

Date

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

2000 Grand Event Space
2000 Grand Boulevard
Kansas City, MO 64106

And, _____, hereinafter referred to as, “**Event Group.**” This agreement outlines specific conditions and services to be agreed upon by both parties.

Date of Event:

Time of Event:

Name of Event:

Anticipated Attendance:

Contact:

Address:

Phone Number:

Email Address:

Event Space:

Event Times:

Daytime: Event is contracted for two (2) hours and must end before 2:00 p.m.

Happy Hour: Event is contracted for two (2) hours and must end before 8:00 p.m.

Evening: Event is contracted for four (4) hours and must end before 12:00 a.m.

UNDER NO CIRCUMSTANCE WILL AN EVENT END AFTER 12:00 A.M.

Event Group may extend the length of the event one (1) hour. The fee is based per person on a prorated price of the package selected.

Event Space Minimums:

On Saturdays, the third floor event space requires a minimum of 100 guests. The second floor event space requires a minimum of 50 guests. The entire second floor (referring to The Cashew bar and 2000 Grand event space) requires a minimum of 125 guests. Both floors (referring to the third floor and the second floor 2000 Grand event space) require a minimum of 150 guests. The entire second floor will not be rented on First Fridays. Guests refer to full priced adults.

Event Packages:

Event Group agrees to choose one (1) of the following packages: Light Hors d’oeuvres at \$40 per person, Heavy Hors d’oeuvres at \$45, Simple Pleasures at \$55 per person, Delectable Cuisine at \$60 per person or Fanciful Fare at \$65 per person. All packages include the Bronze Bar Package. Liquor packages may be upgraded to the Silver Package for additional \$5 per person or Gold Package for an additional \$10 per person.

Tax and Gratuity are not included in prices. No substitutions. Food portions are based on standard per person portions. Menu prices and items are subject to change.

Guest Count:

The accurate and final guest count must be provided to the Event Coordinator at least ten (10) days prior to the event. Should your guest count increase after the ten (10) day deadline, 2000 Grand will charge per head to compensate for the increased number. If **Event Group** underestimates the number of guests in attendance, 2000 Grand is not responsible for food shortages. Please see “Additional Event Payment”. If actual guest count does not meet the minimum, **Event Group** will still be charged for the minimum guest count.

PAYMENT SCHEDULE

Deposit:

\$250.00 **non-refundable** deposit is required to reserve the third floor and the entire second floor event space. A \$100.00 **non-refundable** deposit is required to reserve the second floor event space. Payments may be made by check, cash or credit card. The deposit will be applied as payment for the event.

Final Payment:

Final payment of the remaining balance and final guest count, based on the Event Invoice is due ten (10) days prior to event date and is non-refundable. Any changes to the final billing summary must be made ten (10) days prior to the event date. All monies paid are non refundable.

Additional Event Payment:

Any additional charges incurred by **Event Group** will be paid immediately following the event using the credit card on file. Service charges and taxes apply. Event Coordinator or Event Captain will notify cardholder of any charges before charging cardholders credit card.

Forms of Payment:

2000 Grand accepts all major credit cards, cashiers checks, money orders and cash for final payment.

Gratuity

A service charge of 22% will be added to all food, bar and other incurred charges.

Tax:

2.2 % Tourism Tax and 7.875% Sales Tax, totaling 10.075%
Gratuity is included to the pre-tax balance.

Cancellation Policies:

- **Cancellation more than six (6) months prior to event will result in no cancellation charge.**
- **Cancellation within one (1) to six (6) months prior to event will result in loss of deposit plus 25% of estimated cost.**
- **Cancellation within 15-30 days prior will result in loss of deposit plus 50% of estimated cost.**
- **Cancellation within 3-14 days prior will result in loss of deposit plus 75% of estimated cost.**

IF EVENT GROUP CANCELS WITHIN 48 HOURS OF THE EVENT, EVENT GROUP WILL BE CHARGED 100% OF THE ESTIMATED COST.

SERVICES & ADDITIONAL INFORMATION

Outside Food and Beverage Policy:

All food and beverage served at events must be provided, prepared, served and consumed by or on 2000 Grand premise. Prepared food is not permitted to leave the 2000 Grand premise. Decorative cake and accompaniments are allowed to enter and leave the 2000 Grand premise.

Liquor:

Event Group understands that 2000 Grand's liquor license requires that beverages are only to be dispensed by 2000 Grand employees.

Event Group understands that shots will not be served at any time during the event.

All beverages must be purchased through 2000 Grand.

2000 Grand will dispose of any outside beverages.

At no time are any guests allowed behind the bar.

Alcoholic beverage service may be denied to those guests who appear to be intoxicated.

2000 Grand requires guests to present legal identification before being served alcoholic beverages.

Amenities:

2000 Grand will provide adequate buffet and guest dining tables, chairs, plate ware, silverware, appropriate glassware, black table linens and napkins. Special requests and decorations may be arranged through the Event Coordinator. Additional fees may apply.

Decorations:

2000 Grand will allow outside vendors or personal guests to decorate the event space provided that they arrive no earlier than two (2) hours prior to the start of the event time. **Event Group** will be charged \$50 for each additional hour of set-up. **2000 Grand does not provide staffing to assist with room decoration.** No bubbles, rice or confetti are allowed, and no staples or tacks are to be used for interior walls, posts or ceiling. Contractor tape is required for extension cords extending across the flooring. Vendors must use approved extension cords. All guests and vendors are required to remove all items brought to event. (decorations, gifts, cake, flowers, boxes/containers and personal items) on day of event. Failure to remove items from 2000 Grand premise will result in a \$100 per day charge.

Wedding Ceremony:

Ceremony fee of \$250 for room turnaround between the ceremony and reception.

Cake Cutting:

There is a \$50 fee for cutting and plating decorative cakes.

Available Accessory Fee:

- White linen: \$10.00 per linen
- White linen napkin: \$1.00 per napkin
- Wireless microphone with speakers: \$100.00 per four hour

Staffing:

For a buffet reception 2000 Grand will provide one (1) server or bartender per 25 guests. **Event Group** agrees to pay a fee of \$100 for each additional staff member requested.

Unattended Items:

2000 Grand management or staff is not liable for items left in the event space. It is the responsibility of **Event Group** to ensure the safety of these items.

Damage:

Event Group accepts full financial responsibility for any damages incurred during the event by **Event Group**, attending guests or vendors. In the event of damage done to 2000 Grand property or premise, 2000 Grand will issue an invoice for reasonable repair costs to be paid by **Event Group** within ten (10) days from event date. 2000 Grand reserves the right to charge up to \$100 for additional clean up at 2000 Grand's sole discretion.

Special Need Guests:

An elevator is available for those guests with special needs and those assisting the guest; it is not an elevator for all guests. Use of the elevator must be arranged with Event Coordinator. Only 2000 Grand management is permitted to operate the elevator.

Parking:

Parking is available in the parking lot at 20th and Grand and two (2) parking lots at 20th and Walnut. 2000 Grand is not responsible for damage to vehicles. Parking may be limited on First Fridays.

Live Entertainment:

All live entertainment and/or DJ's must cease playing at event ending time. Live Entertainment must adhere to management approved volume levels or will be instructed to cease playing. Set-up and breakdown must be pre-arranged with the Event Coordinator. Set up will not be permitted prior to two (2) hours before event time. 2000 Grand does not provide staffing to assist vendors with equipment. All live entertainment must be approved by the Event Coordinator upon booking.

Contract Modifications:

Any changes, additions, stipulations or deletions, including corrective lining out by **Event Group** or 2000 Grand, will not be considered agreed upon or binding unless modifications have been initialed or approved by the other in writing.

Legal Fees:

If issues arise from this agreement that should warrant legal action, the prevailing party will be reimbursed all legal fees and expenses.

Additional Terms:

Event Group is charged half price of chosen package for guest ages 6-20. There is no charge for guests 5 and under.

ACCEPTANCE

Agreement:

Event Space:

Date:

Minimum guest count that Event Group will be charged for:

Event Group has read and understands all conditions and services of 2000 Grand. Event Group agrees to all conditions and services. Event Group understands that not completing the obligation of full payment will result in legal action.

Event Group recognizes that until this contract is signed by both parties, 2000 Grand views this document as only a tentative agreement. 2000 Grand reserves the right to begin contracting with another party for the above date until this contract is executed by both parties.

2000 Grand and Event Group has agreed to and has executed this Agreement by their authorized representatives as of the dates indicated below.

Signatures:

APPROVED AND AUTHOURIZED BY EVENT GROUP

Name (Print): _____

Signature: _____ Date: _____

IN THE EVENT THAT NO CREDIT CARD INFORMATION IS FILLED IN, THIS CONTRACT IS NULL AND VOID.

Name on Credit Card: _____

Credit Card Number: _____ Expiration: _____

APPROVED AND AUTHORIZED BY 2000 GRAND

Signature: _____ Date: _____