



Dear Patron:

Thank you for choosing Vesper Hall for your rental needs. Our facility location is easily accessible from Interstate I-70. Vesper Hall has various room sizes to meet your individual needs. Please review the additional documents included in this rental packet prior to making your rental reservation.

Rental Room Options:

- Arts & Crafts Room** (861 sq. ft.) - Includes sink, has five tables and twenty-four chairs. Renter is responsible for setting up, take down, and cleaning.
- Card Room** (504 sq. ft.) – eight, sturdy card tables and thirty-two chairs. No food or drinks allowed.
- Activity Room** (693 sq. ft.) – Large mirrored wall, eight 6-foot tables available. Chairs are available. Renter is responsible for set up, take down and cleaning.
- Multi-purpose room** (4,300 sq. ft.) – Overlooks patio and lake. Seats 300 and is equipped with a PA system. There are Ten 8’ rectangular tables, eighteen 60" round tables, twelve 48" round tables and 300 chairs. Access to service kitchen.
- Entire Building** - Use of multiple purpose room, small rooms, and kitchen service area.

Rental Rates:

- Activity Room, Craft Room, or Card Room
 - \$80 for first two hours (minimum requirement)
 - \$35 each additional hour
 - \$75 deposit
- Multi-Purpose Room
 - \$525 for first two hours (minimum requirement)
 - \$55 each additional hour
 - \$300 deposit
- Entire Building
 - \$575 for first two hours (minimum requirement)
 - \$60 each additional hour
 - \$300 deposit

** Please note it is important to include decorating and clean up time in your reservation of hours. All rentals in the Multi-Purpose room *must schedule one hour of cleanup* time at the end of the rental event.

For Rental packet and/or reservation date availability you may stop by in person, call Vesper Hall at 816-228-0181 or e-mail Vesperinfo@bluespringsgov.com.

Process of Renting

Step 1:

You may Print, stop by in person or request emailed rental packet. Once reviewed sign and return the completed rental contract with the required fees, Alcohol Permit Application (if serving alcohol), Non-Smoking Agreement and copy of driver's license. Reservations will be accepted when the signed contract and deposit have been received. Reservations are accepted on a first-come, first-serve basis.

*** Reservations can be made for your event up to eighteen months in advance of the current month.*

Step 2:

Contracts can be returned one of four ways:

1. In Person: 400 NW Vesper Street, Blue Springs, MO 64014
2. By Fax: 816-228-4340
3. By Mail: 400 NW Vesper Street, Blue Springs, MO 64014
4. By e-mail: vesperinfo@bluespringsgov.com

Please Note Actions Required:

Alcohol:

If serving alcohol, complete the Facility Alcohol Permit Application and return to Vesper Hall **no later than 30 days** from date of your rental. Your permit application will be forwarded to the Staff Services Bureau Captain, or his designee, Blue Springs Police Dept., for arrangement of security. Once the permit is approved, a Vesper Hall employee will notify you via email.

** If not received before 30 days of event you will jeopardize the issuance of alcohol permit by the City.*

*** All events serving alcohol are mandated by the City to have 2 police officers on site during event.*

Set-Up:

At least thirty days prior to the start of your rental, return the completed Rental Set-up Form (only for rentals including Multi-purpose room). Review Vesper Hall's decorating policy. Renter should include time in the rental for decorating and clean-up.

Rental Balance:

Your final balance due must be paid **no later than 30 days from your event date**. Please note that the rental time cannot be changed or adjusted within 14 days of your rental date.

Day of Rental:

A Vesper Hall employee will open the building at the scheduled rental start time and will be on premises entire time of your reservation. They will review and discuss renter responsibilities with you prior to unloading. At the conclusion of your

rental, submit the Renter Cleaning Checklist to the attendant. The attendant will then conduct a walk through to verify all items on the checklist have been completed.