Welcome, to Kansas City’s urban event venue: **the Vox Theatre**.

This historic building first opened for business in 1922 as a silent movie house, called the Rosedale Theatre, and was renamed as The Vox in the 1940’s. Many of the space’s original architectural features have been preserved, including the full antique, pressed tin ceiling, and authentic stage valence complete with theatre lighting and velvet curtains.

Full interior renovations have been completed with new plumbing, air conditioning and heating, and an 18’ ceiling fan. We’ve even added additional amenities for your comfort and enjoyment including a raised stage, full stereo system with multiple iPod hook-ups, 1,000 sq. ft dance floor, prep kitchen, host lounge and a gorgeous, all glass front facade. Our event space is fully ADA accessible throughout, so all your guests can easily share in your special event.

The Vox Theatre is over 5,500 square feet with a 20 foot high ceiling. This impressive space is completely open, offering incredible, uninterrupted sight-lines, and allowing creative flexibility in how you chose to arrange your event. Our spacious interior can truly host gatherings up to 300 people, making it perfect for larger events, and yet a comfortable and intimate setting can be arranged for smaller gatherings with fewer than 100 guests. You and your guests will also enjoy the 1,500 square foot outdoor lawn and patio area, accessed from the main event space through a set of beautiful glass patio doors.

Our full-time Event Manager will work with you to coordinate your event and ensure everything is perfect.

Centrally located within the greater Kansas City Metro area, our location is ideally convenient. The Vox is just a short distance from downtown Kansas City’s Power & Light District, Westport’s Entertainment District, and the Country Club Plaza. Right off 1-35, we’re within 15 minutes of Shawnee, Lenexa, Overland Park, Waldo, Hospital Hill, North Kansas City, and Kansas City, KS.

**Ready to book a tour?**

Contact our Event Manager at 913.730.6110 or [info@voxtheatre.com](mailto:info@voxtheatre.com) to schedule an appointment.

**What is the rental fee?**

For Saturday events, the rental fee is $3,500.

For events on Friday and Sunday, the rental fee is $2,500.

For events Monday through Thursday, the rental fee is $1,950.

Holiday weekends rates are higher, please inquire as to the price on holiday weekends.

We offer discounts for registered charities and professional organizations - please ask for that pricing when booking your tour.

**What is included in the rental fee?**

The Vox rents for one flat fee for the space and security.

Saturday rental rates include the use of the Theatre for 6 event hours and 3 hours of preparation, and 1 uniformed security guard.

Sunday - Friday evening rentals receive 5 event hours and 3 hours of preparation and 1 uniformed security guard.

Extra event hours are $150 per hour and set up hours can be arranged at $40 per hour.

**Do you have tables, chairs and linens?**

The Vox Theatre will supply up to:

24-66” round tables, 25-6’ and 10-8‘ rectangular tables, 8 cocktail tables

3 large rolling wood tables that are great for a buffet, gift or cake table.

200 white folding chairs.

We will arrange for the rental of additional chairs, linens and any other rental items you may need for your event.

**What is the occupancy of the Vox Theatre?**

• 300 guests for buffet and cocktail receptions.

* 250 guests for plated dinners.

**May I bring my own alcohol?**

Yes. You may provide alcohol for your event or work with your caterer. Bar tenders are required for any event serving alcohol. A temporary permit is required to resell alcohol on the premises. All alcohol must be poured by the bartenders. Guests are not allowed to bring in their own alcohol separate from the alcohol served at the bar. No person under the age of 21 is allowed to drink on the Vox premises.

Keg beer is recommended. The Vox Theatre has a cold plate keg system available to rent at $65.

**May I bring in an outside caterer?**

Yes, all independent vendors are welcomed. Please consider using Deco Catering, our immediate next door neighbor. They are fabulous.

**May we have our wedding ceremony at the Vox Theatre?**

Yes, we welcome all ceremonies. We suggest adding 2 hours for the ceremony. You may

purchase additional rental hours at $150 per hour if needed.

**Does the Vox Theatre have a sound system?**

Yes, the theatre has a full stereo system with multiple iPod connections for ambient music during your event. We also have a wireless microphone and small PA system.

**How many parking spaces are available?**

175 parking spaces are available; all of which will be monitored by a Kansas City, Kansas

Police Officer during your event.

**Is the Vox Theatre handicapped accessible?**

Yes, the theatre is completely wheelchair accessible including the restrooms – it is on one level and is accessible immediately at street level.

**How late can our event run?**

All events must be over by 11pm on Friday and Saturday night and 10pm Sunday through

Thursday.

At the end of your event you are expected to remove everything you brought into the space. We allow you an hour to do this. Should you not want to handle your own clean up the Vox is happy to handle this for you at a fee of $200. Whatever you want to keep will be set aside for you to collect on the next working day.

**How do I reserve the space?**

You can contact our Event Manager, at 913.730.6110, or [info@voxtheatre.com](mailto:info@voxtheatre.com) for details.

To reserve a date, we ask for a $1,000.00 non-refundable deposit at the time of booking.

**When is my full payment due?**

90 days before the event the balance of the venue rental is due. Two weeks prior to the event a refundable $500.00 damage deposit is due along with any rental fees. The damage deposit will be refunded the week following your event.

**Can I pay by credit card?**

Yes we can accept payment by credit card, check or cash.

Vox Theatre Event Space, LLC - Rental Agreement

This rental agreement is made between Vox Theatre Event Space, LLC, as the Lessor, and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as the Lessee.

Lessee hereby offers to rent from Vox Theatre Event Space, LLC, the first floor premises situated at 1405

Southwest Blvd., Kansas City, KS 66103 under the following conditions.

**1. Terms & Rent:**

(Lessee) shall use and occupy the above premises for a term of one event commencing on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_

at \_\_\_\_\_\_\_\_\_\_am/pm and terminating at \_\_\_\_\_\_\_\_\_\_am/pm for a total of 6 hours for the event on Saturday, 5

hours Sunday thru Friday and 3 hours of set-up and a rental rate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_plus any additional

service fees listed below if necessary. Additional hours are available for $150 per hour.

A $1,000.00 non-refundable deposit is required to secure this date. The balance and all additional service fees

are due and shall be paid to Vox Theatre Event Space, LLC two weeks prior to the date of this event. A refundable

damage deposit of $500 is also due two weeks prior to the event. All rental payments shall be made to Vox

Theatre Event Space, LLC. 1405 Southwest Blvd., Kansas City, KS 66103. All other needs or entertainment are

considered special and will be negotiated separately and must be disclosed to Lessor and agreed upon before

signing this agreement. Included in the rental are up to 24-66” round tables, 24 rectangular banquet tables, 8

cocktail tables, 1-12’ and 2-10’ tables, 150 chairs, a uniformed police officer for all evening events.

Cleanup fee ($200)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Not applied if lessee/caterer provides broom-clean, spot mop for spills,

surfaces/bathroom generally cleaned, & trash removed)

**2. Use:**

Lessee shall use and occupy the premises listed above for an event with people totaling no more than 300.

**3. Liability:**

Vox Theatre Event Space, LLC & Alistair Tutton Photography, Inc. shall NOT be made liable for any damage or

injury to lessee or any other person, or to any property, occurring on the said premises or any part thereof, and

lessee agrees to hold Vox Theatre Event Space, LLC. & Alistair Tutton Photography, Inc. harmless from any

claims for damages & injury no matter how caused.

**4. Liquor / Minors / Recycling**

Bar tenders are required. We encourage posting Care-cab info &/or phones numbers for alternative forms of

transportation. No person under the age of 21 is allowed to drink on the said premises. Keg beer is recommended,

if not------ Recycling of bottles and cans is encouraged!

**5. Insurance & Licenses**

Any caterers &/or bartenders, companies, &/or institutions must provide a copy of their Certificate of Insurance to

Lessor , naming the Lessor. Delivered at least one week prior to the event. All Catering Licenses & Liquor

Licenses shall be provided by Caterer &/or Bartender to Lessor, if not already on file.

**6. Miscellaneous**

It is understood that this facility is a non-smoking facility. Special Decorations to be hung must be approved prior

to this event. Special arrangements may be made to obtain pre/post storage of items if needed. An individual is

required to be present (caterer, staff, etc.) at all times during the ENTIRE event to maintain general cleanup

throughout the event, of the said premises. Vox Theatre photographers reserve the right to capture your event and

use images for self promotion. A copy of the images will be supplied to the lessor.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Alistair Tutton / Vox Theatre Event Space, LLC / Lessor Lessee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name