

## **GUIDELINES FOR CATERED EVENTS BARTLE HALL AND KEMPER ARENA COMPLEXES**

A client wishing to hold an event must secure services from the approved list of caterers to provide any food, beverage or alcohol service (see enclosed list). No food or beverage may be brought into the facilities without using one of the approved caterers.

Dates may be held on a tentative basis in any facility without a deposit, if available, for ten (10) working days. A **nonrefundable** deposit will be required from the client to confirm a reservation in any facility. Minimum rent and deposits vary depending upon the facility reserved (see attached). Once a deposit is received, a contract will be issued to the client for the date and space reserved. The balance of the minimum rent will be due back from the client with signed contracts not less than thirty (30) days in advance of the event. If a tentative date is challenged, full minimum rent (**nonrefundable**) will be required to retain and confirm the date. Full minimum rent may also be required to secure space during holiday seasons.

Rental is based on the greater of a minimum rent (see attached) or a percentage of the total catering sales for the event, *except in the Little Theatre where a flat rate applies.*

Effective June 1, 2003, the approved caterer of client's choice will pay to the City eighteen percent (18%) of the total bill for food, non-alcoholic beverages and related services and thirty percent (30%) on alcoholic beverages and related services. These catering percentages should be included, with all other costs, in the per plate or per person rate quoted by your caterer. Related services may include, but are not limited to: rental of equipment and labor for set up, tear down and/or serving. The caterer must provide a copy of the final catering bill to the City, with payment of any amounts due, within ten (10) working days after the event. After caterer has submitted appropriate documentation and payment of catering fees, the City will reimburse to the client a portion, or all of the minimum rent paid, based on the sales generated by the catered event (s) in each facility.

EXAMPLE: Twenty five hundred dollar (\$2,500.00) minimum rent paid with ten thousand dollars (\$10,000.00) in food (no alcohol)

$\$10,000.00 \times 18\% = \$1,800.00$  of the \$2,500.00 minimum would be reimbursed.

**Rental covers up to (6) open hours or until 12:00 midnight.** Extended hours are charged at the overtime rates shown on the attached list. Move-in and move-out on the day of the event is included in the minimum rental. Move-in times are from 8:00 a.m. until start of event and move-out must be completed immediately at the close of event and no later than 4:00 a.m. For breakfast events, setup may begin as early as 6:00 a.m., or if time is needed the day before, an additional move-in day may be rented at fifty percent (50%) of the open day rates (see attached).

**NO DONATED ALCOHOL WILL BE ALLOWED.** If food is donated or provided at cost to the sponsoring party, it must still be handled by an approved caterer and a higher flat rate will be applied in lieu of the normal percentages of total catering. Effective June 1, 2003, any cash liquor service must be handled by ARAMARK at the Convention Center (816-513-5000) or Volume Services at the American Royal Center (816-421-8366). A hosted and cash liquor service combined is also exclusive to ARAMARK or Volume Services.

In all facilities except Barney Allis Plaza and the American Royal Center, the City will provide, at no additional charge, banquet tables and chairs, a lectern with one microphone and a single tiered, raised head table (up to 8' x 40') with skirting, as available. The tables and chairs must be set up, cleaned, taken down and stacked by the caterer. Outdoor furniture is provided at Barney Allis Plaza and additional equipment is available for an additional cost. Cleanup is the responsibility of the caterer in all facilities. The caterer is responsible for bagging and removing all wet garbage from the premises, or can pay an additional charge for the City to order a wet garbage pickup. Dry garbage must be bagged by caterer for City to dispose.