10 --42" round tables that seat up to 6 guests each. They take 108" round linens to go to the floor.

Also available are 10 – 6ft rectangular tables, and 10 bar height .

#### **What furniture do you provide?**

We have 14 --60" round tables that seat up to 10 guests each. They take 120" round linens to go to the floor. We also have 10 --42" round tables that seat up to 6 guests each. They take 108" round linens to go to the floor.

Also available are 10 – 6ft rectangular tables, and 10 bar height tables.

You also have access to black lounge furniture (couch, chair, bench), a coffee table and 4 "ghost" arm chairs for a lounge set up. Being able to use the lounge set up is based on available floor space with your dining tables and other room elements.



**Do you have linens, dishware, silverware?**

We do not provide linens, dishes or flatware. Your caterer generally handles all of your rentals. Berg Event Space can place your rental order for an additional fee.

**Does you host more than one event per day?**

No, yours will be the only event at the Berg on your contracted date.

**Do you offer any coordination services?**

We do not offer any coordination services at this time.

**Do I need a coordinator if a Berg Event Manager will be on-site all evening?**

Many brides choose to hire a Day Of Coordinator at Berg Event Space. Your coordinator will assist in all of your décor setup and tear down as well as run your ceremony procession and all of your reception events, from grand entrance to cake cutting to exit.

Your Berg Event Manager is responsible for facility related needs only: making sure the a/c is functioning properly, that the bathrooms are clean and functional, and that the bar staff, parking attendants and security officers are being managed properly.

**How do I give my guests directions to get to the space?**

The entrance to the event space is in the alley between Grand Boulevard and McGee Street. On event days we will have parking signs posted in front of the parking lots and a parking attendant will be there to direct guests to the entrance. The parking lots are located on 16th Street between McGee and Grand Boulevard. Please remind guests that there is no 1525 Grand Blvd visible from the street!

**Do I have to use the vendors on your preferred vendor list?**

No, you do not have to use our preferred vendors. If you decide to use a caterer that is not on our list, a fee of \$250 will be assessed. They will be required to provide copies of health department certificate and proof of insurance. The caterer will also need to do a 30-day walk thru with Berg Event Space management and agree to all Berg Event Space policies. All other vendors are suggestions.

**Why do you charge a fee to get a caterer approved if they are not on your list?**

We have worked with many caterers and we have the best of the best on our list. We highly recommend these caterers for their food, service and presentation--all of which also reflect on our own reputation in the eyes of guests. You may have another caterer approved pending that they are licensed through the Health Department, can provide proof of insurance, come in to do a walk through and agree to all of our policies via the Catering Agreement Contract. Obtaining all of these licenses and staffing the walk throughs are time consuming and are the reason for the fee. There are some caterers we will not approve, so please check with an event manager before entering into a contract with an outside caterer.

**Are gratuities or service fees added?**

A 10% service fee is added to you final invoice and takes care of all staff gratuities. No tipping is necessary.

**When do I need my final head count by?**

Your final headcount is due two weeks prior your event. Your beverage invoice will be due at this time as well.

**If my headcount changes after I have paid my final invoice can I get a reimbursement?**

No reimbursements are made on processed payments less than 9 months from your event date.

**Is the Berg wheelchair accessible?**

Yes, we have a large freight elevator that we can use to bring guests up to the space. We also have two wheelchair accessible restrooms.

**I left something at the Berg after my event, when can I come pick it up?**

Please call our offices at 816.842.4488 or email us at [info@bergeventspace.com](mailto:info@bergeventspace.com) to schedule a time to pick up your item. We are generally not in the office Sunday or Monday. Food items are discarded at the end of the night so that we can properly clean the space after each event.

**Do my vendors need to attend my Final Walk Through?**

It is not necessary to invite any other vendors to your Berg Event Space final walk through. However, caterers occasionally like to attend. Please notify Berg Event Space staff prior to inviting other vendors to your meeting. They do not need to attend the entire meeting and can be scheduled to arrive at a separate time.

**Receptions:****How many people can you accommodate for a cocktail style reception?**

We can accommodate up to 250 people for a cocktail style reception. In this setup we recommend a mix of traditional dining seating for up to 100 guests, cocktail tables and stools and various lounge furniture. Generally, there is no head table in this setup.

**How large will the dance floor be?**

The size of the dance floor is dependent on the number of guest dining tables you choose for your reception layout. The fewer the guests, the larger the dance floor. Even at 200, which is our max capacity for tables, there will be a dance floor large enough to do first dances and to get the dance party started. Berg Event Space staff is happy to break down any number of guest tables after dinner to accommodate your dancing crowd.

**Can I use the lounge furniture from the Groom's Room or Bridal suite in my room set up?**

The white furniture in the bridal room may not be removed. The black furniture in the groom's room is often used in the lounge furniture set up.

**Do you have a projector for use?**

Yes, we do have a projector that will project onto our large media wall. You must bring your own laptop computer. Your laptop will be connected via a VGA cord or HDI cable, which we will provide. If you are using a Mac, please bring the appropriate adaptor. You also have the ability to connect to the overhead speakers via an 1/8<sup>th</sup> inch audio cord. Your DJ may alternately provide the audio. We require all clients that are planning on using the projector to set-up a time to test their laptop with our system BEFORE their event.

**Do you have microphones for use?**

Yes, we do have a wireless handheld microphone as well as a wired microphone you may use. We do not provide any microphone stands or lavalier clip on microphones. If you hire a band or DJ, you will use their microphones.

**May my florist leave her vases, etc at the Berg overnight?**

Nothing may be left at the Berg overnight so that we can properly clean the space after your event.

**Does the Berg Event Space provide linens?**

No, your caterer will handle the rental of your linens. Berg Event Space can handle your linen rental for an additional fee.

**Will the Berg Event Space set up my decorations for me?**

Berg Event Space does not staff personnel to set up décor. We set up everything that belongs to us and most vendors are responsible for the same.

**Does the Berg have décor I can rent?**

No. Berg Event Space encourages all clients to make each event unique by bringing in your own décor. Our exposed brick, hardwood floors, picture windows and modern lighting are a great backdrop for any style of décor you choose.

**Is the courtyard set up for a sound system?**

There are no speakers set up in the courtyard. We have one electrical outlet you and your DJ may use in our courtyard to set up a speaker system in the courtyard.

**Can I use the Berg's indoor speakers for my event?**

Yes, you can plug into our overhead speakers via an 1/8 inch audio cord. They work well for corporate events, cocktail parties and rehearsal dinners. For wedding ceremonies and receptions we recommend hiring a DJ or Band who do a great job making announcements. They generally bring all of their own equipment.

**Can my DJ plug into the Berg's sound system?**

Yes they can, but our system does not work with mixers and has a volume cap that may be too low for DJs' liking.

**Do you allow open flames?**

Yes. They must be completely contained with the flame below the top of the container. No tapers.

**Who is responsible for tear down of my event? How much time do I have?**

Your vendors are responsible for the tear down of your decorations, food and anything else that was brought into the space. Berg staff will be responsible for the tear down of the bar, tables and chairs. All personal items must be removed from the space at the end of the evening. Berg Event Space is not responsible for items left overnight, including rentals secured by hosts or vendors. The easiest way to think about it is: Whoever brought it in is responsible for taking it out.

**I know a police officer, can I hire them for my event security?**

One security officer is included in your event fee. We work with a very limited and select few officers from the Kansas City Police Department who match our personality needs for working weddings and private events where they interact with our guests. If you feel you would like additional security, we recommend hiring them through us at a cost of \$35/hour, or you may hire your own.

**Do you have overtime charges?**

Yes. Guests remaining 30 minutes past the conclusion of your event will result in a charge of \$125 for every ½ hour increment they remain. This may come out of your damage deposit. Additional hours may be purchased for \$300/hour but must be pre-arranged before your event date.

**Can I tent the courtyard?**

Yes, you may rent a tent for the courtyard. We love how tents ensure that the outdoor area can be utilized in rainy or cold weather. We prefer the 20 x 30 pitched tent that we are able to put heat lamps under for cooler months. Our preferred tent vendor is Accent Party Rental. You can contact them at (816) 471-2522. Alternately, Berg staff can rent the tent for you for a fee. Tents start around \$1000 for delivery, set up, break-down and lighting.

**Measurements:****Wall in front of restrooms:**

Space in between slats: 21.5"  
Height of wall: 8.5ft  
Length of wall: 14ft

**Metal Wall:**

Panels: 21" each (16 panels in between bar door & bridal suite door)  
Wall is 18.5" thick  
There are 10 eyehooks on top off the wall that are roughly 2.5ft apart  
There are 4 open outlets on top of the wall  
The metal wall is 47 ft x 9.5 ft.

**Ceremonies:****Can you accommodate a ceremony as well as the reception?**

Yes, you may add a ceremony to any event for a fee of \$750 for an indoor ceremony that can seat up to 200, or \$1000 for an outdoor ceremony which can seat up to 130 guests and includes a chair rental fee. You will also receive an additional hour of event time in order to get your guests seated and conduct your ceremony and still have a 5 hour reception.

**Where do I get chairs and a backdrop for my outdoor ceremony in the courtyard?**

White ceremony chairs will be rented for you and your outdoor ceremony. Ceremony décor and backdrops can be rented from your florist or Ultrapom Event Rentals. [www.ultrapom.com](http://www.ultrapom.com)

**How many chairs fit in the courtyard for a ceremony?**

130 plain wooden folding chairs fit in our courtyard, with 5 chairs on either side of the aisle.

**What is the rain contingency plan for outdoor ceremonies?**

Ceremonies may be moved indoors for any reason at the hosts' discretion. However, when that decision is made will affect the ceremony options. If the host decides to move the ceremony indoors and can notify Berg Event Space at least 12 hours prior to event set up time, the indoor ceremony can be a traditional ceremony set up with a room flip. If the ceremony is moved indoors at the last minute, the ceremony will take place with guests seated at their dining tables and the ceremony on the dance floor and there will be no room flip.

**Can the bridal party drink in the Bride's Room and Groom's Room before the ceremony?**

Yes, the Berg Event Space can provide your bridal party a few drinks before your ceremony. Your bridal party MAY NOT bring in their own alcohol. We hold a liquor license and outside alcohol is a violation of Missouri state law as well as Jackson County Regulated Industries policy. Discuss your beverage needs with the event manager at your 30 day final walk through.

**Can I have a rehearsal at the Berg?**

Rehearsals may be scheduled on Thursday evenings and are subject to availability. The fee to have a rehearsal at the Berg is \$750 for one hour in the space, usually 6:00pm-7:00pm or as otherwise dictated by the Berg's schedule. You may also do a rehearsal the day of your event by adding an additional hour to your event time for \$300. Many hosts choose to do a quick rehearsal during event setup time, do not add any extra time and therefore do not incur any additional costs.

**How long is the aisle for an indoor ceremony?**

From the black curtain to the windows is approximately 53'. From the elevator to the windows is approximately 83'. You may process from any distance you'd like, although most people start about 10 feet back from the black curtain.

**Bar:****Can we do a specialty cocktail?**

Yes, our bartenders love mixing up specialty cocktails! They are priced per person and start at \$1.50/pp, depending on what you'd like to serve. Please contact Jillian to discuss your drink ideas.  
jillian@bergeventspace.com

**Can we have passed champagne before our toasts or during cocktail hour?**

Yes, a passed champagne toast is included in the premium alcohol package. If you have decided to go with another package we can price the passed champagne toast out for you depending on your head count.

**You don't serve my favorite beer/wine/liquor, can I still have it at my reception?**

We can accommodate most special orders. Please let us know what you would like us to price out for you at least one month prior to your event. The full cost of the special order is due at the time of your final payment. All special orders need to be finalized by your 30 day final walk through.

**How late can you serve alcohol?**

Your bar must be closed no later than midnight.

**Can we bring our own liquor?**

No, you may not. Berg Event Space has a liquor license and all alcohol must be purchased through us.

**What are your liquor packages?**

Our liquor packages range from \$18-\$29/person plus tax depending on what you'd like to serve. All guests over 21 are assessed the alcohol package price. Guests 12-20 are charged a \$5 soda package and children under 12 are free. Our non-alcoholic package for non-alcoholic events and full cash bars start at \$10/ person.