BOA Gallery ……..…… ……… ………$1,200 (Sun-Thurs) $2,000 (Fri-Sat)

\*Rental rates are not available by the hour.

\*Max of 4 hours event time frame.

\*Events start time varies depending upon the day of the week and exhibit hours, and must conclude by 10 p.m.





Reception Capacity: 400 (standing only)

Banquet Capacity: 120

Room Rental Includes:

Furniture:

 10 Bar High Tables

 10- 66” rounds (seat 10) w/ black table linens

 2- 6ft tables for registration w/ black table linens and 2 chairs

Audio/Visual:

House sound system for background music.

Other Amenities:

 Historic architecture.

 Exposed ceilings

 View of original pump room.

 Private restrooms during event

 \*can add private access into the traveling exhibition (ask for details, additional cost

**Catering:**

Approved Caterers:

* Pierpont’s at Union Station- Robbie McGowan,Catering Director rmcgowan@pierponts.com
* Brancato’s Catering- Jennifer Fuentes, Catering Manager, jfuentes@brancatoscatering.com
* Q39 BBQ- Michael Naegele, Catering Manager, michael@q39.com
* Lon Lane Inspired Occasions, Jeff French, Catering Manager, jeff@inspiredoccasionskc.com
* Sheraton/ Westin Crown Center, Chrissy Frazier, Chrissy.Frazier@starwoodhotels.com

\*if you have special traditional menu requirements please let us know so we can discuss options.

**Bar Service**: (no other vendors permitted to provide this service)

* Pierpont’s at Union Station
* Brancato’s Catering

**Rentals**: (exclusive provider)

* All Season’s Event Rental, Jennifer Fuentes, jfuentes@allseasonstentrental.com

**Entertainment/ DJ Services**:

* Any vendor of choice can be used for these services.

**Cake, Cupcakes, Desserts**:

* Any vendor of choice can be used for this service.

**Floral/ Photography**:

* Any vendor of choice can be used for these services.

**Valet:**

* In-house contracted vendor, quotes can be provided upon request.

**Décor Policies**:

* No open flame candles (LED/ battery operated)
* No helium balloons
* No Confetti/ Glitter
* No taping to walls or surfaces

**Considerations:**

* Union Station does not provide carts or dollies for vendors.
* Union Station does not provide power/extension cords.
* No carts or dollies permitted on the marble floors that do not have non-marking white or grey wheels.

**Parking:**

Union Station visitor garage rates- $5-$8

Front surface lots- $12-$20

**Booking Process:**

Contract to confirmation-

* 7 days from the receipt of the contract signed copy is due.
* 50% non-refundable deposit is due when contract is returned.
* Checks (payable to Union Station), Cash, Credit Card or Debit Card accepted.
	+ \*if paying by check or cash, Union Station still requires a CC on file.
* Final balance due 30 days prior to the event date.

**Cancellation Process:**

* Deposit is non-refundable, date is transferrable with the deposit within the same calendar year.
* 31 days or more before the event date, no additional monies due.

30 days or less, full payment