



Blue Springs, Missouri Parks & Recreation Vesper Hall Senior Center

Frequently Asked Questions About Renting Vesper Hall March 26, 2014

The following questions represent those most commonly asked when inquiring about renting Vesper Hall for an event.

1. How much does it cost to rent Vesper Hall? The General Rates are:
 - Small room - \$70 for the first two hours (minimum requirement)
 - \$20 per hour after first two hours
 - Deposit - \$75
 - Non Resident Fee - \$25
 - Multi-purpose room - \$485 for the first two hours (minimum requirement)
 - \$35 per hour after first two hours
 - Deposit - \$200
 - Non Resident Fee - \$125
 - Entire Building - \$515 for the first two hours (minimum requirement)
 - \$40 per hour after first two hours
 - Deposit - \$200
 - Non Resident Fee - \$125

There is an additional fee of \$10.00 per hour for holiday rentals. This fee will be charged if the City of Blue Springs is closed for business due to a recognized holiday, holiday weekend, or rental date is on a holiday.

2. Can food and/or beverages be brought in?
 - Yes, food and beverages can be brought in. The small service kitchen is provided with rentals of the Multi-purpose room or the entire building. Outside caterers are welcome.
3. Can alcohol be served?
 - Alcohol can be served, but cannot be sold on City premises, e.g. cash bars are not allowed by individuals.
 - If an individual wishes to sell alcohol at Vesper Hall they must do so through a bar or restaurant that has an alcohol license. The bar or restaurant will apply for a catering license to sell at Vesper Hall through the Division of Alcohol and Tobacco, 816-889-2574. It is a felony offense for anyone to sell liquor at Vesper Hall without a catering license.

4. What tables and chairs are provided?
 - Arts & Crafts Room (small room) - six tables and twenty four chairs.
 - Card Room (small room) - eight tables and thirty-two chairs.
 - Activity Room - six 6-foot tables available. Chairs also available. Renter is responsible for setting up and taking down.
 - Multi-purpose room (large room) - twelve 8-ft rectangular tables, twenty one 60-inch round tables, fourteen 48-inch round tables and 300 chairs.

5. What is the total amount of time allowed for a rental?
 - Rentals are from 4:00 pm. to 12:00 a.m. on Monday through Thursday.
 - Rentals on Friday are from 3:00 pm. to 1:00 a.m.
 - Rentals on Saturday and Sunday are from 8:00 am. - 1:00 a.m.
 - A minimum of 2 hours is required for all rentals.
 - You must include time for decorating and clean up in your rental times.
 - If you want to rent overnight you will pay the first two hour fee and the remaining hours will be at the hourly rate.
 - You must rent all hours available for all days needed except for last day of rental you may rent only hours needed.

6. What about set up for the multi purpose room?
 - Tables and chairs will be set-up in the manner you specify before the event starts. This is included in your rental fees.
 - Set up diagram is due to Vesper Hall one month prior to rental.
 - Set up does not include tablecloths.

7. What about decorations?
 - You are responsible for decorations.
 - Decorations may be placed, mounted or hung on the walls with masking tape only.
 - 3M stick hangers are not allowed on the walls - they damage the paint.
 - No stapling or tacking to the tables, chairs or walls.
 - Masking tape may be used, all other types of tape are prohibited.
 - Do not tape any decorations directly to ceiling tiles or near the ceiling fans.
 - Enclosed candles are the only open flame devices permitted.
 - Vesper Hall has Paraffin Candle Lamps available for rental @\$4.00 each, which includes the liquid paraffin wax. We have two different styles available, a square crystal one (35 available) or a round bronze with globe one (29 available).

8. What are the General and Non-Profit rates?
 - Vesper Hall does not provide a discounted rate for Non-Profit (charitable) organizations.

9. What kinds of rooms are available?
 - Small rooms:

- Activity Room - has one mirrored wall - six foot rectangle tables and chairs are available for use. Renter must setup and take down.
- Arts & Crafts Room - has a sink, tables and chairs.
- Card Room - Carpeted floor with tables and chairs - no food or drink allowed.
- Large room
 - Multi-purpose room overlooks the patio and lake.

10. Are kitchen facilities available?

- Service kitchen is available when the multi-purpose room is rented.
 - Warming oven
 - Small sink
 - Refrigerator
 - Warming (Steam) Table
 - Cold Table
 - Microwave
 - Ice Machine
 - Coffee/Tea machine
 - Main kitchen is available only if a certified caterer is hired to cook food on site. An extra attendant will be available to instruct the caterer in the proper use of equipment.

11. How do I rent Vesper Hall?

- Complete the Rental Contract form and bring it with the required fees to Vesper Hall
- Required fees at time of rental are:
 - Deposit - amount dependent on which rooms are being rented.
 - Non-Resident surcharge - if the renter is not a Blue Springs resident, \$25 or \$125, depending on size of room.
 - Types of payment include: cash, check, and credit card (Visa, MasterCard, and Discover).
 - Full payment is due one month in advance of the rental date.
- Contracts are accepted via email, regular mail and fax as long as the payment is made at the same time via MasterCard, Discover or Visa. The renter must also send a copy of their driver's license and proof of residency. Completed contracts may be sent to vespercounter@bluespringsgov.com or faxed to 816-228-4340.

12. How do I rent the Gazebo located outside Vesper Hall?

- Rental of the Gazebo is handled by the City of Blue Springs, Parks and Recreation Department separately from Vesper Hall. Call 816-228-0137 for more information.
- As a convenience, Vesper Hall and Parks and Recreations employees will assist you in the gazebo rental if you are renting it in conjunction with your Vesper Hall rental and the date is more than one year in advance.

13. How do I rent the grounds area located outside Vesper Hall?
- You must get a special permit to use the grounds outside of Vesper Hall. This is handled by the City of Blue Springs, Parks and Recreation Department separately from Vesper Hall. Call 816-228-0137 for more information.
14. Is Vesper Hall available for a specific date?
- Call Vesper Hall at 816-228-0181 for information on a specific date, or
 - Send an e-mail to vesperinfo@bluespringsgov.com
15. Are table linens available?
- White tablecloths are available for rental.
 - Cost is: \$9 per table cloth.
 - Rectangle and round are **available**. The round covers the 60" tables, and will also cover the 48" tables, but will be longer on the sides.
 - Deposit of the multi-purpose room or the whole building will allow for rental of these.
 - They are available during a rental of the activity room.
 - The renter will be responsible for spraying the tablecloths prior to removing from tables after rental. **Stain removal spray will be provided by Vesper Hall.**
 - Vesper Hall will take care of laundering tablecloths.
16. The following items are also available for rental:
- Stage sections @ \$33.00 per set up
 - Microphones/stands/ cords @ \$12.00 per set
 - Art hanging system @ \$5.00 per rod
 - Podium @ \$10.00 per rental
 - Flat screen monitor min hallway @ \$30.00 per rental
 - Cd changer for hallway music @ \$20.00 per rental
17. Can I change the date of my rental?
- Rental dates can be changed within the calendar year only. Deposits are not returned if the date is canceled.
18. When will I receive my deposit back?
- Deposits are processed with in three weeks of the rental date. The deposit is kept if the rental date is canceled.

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