

Thank you for your interest in Berg Event Space. Located in the Kansas City Crossroads Art District, our space is a beautifully restored 1909 building. It was originally built as an automobile dealership. Its award-winning interior has been designed to couple the past with the present. The original wood floor, beams, skylights, and exposed brick are complemented with white and grey accents, contemporary lighting, and modern furniture. This combination equals a chic urban loft space unlike any other in the Kansas City area.

Our Space can accommodate 200 people max for sit down dinners and indoor ceremonies and up to 250 people max for a mixed seating "cocktail style" party. Outdoor ceremonies can accommodate up to 130 guests.



Among the many amenities that are included in the event fee:

- Built-in bar
- 4 modern private restrooms/ADA
- Courtyard with lights and furniture
- Large photo gallery metal wall
- Contemporary lighting
- Bridal Room
- Groom's Room with flat screen TV
- Projector with large media wall
- Separate coat check area
- Elevator access
- Wi-Fi / iPod hook up
- Microphone & Sound System
- Direct TV

## furniture

Our staff will set up the space based on your preferences. We ask that no one except Berg staff move furniture.

We provide:

- 200 black modern chairs
- White bar height stools
- 14 (60") round tables seating 10
- Outdoor patio lounge furniture and heat lamps
- Assorted contemporary lounge furniture
- Large (4'x10') modern white oval table (perfect for head-table)–seats 10
- Bridal Room with a 4ft x 7ft dressing mirror, garment rack, couches and vanity
- Designated Coat check area with wood hangers and garment racks
- 10 (30") bistro height tables
- 10 (42") round tables seating 6
- 10 (6ft.) rectangle tables

## courtyard

Our lighted-treed courtyard can be set up to your specifications. We provide modern sleek patio furniture (chairs, one rectangle table, one square table, two side tables), patio heaters, and built-in teak planters and seating at no additional charge.

## damage deposit

A \$1000 damage deposit is required and is due at least 30 days prior to the event. If a check is written, it will be refunded 7 days following the event barring any incurred damage to the event space. If using a credit card we will credit your card by the 2nd business day. Any damage to the premises will result in the loss of partial or all of the damage deposit and is determined by Berg Event Space staff.



# Berg Event Space

## event space fees

	price	event time	set up time	clean up time	beverage minimum
saturdays* april, may, june, september, october, november	\$5,000	5 hours	4 hours	½ hour	\$1000
saturdays* january, february, march, july, august, december	\$3,500	5 hours	4 hours	½ hour	\$1000
fridays & sundays* year round	\$3,000	5 hours	4 hours	½ hour	n/a
mondays—thursdays* year round evenings only	\$2,500	5 hours	4 hours	½ hour	n/a
ceremony fee*	\$750/\$1000	1 hour			
additional hours*	\$300	1 hour			

\*Holiday pricing may vary

- 3% discount off the event space fee is available for those paying by cash or check.
- Set-up starts immediately prior to event start time.
- You have up to 2 hours of consultation time with a Berg Event Manager. This includes discussing room set-up, bar packages, etc. at your final walk through 30 days prior to your event. Access to the space in excess of 2 hours will be charged to your final invoice.
- At minimum, a \$1,000 initial payment along with a signed contract and alcohol policy is required to reserve your date on our calendar. We do not hold dates or have a wait list.
- Initial payment is partially refundable up to 9 months before your event date, a \$250 processing fee will be deducted.
- An invoice including the remainder of your event space fee and any other additional services is due 30 days prior to your event.

## optional services & fees

- Coffee/Iced Tea Service.....\$1.50/person
- Excessive cleanup fee will be applied, if deemed necessary.....\$150
- Second bar (including outdoor bar)....\$150

## catering

We will provide you with a list of approved caterers. An administrative fee of \$250 will be assessed for using caterers not on the list. All caterers not on the list are subject to Berg Event Space approval and will be required to provide copies of health department certificate, business licenses and proof of insurance. Caterers will be required to sign a catering agreement with Berg Event Space. We do not allow “drop-off” catering or self-catering. Your caterer will be required to remain at your event until its conclusion. Linens and china are not provided or set up by Berg Event Space. We leave that to you and your caterer.

Our space is equipped with a catering prep area that includes:

- Separate catering prep room
- Microwave
- Large commercial refrigerator
- Attractive lighted serving area
- 500 lb ice machine
- Secondary concrete bar on wheels

## alcohol/ beverage service

Berg Event Space will provide you with a list of our beverage package pricing. Berg Event Space provides the alcohol/beverage service as well as the bartending staff for all events. Pricing is based on a per-person cost and give the option of a hosted bar, cash bar, or mix of both. Pricing and availability is subject to change. Special orders can be accommodated if arranged at least 30 days in advance of your event.

## security

Berg Event Space contracts Kansas City Missouri off-duty plain clothes police officers for all events. They are scheduled ½ hour before the event until a ½ hour after the event end time.

## parking & entrance

Entrance to Berg Event Space is located in the back of the building through the alley between Grand Boulevard and McGee Street. Parking is close and convenient. We staff parking attendants 30 minutes prior to event start time until 30 minutes after the event's conclusion. There are 50 available parking spaces in a lot at 16<sup>th</sup> Street and Grand Boulevard and an additional 40 parking spaces available in a lot located at 16<sup>th</sup> Street and McGee Street for a total of 90 available spaces. Sandwich-Board Signs are posted at the parking lots and street corners to direct your guests. Access to lots is available 30 minutes prior to event start time.

## directions

We are conveniently located near the South-Loop of Downtown Kansas City, in the North part of the Crossroads Art District. We are just 1 block south of the Sprint Center and a block and a half south of the Power and Light District. For your guests, we are just a straight shot north from Crown Center on Grand Blvd., and easily accessible from I-70, HWY 71, I-29 or I-35. Our address is 1525 Grand Boulevard, Kansas City, Missouri 64108. **Please enter at the back of our building.**

## floor plan

