

## Thompson Barn — Tech, Amenities & Room Diagrams

Please return all pages to: Lenexa Parks & Recreation: [thompsonbarn@lenexa.com](mailto:thompsonbarn@lenexa.com)

**Due 60 days prior to your reservation date. Setup changes, unrelated to weather, made less than 48 business hours from event date are the responsibility of the renter.**

Renter's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Day of Event Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Rental Start/End Times (on receipt): \_\_\_\_\_ Event Start Time: \_\_\_\_\_

### Technology and Amenities

Below are options that the City of Lenexa provides at no additional cost unless otherwise noted.

Please select Yes or No (Y/N) and circle or list which item you will use for your event.

**Technology Options - Staff will assist with hooking up technology. Renter/presenter must operate device.**

	Main Hall	Meeting Rooms
Will you be presenting a slideshow or showing a video?	Y / N	Y / N
If Yes, will you be using a laptop, tablet device or our DVD/Blu-ray player? <b>Your device must have a HDMI port or adaptor.</b>	Device type:	Device type:
*Will you be connecting to our speaker from a tablet, phone, or laptop to play music? <b>Your device must have a universal 3.5mm audio jack or adaptor.</b>	Y / N	Not Available
Are you wanting to watch Cable TV or listen to a Cable music channel? (Channels provided by Consolidated Communications.)	Y / N	Y / N
Do you require a speaker phone for a meeting conference call?	Y / N	Y / N
Do you require a microphone? <i>Cordless Hand-held(x2): Qty__   Lapel(x2): Qty__</i>	Y / N	Not Available
<b><i>Wi-Fi is free: Connect to 'Lenexa Guest'</i></b>		
<b>*Please note: A DJ wanting to connect to the Thompson Barn sound system needs to contact Lenexa Parks &amp; Rec to test equipment prior to event. 913-477-7100*</b>		

**Amenities Options - Indicate location of items on room diagram.**

		Location
<b>Business Meetings only: M-F, 8am-4pm</b> — Complimentary coffee, iced tea & water Iced Tea: Y / N      Water: Y / N      Coffee: Y / N (20/40 Cups)      (20/40 Cups)      (20/55 Cups)	Serving Time:	
Coffee urn: 55-cup or 100-cup ( <i>coffee, cups and condiments not included</i> )	Y / N	
Rolling cooler cart: 80-qt (x2) & 120-qt <i>Available in Kitchen. Renter must fill/empty.</i>	Y / N	
Lectern for presentation	Y / N	Main Hall Only
CO2 Kegerator (x2) - please allow one hour for keg(s) to settle before tapping. <b>Standard, slim kegs only. Renter / bartender must tap keg &amp; clean kegerator.</b>	Y / N	
Riser H6in: W10ft x D6ft or W10ft x D9ft or W15ft x D6ft ( <i>Circle size; draw on diagram</i> ) <b>\$25.00 Fee— Cannot be moved once set up.</b>	Y / N	Main Hall Only
Flip Chart Easel (x3): 70inH—gold metal, size 38inH x 28inW x 1inD    Qty__	Y / N	

Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_

Loading ramp (outside)

Emergency Exit  
Do Not Block Doors

38ft

A/V

Screen

60ft

Thompson Barn  
Main Hall

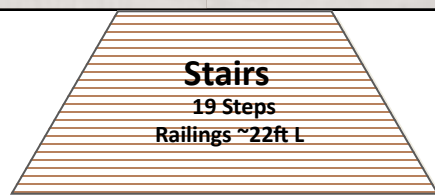
**Do NOT move benches.**



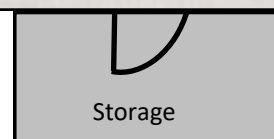
**NO TABLES  
OR CHAIRS  
IN THIS AREA**



**Elevator**



**Stairs**  
19 Steps  
Railings ~22ft L



Storage

**Banquet** - 150 max  
(additional seating on lower level)

**Ceremony**:  
Setups vary depending on number of guests. Please visit with staff for options.

**Classroom** -75 max  
25 rectangular tables  
75 chairs facing front

**Auditorium**  
200 max chairs only

~~~~~  
**Tables & Chairs available for Entire Barn. Do not exceed amount. Renter is responsible for room flip.**

**30 - 6ft rectangular tables (6 chairs per table)**

**24 - 5ft round tables (8 chairs per table)**

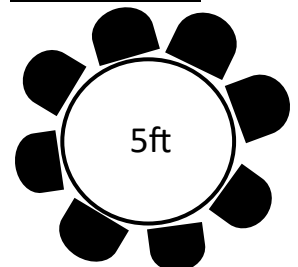
**6 - D30in x H42in high-top tables**

**200 black folding chairs**

*Include room for chairs and aisles. Use scale size below when drawing setup.*

6ft x 30in

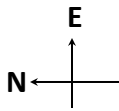
2.5



5ft

*Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, Keg, etc.*

Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_



Patio  
(76ft x 53ft)



MAIN ENTRANCE

*Thompson  
Barn Lower  
Level*

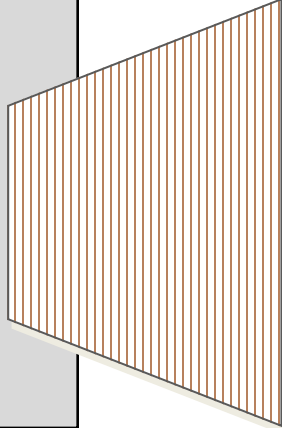
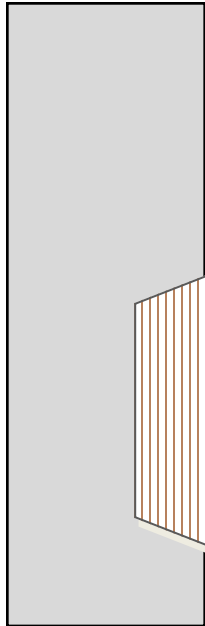
NO TABLES  
OR CHAIRS IN  
THIS AREA

OFFICE

28ft 5in

15ft

Warming Kitchen



19 Steps  
Railings ~22ft L

Steel wall and counter



Restrooms

Elevator



DO NOT  
BLOCK

ENTRANCE TO

67ft

23ft 6in



Setups vary depending on number of guests and tables /chairs needed in this space. Please visit with staff for options.

**Ceremony: Stairs**

50 chairs max

**Ceremony: Patio**

200 chairs max

*\*NOTE: renter is responsible for setting up chairs/ tables on patio and bringing them back inside.*

*\*Please include an indoor setup option in case of inclement weather.*

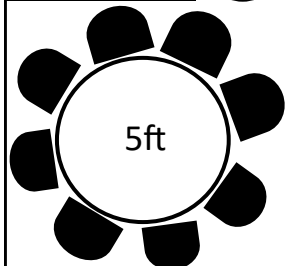
*Please specify if you are renting furniture from an outside vendor.*

*Use examples below when drawing diagram.*

● Columns

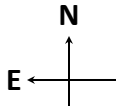
6ft x 30in

2.5

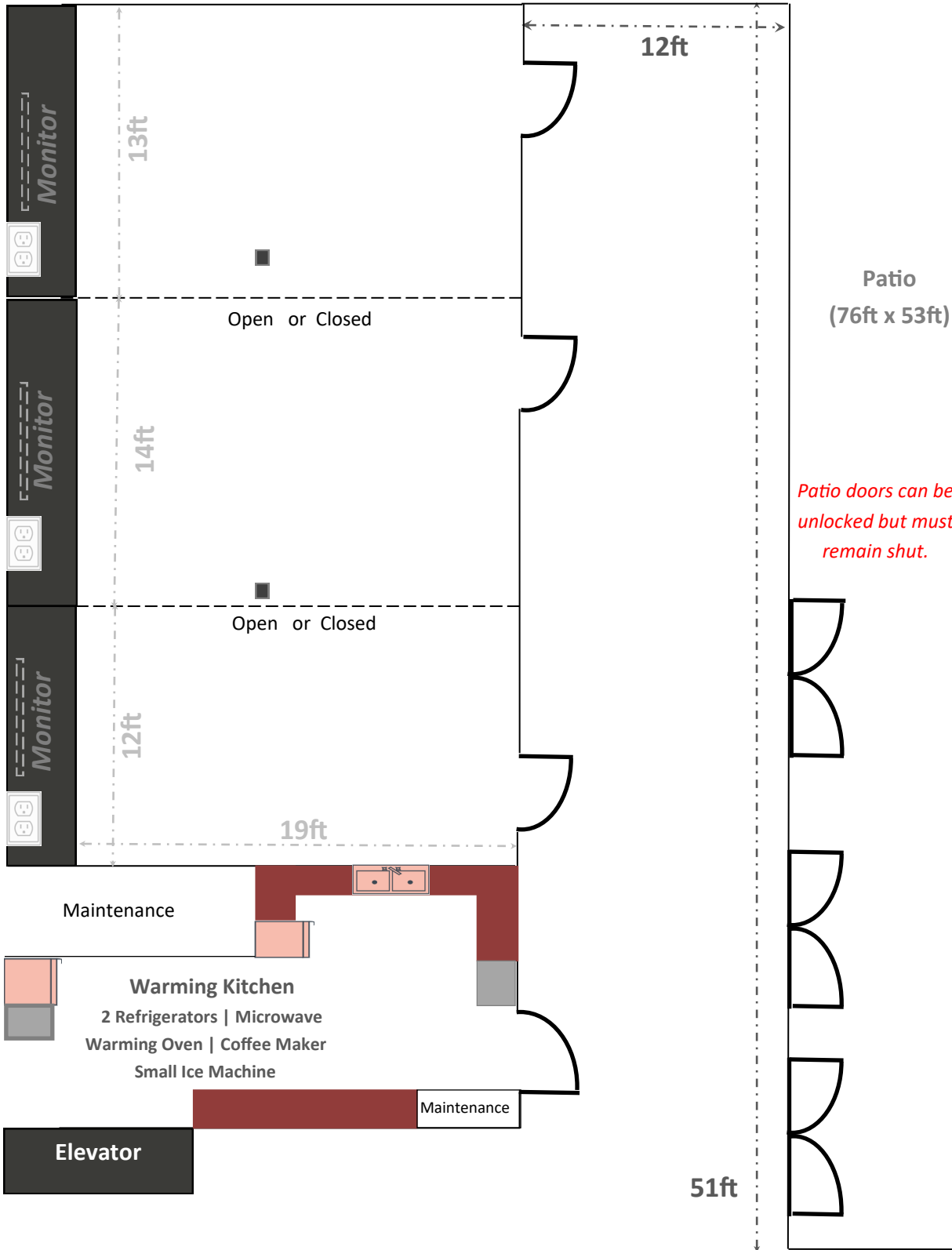


Please label tables, e.g. Food, Bar, Gifts, # of Chairs, Keg, etc.

Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_



## Thompson Barn Meeting Rooms



Setups vary depending on number of guests and tables /chairs needed. Please use examples below and visit with staff for options.

**Up to 5 rectangular tables w/ 15 chairs (U-shaped) per meeting room**

**Up to 2 round tables w/ 16 chairs per meeting room**

**Up to 20 chairs only per meeting room**

### **Ceremony: Patio**

200 chairs **max**

*\*NOTE: renter is responsible for setting up chairs/ tables on patio and returning them inside.*

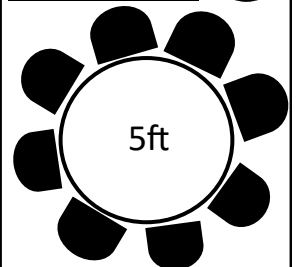
*\*Please include an indoor setup option in case of inclement weather.*

*Please specify if you are renting furniture from an outside vendor.*

■ Columns

6ft x 30in

2.5



**NOTE:** If you are using Thompson Barn chairs or tables on the patio, enter the number you need:

**#Chairs** \_\_\_\_\_ **#Tables/Size** \_\_\_\_\_

Chairs / tables will be available on racks. *Renter is responsible for setting up chairs/tables on patio and bringing them back inside.*

**Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.**