

Welcome to Kansas City's iconic event space: **The Vox Theatre**. This historic building first opened for business in 1922 as a silent movie house, called the Rosedale Theatre, and was reborn The Vox Theatre in the 1940s. Many of the space's original architectural features have been preserved, including the pressed tin ceiling and authentic stage valence complete with theatre lighting and lush velvet curtains.

Full interior renovations have been completed including new plumbing, air conditioning and heating, and installation of a 18' ceiling fan. We've even added additional amenities and resources for your enjoyment including:

- **A raised stage**
- **Full audio/visual system including wireless microphones and a 16' wide projector screen**
- **A dedicated 1,000 sq. ft dance floor**
- **A fully equipped catering prep kitchen**
- **1,000 sq.ft outdoor private patio**



913.730.6110
info@voxtheatre.com

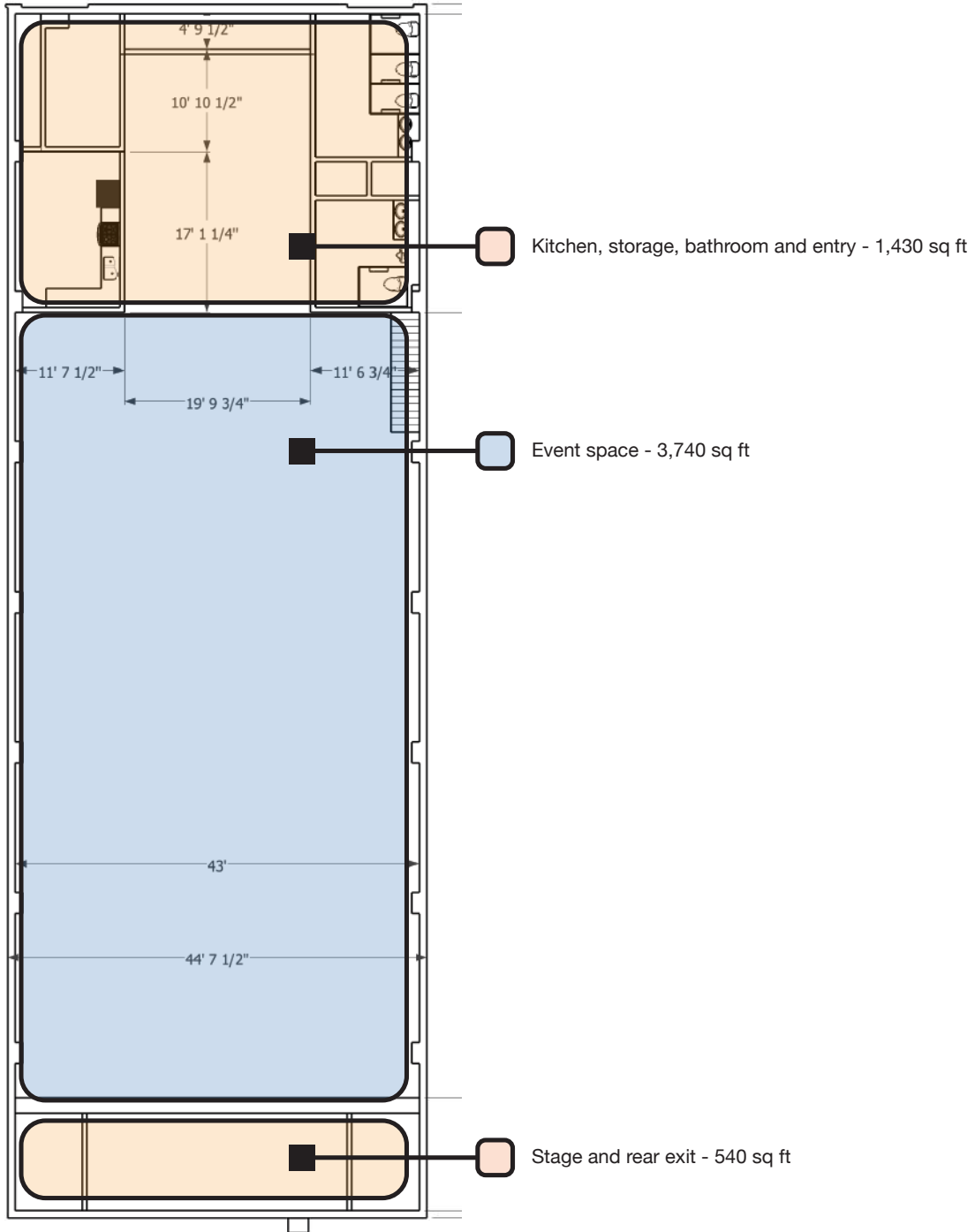
1405 Southwest Blvd
Kansas City, Kansas 66103



Our event space is **wheelchair accessible** throughout, so all your guests can easily share in your special event.

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January - March	April - December	Holidays & Holiday Weekends
Monday - Thursday \$3,500 5 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Monday - Thursday \$4,000 5 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Thanksgiving, NYE, Christmas Eve/Day, Labor Day - \$6,000 6 event hours + 3 hours of setup + 1 event staff person + 1 security officer
Friday: \$4,500 6 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Friday: \$5,000 6 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Holiday Weekend Friday & Saturday - \$6,000 6 event hours + 3 hours of setup + 1 event staff person + 1 security officer
Saturday: \$4,500 6 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Saturday: \$5,000 6 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Holiday Weekend (Sunday) \$5,500 5 event hours + 3 hours of setup + 1 event staff person + 1 security officer
Sunday: \$4,500 5 event hours + 3 hours of setup + 1 event staff person + 1 security officer	Sunday: \$5,000 5 event hours + 3 hours of setup + 1 event staff person + 1 security officer	

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Venue Amenities		
Raised stage for ceremonies, presentations, head tables	Dedicated dance floor + stage lighting	Reserved venue parking Sufficient street parking for vendors & guests
Catering prep kitchen: gas range oven, microwave, refrigerator & freezer space	<u>CUSTOMIZED UPLIGHTING AND GOBO LIGHTING DESIGN/DECOR</u>	On-site event staff person + security officer/parking attendant
Upstairs Lounge	1500 sq. ft outdoor patio space	Open-Vendor Policy

Venue Furniture Includes:	
(24) Round Tables - 66" wide	(3) Rolling Wood Tables: * "Buffet" Table = 12' x 4' * "Bar" Table = 10' x 4' * "Cake" Table = 4' x 4'
(12) Cocktail Tables - 30" wide	(1) "Gift/Card" Table (marble top) = 8' x 4'
(18) Banquet Tables - 6' x 30"	<i>The Vox staff will arrange for the rental of additional chairs, speciality linens or any other rental items you may need. Rental fees will apply.</i>
(10) Banquet Tables - 8' x 30"	
205 White Folding Ceremony Chairs	

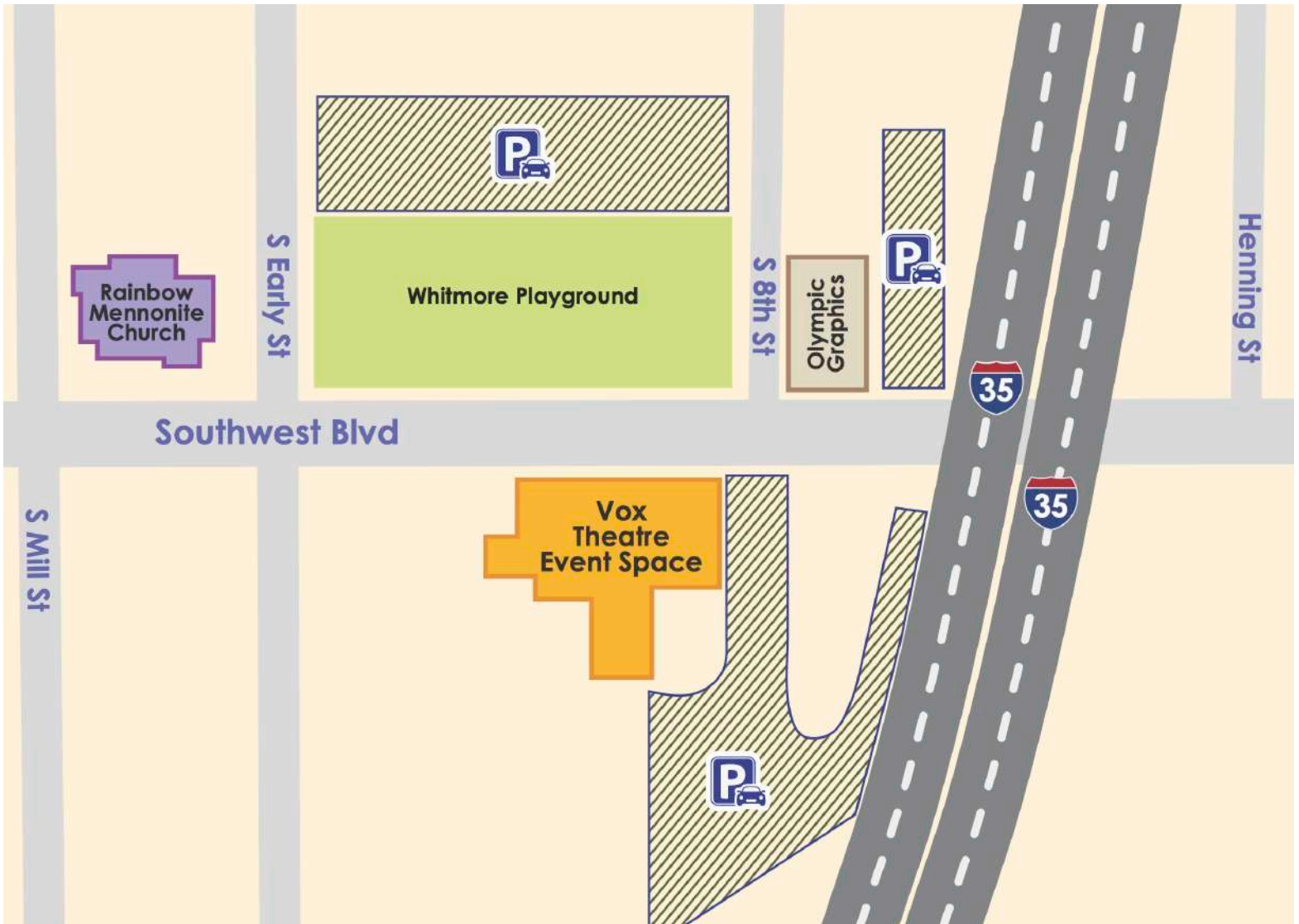
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Vox Rental Resources			
Audio/Visual Package <i>(Audio, Microphones, Projector/Screen)</i> Audio system & Microphones Projector & Screen	\$450	Additional Security Officer(s)	\$45 / hour
	\$250		
	\$350		
1401 Suite	\$600 <i>(day rate)</i>	Valet Parking	\$40 / hour (2 valet attendants)
1405 Suite	\$ 200/hour, or included when renting 1401 suite with day rate	Two-line Keg System	\$95
Overnight Cleanup & Storage <i>(Vox staff will clean up and prepare your event items for collection for the following business day)</i>	\$500	Extra Event Time	\$ 250/ hour
Wall Panel Hanging Fee	\$200 / 3 panels + additional \$35 per panel	Extra Setup Time	\$85 / hour
Vox In-house linens	Pricing TBD; no delivery or service fee	Outside linens	Pricing TBD; delivery fee - \$35

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We require a **\$500 damage deposit to be paid 45 days in advance** of the event date. Pending no damages to the space or breach of event contract, **the \$500 deposit is refunded** approximately 10 business days following your event via check.

FAQ:

What is the occupancy at the Vox Theatre?

Maximum capacity is 300 people. When planning your event, please consider a maximum of 300 guests for cocktail receptions and buffet dinners, or 250 guests for a plated dinner. This ensures your guests will be comfortable during your event.

What forms of payment do you accept?

We accept cash, check and credit card. For cash/check payments, please arrange a time to drop it off with the Vox Theatre Event Manager.

If paying by **credit card**, please note an **administrative fee** of 3.5% is added to all credit card payments. The Vox Theatre team will send you a link to pay invoices via Quickbooks.

What are next steps after my retainer is provided?

After we receive your retainer your date is locked into our calendar. Our staff will send you an introductory packet that offers helpful information as you begin the planning process.

When are additional payments due?

Full payment for venue rental, is **due 60 days in advance** of your event date. **We encourage event hosts to make payments towards their venue invoice before this 60 day due date.** Any rental resources and your refundable \$500 damage deposit is due two weeks prior to your event.