

THE · DELAWARE

E V E N T S P A C E

125 S MAIN ST | INDEPENDENCE, MO 64050 | INFO@THEDELAWAREKC.COM



Rates

Saturdays / Most Holidays* - \$3500 + tax

Fridays / Sundays - \$3000 + tax

Mondays – Thursdays - \$2500 + tax

-We are open to host events year-round, seven days a week. Inquire with The Delaware for off-season rates.

-*"Holidays" are considered holiday dates and/or holiday weekends; certain holidays have an increased rate.

FEATURES:

12 Hours Day of Access

5 Hours Event Time

Event Manager + Off-Duty Police

Bridal Room + Loft Area

Catering Prep Kitchen

Built-in Bar + Glassware

Patio / Off Main Space

Setup / Breakdown

200 Garden Chairs (black, wooden folding chair)

20-60" Round Tables

8-8' Rectangle Tables

3-8' Wooden, Head Tables

Choice of White or Black Linens

Operable Bay Doors (open to patio)

High Polished Original Concrete Floors

Convenient Parking

Tours + Pricing

Tours are scheduled by appointment-only. Drop-in tours and viewings are unavailable, so please call or email to ensure the space is available for visitors. You can email info@thedelawarekc.com or call 816.787.6848. We look forward to hearing from you!

Capacity + Patio

The Delaware's indoor venue boasts a capacity of 200 seated guests (general) with the outdoor patio area holding up to 200 guests (cocktail style). The patio is off the west side of the main space - three operable doors open up to this outdoor, two-level area. Our facility is ADA accessible.

Size

The Grand Warehouse is 2,900 square ft. with 16' tall ceilings. Our lobby houses the bar and serves as an auxiliary space for cocktail hours, party transitions, buffets, etc. A fully equipped Bride's Room, Groom's Room/Loft Area and catering prep kitchen are included in your rental.

Food + Kitchen

The Delaware offers an open catering policy for private events. You may bring in your own caterer. There is a catering prep kitchen connected to the lobby area to accommodate you and your vendors' needs, including a commercial refrigerator, freezer, loading carts and stainless-steel surfaces.

Vendors

While The Delaware has an open vendor policy, we'd love for you to take some time browsing our hand-selected artists + vendors at THEDELAWAREKC.COM/VENDORS. We fully trust these brands to uphold the same values and qualities we stand for. Additionally, they're familiar with our space and guidelines.

Access + Event Time (including setup and load out)

Access time to The Delaware varies. Your rental time includes 5 hours of event time and 12 hrs day of access. If you'd like to extend your rental/event time, you may rent the space for an *additional rate of \$200/hr*. Your event hours may begin whenever you'd like, but we ask that the event ends no later than 12:00am. If your event goes until 12:00am, last call will be made at 11:30pm. If your event ends prior to 12:00am, last call is made 30 minutes prior to end time. During your set up and event time, you have access to the bridal room, loft area, kitchen, patio and The Delaware indoor space.

We allow 1 hour for load out at the end of your event time, included in total 12 hr rental. The Delaware Staff will be on-site moving furniture and cleaning. You will only be responsible for taking out any items that you bring in (this includes rentals, gifts, florals, signage, etc). We do not ask you to clean or move any furniture.

Parking

The Delaware does have a private parking lot as well as ample street parking and two public lots for guests.

Drink

All beverages, including liquor, must be purchased through The Delaware. Bar packages are priced per person over 21 years old. A price list of beverage package options can be found below.

Audio-Visual

We do not offer AV on-site; that is typically something your DJ or band would provide. The space contains ample outlets for AV equipment.

Furniture/Linens/China

We have 200 black wooden folding chairs on site, 20 60" round tables, and 8 8' rectangle tables which we provide linens for (in black and white). We also have 3 2.5'x8' wooden tables that you are welcome to use for your head table, dessert, etc. If you'd like to add cocktail tables, we charge *\$25 per table (linen included)*. We will handle rental and logistics of these tables. We do not handle china, flatware or linen napkins on site; those items are handled through your caterer.

Ceremonies

The Delaware can accommodate both ceremonies + receptions through a full transition of the main space serviced by The Delaware Staff (allow thirty minutes) – \$300, or an Oscar Style Ceremony – *no service fee*.

Décor

We do not allow loose glitter or confetti indoors or on The Delaware's patio. We do allow real candles but they must be contained, as no open flames are allowed. Any décor you bring in must be removed the same night.

Setup + Breakdown

The Delaware Staff will set up all tables, chairs and linens for you. Your layout will already be set up for you when your access time begins. The Delaware Staff will also tear down tables, chairs and linens. You or your planner/florist/caterer/etc. are responsible for setup and breakdown of any décor, china, flatware and florals.

Overnight Storage

Everything must be out at the end of the night unless other arrangements have been made with The Delaware manager. Due to our high volume of events, we typically cannot store or keep things overnight.

Wedding Planning

We do not have in-house wedding planning services. We highly recommend that you hire a wedding planner for your big day. We have a list of wedding planners that we love and who know how to run an event in our space – please ask The Delaware for suggestions. It's helpful to have someone in charge of the ceremony processional, cocktail hour, transition, timeline, etc., so that your day can be completely stress free.

Staff

The Delaware provides an on-site manager for the entirety of your event. This person is responsible for anything venue related: letting vendors in, stocking restrooms, managing the bar, moving chairs and closing at the end of the evening.

Rehearsals

Due to the high volume of events here at The Delaware, we do our best to accommodate rehearsals when possible. If the date is available 90 days prior to your wedding date, you are welcome to lease the space for \$200/hr for a rehearsal. Some couples choose to rehearse the day of their event or elsewhere.

Security

Security is provided by an off-duty Independence police officer (scheduled and procured by The Delaware staff) and is required for all events. This officer patrols the parking areas and ensures orderly behavior in the venue. If additional security is desired, the rate is \$50/hr for the duration of your event time.

Booking / Balance

The rental deposit is due at the time of booking. We ask for *half down of the base rental fee* (your deposit total depends on the day of the week). The remaining balance (remaining rental balance, desired bar package, bartenders, etc) will be due two weeks prior to event date.

Damage Deposit

The entire amount of the \$500 *damage deposit*, or a portion thereof, will be returned to the client within 7 days after the event. The client is fully responsible for any damage or loss to the premises or any objects contained therein, during the rental time.

Cancellations

Half of the rental deposit is refundable up to 90 days before the event date. If the event is cancelled within 90 days of your event, there is no deposit refund.

BEVERAGE PACKAGES

FREE included gift in all alcoholic packages: a bottle of champagne for the bride + groom!

Hosted Beer + Wine Bar - \$15 per person

Includes selection of two beers and two wines. *Extended hours: \$100/hr*

Hosted Open Bar - \$20 per person

Includes house liquor, mixers, two beers and two wines. *Extended hours: \$125/hr*

Hosted Premium Bar - \$25 per person

Includes top shelf liquor, mixers, two beers and two wines. *Extended hours: \$150/hr*

Non-Alcoholic - \$5 per person (minimum package)

Includes Coke products, Polly's Soda, iced tea, lemonade and water.

Signature "mocktails" are an additional \$1/person.

Cash Bar

Includes top shelf and house liquor, mixers, beer, red and white house wine.

Signature Drink - Varies

1 glass per guest

Champagne Toast - \$3 per person

1 glass per guest

Bartenders are \$200 each (recommend 1 bartender for every 100 guests)

The Delaware provides trained, licensed bartenders. We determine the number of bartenders required for adequate service based on the size of your event. The Delaware asks for a 10% minimum bartender gratuity based on your bar package total.

DETAILS

**All packages include up to 4.5 hours of service.*

**Alcoholic bar package counts are based on guests over 21 years of age.*

**Glassware, ice and beverage napkins / stirrers are included with all packages.*

**All alcoholic bar packages include Coke, Diet Coke, Sprite, tonic water, soda water, pineapple juice, cranberry juice, orange juice and ginger ale.*

**If ceremony is on-site, bar must open after ceremony. Last call will be 30 minutes prior to event end time.*

**Not permitted: shots, doubles, on-the-rocks and/or neat drinks. All drinks must have a full mixer.*

**Alcohol from outside sources may not be brought into The Delaware as it violates Liquor License Laws.*

**All beverage and bar packages are subject to Missouri State Sales Tax.*