

Event Venue	Capacity	Fees	Description/ Room Notes	Food & Beverage
Interior Spaces				
First Floor Rental	50	\$ 900.00	4-hour rental-Includes: use of Café, Breakfast Room, and Lower Level Restrooms. Available Tuesday & Wednesday (10:00a-8:30p), Friday & Saturday evenings (5:30p-8:30p)	Permitted in the Café
Lower Level Rental	75	\$ 750.00	4-hour rental- Includes use of Catering Kitchen, Soda Fountain Seating Area, Billiard Room and Lower Level Restrooms. Available Tuesday & Wednesday (10:00a-8:30p), Friday & Saturday evenings (5:30p-8:30p)	Permitted
Breakfast Room	8	\$ 200.00	2-hour rental-available Tuesday through Saturday--(10:00a-8:30p)	Permitted
Café	38	\$ 450.00	4-hour rental-available Tuesday through Saturday--(10:00a-8:30p)	Permitted
Education Room	25	\$ 300.00	4-hour rental-available Tuesday through Saturday--(10:00a-8:30p)	Permitted
Theater	42	\$ 400.00	4-hour rental-available Tuesday through Saturday--(10:00a-8:30p)	Not Permitted
Photo & Video Shoot				
Photography	12	\$250.00	2-hour minimum rental. Available ONLY on Tuesday & Wednesday for indoor & outdoor photography. Each additional hour is \$125	Permitted in the Café
Videography	12	\$400.00	2-hour minimum rental. Available ONLY on Tuesday & Wednesday for indoor & outdoor videography. Each additional hour is \$200	Permitted in the Café
Outdoor				
East Lawn	125	\$1,200.00	4-hour rental-Includes: use of Catering Kitchen and lower level restrooms. Available Tuesday through Saturday. (10:00a-8:30p)	Permitted
<p><i>*Food & Beverages are not permitted in the Theater, Gallery Spaces or Exhibit Hallways. For events needing food service, a preferred catering list will be provided.</i></p> <p><i>*Some rentals may require special permitting and liability insurance.</i></p> <p><i>*The Kansas City Museum is a smoke free institution, and facility rental rates are subject to change without notice.</i></p> <p><i>*Not permitted inside the Museum: fresh flowers, live plants, open flame, helium balloons, or fog machines.</i></p> <p><i>*All events Must end at 8:30PM (This includes set-up and teardown time).</i></p>				
Additional Fees & Considerations				
Audio Visual Usage (4 hours at \$25/hr)	Includes support for presentations, microphone use, sound system hookup, use of projectors where applicable.			\$ 100.00
Security (4 hours at \$30/hr)	Includes on-site security guard. For larger events, off-duty officers may be required.			\$ 120.00
Catering Kitchen (Flat Fee)	Fee covers the use of catering kitchen equipment (food warmers, refrigeration equipment, prep tables, etc.			\$ 150.00
Staff & Room Set-up Charges (4 hours at \$20/hr)	Includes one Museum staff member to assist with event coordination.			\$ 80.00
Utilities/Consumables (4 hours at \$12.5/hr)	Includes the cost of utilities and material used during the event.			\$ 50.00
Staff Led Tour (\$12 per adult and \$10 for seniors)	Includes one Museum staff member to provide a tour or presentation (a maximum no. of guests may apply).			N/A