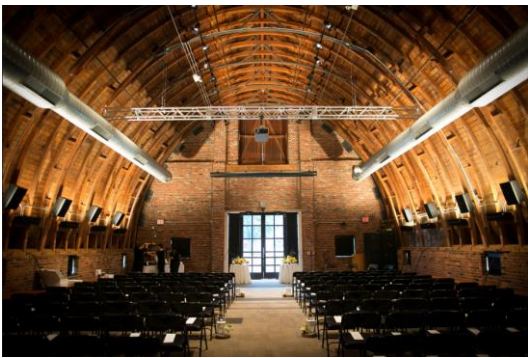




THOMPSON BARN
LENEXA



Thompson Barn is the perfect place for banquets, business meetings, birthday and graduation parties, training seminars, wedding ceremonies and receptions, and holiday gatherings.

Thompson Barn

11184 Lackman Road

Lenexa, Kansas 66219

Lenexa Parks and Recreation: 913-477-7100

thompsonbarn@lenexa.com

Thompson Barn
11184 Lackman Road
Lenexa, KS 66219
(913) 477-7100

Pricing

Entire Facility: Includes main hall, atrium, kitchen, and meeting rooms.

Non-Prime Time (4-hour minimum)

Sunday - Thursday 8am-10pm, Friday 8am-5pm

	Per Hour Rate
Regular Rate	\$125.00
Lenexa Resident Discount*	\$100.00

Prime Time (6-hour minimum)

Friday 5pm-12am, Saturday 8am-12am

	Per Hour Rate
Regular Rate	\$210.00
Lenexa Resident Discount*	\$185.00

One Floor Rental: Includes either main hall or meeting rooms. (4-hour minimum)

Kitchen may be shared if both floors are rented at the same time.

Not available Friday 5pm-12am, all day Saturday or all day Sunday.

	Per Hour Rate
Regular Rate	\$90.00
Lenexa Resident Discount*	\$75.00

Saturday Packaged Rates: Includes Entire Facility from 8:00am – Midnight

	Saturday Package Rate
Regular Rate	\$3150.00
Lenexa Resident Discount*	\$2775.00

*Lenexa Resident Discount is for those living in Lenexa or a business in Lenexa, who pay Lenexa property taxes. Proof of residency such as a photo ID with a Lenexa address or a photo ID with a recent utility bill in renter's name is required at the time of booking. Resident must be present at the time of booking.

For additional fees, please see *Reservation Damage Deposit, Payment, and Cancellation* sheet and *Alcohol Permit* (Attachment A).

Thompson Barn Rental Information

To check availability, visit [Lenexa.com/GetActive](https://lenexa.com/GetActive), email thompsonbarn@lenexa.com or call 913-477-7100.

Reservations must be made IN PERSON at:

Lenexa Rec Center - Parks and Recreation Desk
17201 W 87th St Pkwy
Lenexa, KS 66219
Hours: Mon-Fri, 8:00 AM to 6:00 PM

The Thompson Barn may be reserved one year in advance on the first business day of the month. Reservation requests for dates less than two weeks out require at least 24 hours to confirm availability. A minimum of two hours is required between rentals to allow enough time to clean and reset the room.

1. Rental Agreement (See attached)

The person who signs the rental agreement or the person listed on the agreement as the day-of-event contact person must be present and responsible for the facility, guests, and vendors during the rental period.

Lenexa residents (those who pay Lenexa property taxes) must show proof of residency with a current photo ID with the Lenexa address or a photo ID with a recent utility bill in the same person's name to receive the resident discount.
Resident must be present at the time of booking and sign the rental agreement.

2. Capacity: Entire Barn (Main Hall and Lower Level) 200.

Capacity for the Main Hall is 160 using a combination of both rectangular and round tables.

Capacity of the Lower-Level foyer is 40 using round tables.

Capacity of combined Meeting Rooms is 40.

You may meet with staff to help plan your seating arrangement.

3. Rental Hours: Available during times shown below and must include setup and teardown.

You will not be allowed to enter the facility prior to your rental start time.

Sunday: 2:00 p.m. – 10:00 p.m. (four-hour minimum)

Monday – Thursday: 7:00 a.m. – 10:00 p.m. (four-hour minimum)

Friday: 7:00 a.m. – 5:00 p.m. (four-hour minimum)

Friday: 5:00 p.m. – 12:00 a.m. (six-hour minimum)

Saturday: 7:00 a.m. – 12:00 a.m. (six-hour minimum)

Holidays: Thompson Barn is closed New Year's Eve & Day*; Martin Luther King, Jr. Day; Memorial Day; Juneteenth*; Independence Day*; Labor Day; Veteran's Day*; Thanksgiving Thursday & Friday; Christmas Eve & Day*

*If a holiday falls on a Saturday, Thompson Barn will be closed the Friday before; if a holiday falls on a Sunday, Thompson Barn will be closed the following Monday.

4. Parking

Main parking lot is located on the east side of the building where guests enter through the double glass doors.

Additional parking is located to the south and on the west side.

Vehicles may be left overnight and are the responsibility of the owner.

5. Tours and Planning Visits

Tours are by appointment only and take around twenty minutes. Call 913-477-7100 anytime M-F between 8 a.m. and 6 p.m. to book an appointment.

Book an appointment to go over your room layout(s), check A/V, or have a vendor meet with a concierge prior to your event. *Rehearsals are not allowed during tour times.*

6. On-site Staff: No extra fee.

A concierge will be on duty during the entire rental time period.

Staff will greet vendors, remove trash, assist with A/V hookup, and manage facility needs.

7. Audio/Visual Equipment: *No extra fee.*

Projector & Screen

Two handheld microphones; two lapel microphones (Main Hall and Patio only)

Audio jack and cord for music from laptop, phone, tablet, etc.

Cable TV

Blu-ray Player

HDMI and audio cables

Renter must provide a laptop, tablet or other device that has an HDMI port or adaptor.

An appointment to test your video or music is recommended. Staff will assist with connecting devices, but it is the renter's responsibility to know how the device operates.

8. Item Drop-off or Storage

All personal and rental items must be delivered and removed during the rental time period, e.g., decorations, photo booths, food, flowers, DJ equipment, chairs, etc. *No items may be brought in early or stored after the event.*

9. Clean-up: *Excessive clean-up may be subject to additional fees.*

Renter is responsible for clearing tables, taking down and disposing of any decorations and removing all rented items, such as but not limited to linens, center pieces, rented tables or chairs, etc.

The kitchen must be left in the same condition it was found.

Leftover food and beverages must be removed from the facility or thrown in the trash.

Please notify staff if you are disposing of glass or large/bulky items.

10. Kitchen Amenities: *Warming Kitchen – Do not overload outlets (20 amp. max)*

Warming oven - capacity of 8 trays and heated to a maximum of 250 degrees.

Small microwave.

Two refrigerators: one industrial sized that can accommodate an average-sized wedding cake and one standard sized with a small freezer that can hold two small bags of ice.

Ice machine that produces approximately 300 pounds of ice within 24 hours.

High usage, especially during warmer months, may reduce the amount of ice available.

The renter is responsible for bringing extra ice.

Rolling coolers (two 80qt that hold 64 bottles/96 cans each; one 120qt that holds 140 bottles/204 cans).



Coffee maker

Coffee Urns (55- and 100-cup): Renter must provide all supplies to make and serve coffee, such as, but not limited to coffee, filters, cups, sugar, creamer, sweetener, stir sticks, etc. Pre-measured coffee filters are recommended.

Complimentary coffee is provided for small meetings Monday through Friday between 8:00 a.m. and 4:00 p.m.

Coffee is not provided for large weekday banquets, weddings, evening, or weekend rentals.

11. Dance Floor

There is a 16'x36' area at the north end of the Main Hall available for dancing.

Head tables can be set up on the dance floor and then removed by the renter before the dance.

12. Outlets: *Do not exceed 20 amps*

Multiple items plugged into any outlet that exceed 20 amps will trip the breaker.

Locations:

- Middle-front part of the steel wall
- Behind wall of elevator entrance
- Behind wall of entrance to lower-level hallway
- Along wall of Main Hall (two on each side)
- In the floor of the Main Hall (eight on each side)

13. Tables and Chairs: *No extra fee.*

Thompson Barn has 24 five-foot round tables, 30 six-foot rectangular tables, six 30” high-top tables, and 200 black folding chairs available for use. *Please see setup examples for room capacities.*



14. Linens: *Not provided. Table skirts with adhesives are prohibited.*

Linens are not required but can be rented or purchased by the renter from an outside vendor. Table skirts with clips (size 1.5-2in) may be used. Tables must be protected from heat using runners, placemats, etc.

	Dimensions for floor length	Dimensions for mid-length
60in (5ft) Round Table	120in	90in or 108in
60in x 30in (6ft) Rectangular Table	90in x 132in	60in x 102in
30in x 42in High Top Table	108in	60in or 90in

15. Ceremony: *No extra fee.*

See setup examples for ceremony options.

Renter is responsible for outdoor setups/takedown and changeover after a ceremony.

Weddings are permitted on the grounds of the Chamber of Commerce. However, there is no A/V nor chairs provided.

Renter is responsible for renting chairs and setting/packing up chairs within rented time.

NOTE: trains travel adjacent to the barn at various times; the Chamber is open for business 8:00 AM - 5:00 PM, Mon-Fri.

16. Rehearsals

Most ceremonies are rehearsed offsite or at the start of the rental time.

You may reserve a date for a rehearsal and dinner (four-hour minimum) Sunday – Thursday. Decorating may be done if rehearsal date is the day before the ceremony and no other rental is booked for that time.

17. Wedding Send-off *Prohibited items for both inside and outside include confetti, bubbles, rice, silly string, glitter, sequins, sparklers, fiberoptics, etc.*

Birdseed is allowed outside the facility only.

Artificial flower petals may be used indoors.

Real flower petals may be used outdoors.

Please ask if you are unsure about any items. Renters are responsible for informing planners, vendors, and guests of all policies.

18. Decorating: *You will not be allowed to enter the facility prior to your rental start time.*

Prohibited items: any adhesive material, including Command hooks, nails, staples, screws, cellophane, confetti, bubbles, rice, silly string, glitter, sequins, sparklers, fiberoptics, etc.

Artificial flower petals are allowed indoors; real flower petals are allowed outdoors.

- Allow at least two hours for decorating and vendor setup.
- No items may be hung from the ceiling.
- Decorations such as balloons (must be weighted) and bistro/holiday lights may be tied to stairs and columns with zip ties, pipe cleaners, or twine/rope.
- Balloons must be deflated/popped inside a trash bag.
- Lights can be strung across the width of the Main Hall and must be tied off on the second rung of the rafters at the sides of the room. *NOTE: Unless the renter is willing to move tables and chairs before - and after the event, the stringing lights in the Main Hall over the seating area is not an option when tables/chairs are set up along the walls.*
- Decorations can be hung with high-powered magnets or wreath hooks over the top of the steel wall.
Writing on the wall with any instrument, such as, but not limited to chalk, dry-erase marker, etc., is prohibited.

19. Candles: *Prohibited items per Fire Code: open-flamed or smoke devices including, but not limited to fire pits, sparklers, candelabras, taper candles, flambé, paper lanterns, smoke machines, etc.*

Wax candles may be used as center pieces and must be in containers where the flame is at least one inch below the enclosure top. Wax candles are not allowed on the stairs, floors, and wall ledges.

Electric (LED) candles may be used on the stairs, floors or wall ledges but must be in wooden, metal, or plastic holders. For safety reasons, glass holders are prohibited on the stairs, floors, and wall ledges.

20. Dimensions of the steel wall, stairs, and Main Hall north doors

The steel wall is 36 feet long and consists of nine 4ft wide x 8.5ft tall panels.

The stairs are ~21 feet top to bottom; railings ~22 feet top to bottom.

The Main Hall north doors are ~7ft wide x 10ft high; the windows on the sides are each 1ft 10in wide.

Pipe and drape or other backdrop display may be placed in front of the doors so long as the exit is accessible in case of an emergency.

21. Smoking

Smoking, including from e-cigarettes, is prohibited inside and within 20ft of the building.

Smoker outposts are located at the East and West entrances.

22. Alcohol: *Fees apply. See Attachment A (Alcohol Permit) for fees and rules.*

Alcohol Permit and off-duty Lenexa Police Officer (see section 23. Security) are required for alcohol service.

Alcohol, including for champaign toasts, cannot be consumed without an officer present.

Renters are allowed to bring in and serve their own alcohol.

A licensed bartender is not required.

Alcohol may not be sold without first obtaining all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

Two CO2 kegerators are available for use. *No extra fee.*

Standard, slim barrel kegs only.

Allow one hour for a keg(s) to settle before tapping.

Renter or bartender must tap the keg, empty the drain bottles, and wipe down the kegerator.

23. Security: *Fees apply. See Attachment A (Alcohol Permit) for fees and rules.*

An off-duty Lenexa Police officer MUST be on duty at the Thompson Barn for any event that serves alcohol.

The City reserves the right to require security at certain events.

Payment for security is made directly to the officer on the day of the event - in cash.

Lenexa staff will schedule the officer for your event.

Rental Payment | Damage and Cleaning Deposit | Cancellations

DAMAGE DEPOSIT

Without Alcohol: \$150.00

With Alcohol: \$250.00 (*\$100.00 alcohol permit fee and security officer fee are separate*)

A damage and cleaning deposit (payable by cash, check or credit card) is required for all facility rentals and is due 90 days prior to the event. The damage deposit will be refunded within 21-28 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents.

After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash, check, or credit card within five business days.

PAYMENT

If the facility rental is \$500 or less, the full amount is due at the time of booking. Rentals that exceed \$500 require a \$500 payment that will be applied towards the total amount.

Full payment, along with the damage deposit, alcohol permit and stage fee (if applicable), are due 90 days prior to the rental date. If full payment is not received on time, then Lenexa Parks and Recreation reserves the right to cancel the event.

Reservations are done in person at the Lenexa Rec Center Parks and Recreation Desk, 17201 W 87th St Pkwy, Lenexa, KS 66219 anytime M-F between 8 a.m. and 6 p.m.

*Note: The Thompson Barn may be booked one year in advance on the first business day of the month for the same month of the following year.

CANCELATION

Cancellation of the reservation must be made in person at the LPRD Parks and Recreation Desk, or in writing sent via e-mail or fax to the LPRD. In the event of such cancellation, the Renter understands and agrees that the Deposit will be refunded in its entirety and the Rental Fee will be refunded, subject to the following schedule:

- a. More than 90 days from the reservation date: 100% refund
- b. 61-90 days from the reservation date: 75% Refund
- c. 31 to 60 days from the reservation date: 50% Refund
- d. 1 to 30 days from the reservation date: 25% Refund; and
- e. Less than 24 hours prior to the reservation date: No Refund.

The credit card used to pay for the reservation will be refunded within five (5) business days of receipt of Renter's cancellation or to the Renter by check within twenty-eight (28) business days, as applicable.

*Facility Alcohol Permit
Beer, Wine & Liquor*

Permit and \$100.00 fee are due at least 60 days prior to event.

Renter Name _____ Renter Phone _____

Address _____

Renter Email _____

Day of Event Contact _____ Cell Phone _____

Facility Reserved _____

Date of Reservation _____ Start Time _____ End Time _____

Alcohol Serving Start Time _____ Last Call Time* _____

****Last call should be at least one hour before rental end time to allow enough time to tear down and clean up.***

Security officer(s) must arrive 30 minutes before the start of service and remain onsite until 30 minutes after last call.

Two-hour minimum required for security.

Security Start Time (30 min before Serving Start Time) _____ Security End Time (30 min after Last Call) _____

Officers: _____ x Hourly fee **\$50.00** x # Hours: _____ = _____ **Amount due**

Up to 200 people = 1 officer, *200 to 300 people = 2 officers, *300 or more people = 3 officers

(*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 80)

The renter must notify LPRD of any changes in attendance that will affect the number of security officers required.

The applicant understands and agrees as follows:

- ***Alcohol cannot be consumed without a Lenexa Police Officer present. It is your responsibility to inform family members, guests and vendors of this policy.***
- ***Security Fee is due in the form of cash and paid directly to the security officer(s) as soon as they arrive.***
- ***Lenexa staff will schedule the officer(s) for your event.***
- Cancellation of a security officer must be made two business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than two business days prior to the event.
- Renter or Day of Event Contact is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
- No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
- This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant

Date

*To book security, return this Alcohol Permit to
Lenexa Parks and Recreation: email parksandrec@lenexa.com, fax 913-477-7151 or mail to address below.*

Lenexa Parks & Recreation / 17201 W 87th St Pkwy / Lenexa, Kansas 66219 / 8a-6p M-F
Telephone 913.477.7100 / Fax 913.477.7151 / Email parksandrec@lenexa.com / www.lenexa.com/parks

Outside Vendor(s) Information Sheet

Event date: _____

Please list all vendors/outside companies that you are using for your event who will be entering the rented facility. For example: DJ, caterer, florist, cake, photographer, transportation, rental companies.

Vendor Name & Contact Person	Service Provided	Phone #	Arrival Time*	Pick-up Time*

- Only vendors on this list will be permitted to deliver items for your event during your rented time.
- All vendors are the responsibility of the person renting the facility. Any damages or policy violations will be the renter’s responsibility.
- Renter must inform vendors of all policies and procedures.
- ****Vendors and renters cannot deliver items before rented time, and items must be picked up by end of rented time. No additional space is available for storing items, nor are staff available to receive items.***
- *Vendors may schedule an appointment with a concierge to view the facility without the renter present.*

I will not be using any outside vendors for this event.

I have read and understand the above policies:

Renter Signature

Printed Name

Date

Please return form at least 60 days prior to rental date to Lenexa Parks and Recreation by Fax 913-477-7151, E-mail: parksandrec@lenexa.com, or by mail to address below.