



## **MUEHLEBACH SUITE**

### ***Wedding Reception Information***

### ***Winter Wedding Super Savings Package***

### ***January and February Only***

Tours of the Muehlebach Suite are offered **BY APPOINTMENT ONLY**.  
Appointments may be arranged by calling 816.701.7261.

#### **EACH RENTAL INCLUDES**

- Boulevard beer and wine
- Bartending staff
- Audio/visual equipment
- Expansive outdoor terrace
- Convenient parking
- Soft drinks and coffee
- Commercial kitchen
- Tables and chairs
- Custom pint glass for each guest

#### **CAPACITY**

- 160 seated (*sixteen 72" round tables with 10 people per table*)
- 225 reception (*minimal seating*)

#### **BAR**

- Boulevard beer
- Boulevard wine (*24 bottles*)
- Additional wine may be purchased through Boulevard
- Beer and wine glasses
- Soft drinks and coffee
- Liquor is not permitted

Boulevard will provide trained, licensed bartenders, with the number determined by Boulevard based on the nature and size of your event. Bar will close at least 30 minutes prior to the scheduled conclusion of your event.

#### **CATERING / KITCHEN**

If food is to be served, you must use a professional caterer approved in advance by Boulevard; no self-catering is permitted. The kitchen may be used **ONLY** by caterers. Catering staff must remain on site until the last guest departs, and return the space to a "broom-clean" condition.

#### **TABLES AND CHAIRS**

- 16 tables (*72" rounds, will seat up to 10 people each; linens not provided*)
- 12 high top tables (*36" rounds*)
- 10 buffet tables (*two @ 4', four @ 6', four @ 8'*)
- 2 utility tables (*48" rounds*)
- 160 chairs

## AUDIO / VISUAL

The following equipment is available at no additional charge:

- Projector/screen
- Sound system
- CD/DVD player
- Projection TV
- Satellite radio
- Podium/wireless microphone

## HOURS AND RATES \* (January and February only)

<u>Days</u>	<u>Max. Duration</u>	<u>Hours</u>	<u>Fee</u>
Saturday	5 hours	3:00 pm – 11:30 pm	\$5,500.00
Sunday	5 hours	3:00 pm – 11:30 pm	\$4,500.00

\* Holidays not included – rates available upon request.

## SET-UP / BREAKDOWN

Access for set-up may begin as early as 2:00 pm. Breakdown and clean-up must be completed within one hour of the conclusion of the event, but not later than 12:30 am.

## PARKING

Up to 139 spaces are available.

## SECURITY

Boulevard will provide a security guard.

## DANCE FLOOR

A 15' x 15' dance floor is available at no additional charge.

## ROOM RESERVATION / PAYMENTS

Dates are reserved **only** upon execution of a Facility Use Agreement and payment of 50% of all fees. The balance is due in full 60 days prior to your event. Checks, Visa and MasterCard are accepted.

## DAMAGE DEPOSIT

Boulevard requires that you authorize charges to a valid credit card in the event of damage.

## POLICIES, ETC.

- No refunds for cancelled events (a change of date is considered a cancellation).
- Smoking is prohibited inside the building, and permitted only in designated outdoor areas.
- All rentals, catering equipment, etc., must be removed from the space at the conclusion of the event. Large items may be stored in a designated area until noon on the next business day.
- Boulevard Brewing is a Zero Landfill facility. All food and materials brought onto our property must be recyclable or compostable, or you will need to make arrangements for the removal of non-compliant items at the conclusion of the event. There is no trash receptacle at the facility. Please let us know if we can further explain this policy.