

## **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 72 business hours from event date are the responsibility of the renter.**

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

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.**

**\*We encourage anyone using the Thompson Barn sound system (DJ, presenter, family, etc.) to test the equipment prior to the event to ensure compatibility and understanding of our system. Please call 913-477-7100 to set up an appointment.**

	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 sound system from a tablet, phone, or laptop to play music? <b>Your device must have a HDMI port or Bluetooth capability.</b>	Y / N	Patio: Y / N
Are you wanting to watch Cable TV? Basic channels provided by Everfast.	Y / N	Y / N
Do you require a speaker phone for a meeting conference call?	Y / N	Y / N
Do you require a microphone? Cordless Hand-held(x2): Qty___ / Lapel(x2): Qty___	Y / N	Not Available
<b>Wi-Fi is free: Connect to 'Lenexa Guest'</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 <b>Please do not request if caterer is providing coffee and/or tea.</b>	Serving Time:	
Iced Tea: Y / N (20/40 Cups)      Water: Y / N (20/40 Cups)      Coffee: Y / N (20/55 Cups)		
Coffee urn: 55-cup or 100-cup (coffee, cups and condiments not included)	Y / N	
Rolling cooler cart: 80-qt (x2) & 120-qt <b>Available in Kitchen. Renter must fill /empty.</b>	Y / N	
Lectern for presentation	Y / N	Main Hall Only
CO2 Kegerator (x2) - please allow one hour for keg(s) to settle before tapping.	Y / N	
Riser H6in: W10ft x D6ft or W10ft x D9ft or W15ft x D6ft (Circle size; <b>draw on diagram</b> ) <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: \_\_\_\_\_

**Do NOT move benches.**

60 ft

Loading ramp (outside)

Emergency Exit  
Do Not Block Doors

38 ft

Screen

A/V

Thompson Barn  
Main Hall

NO TABLES  
OR CHAIRS  
IN THIS AREA

Elevator

Stairs  
19 Steps  
Railings ~22ft

Storage

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

**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**

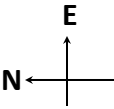
**Include room for  
chairs and aisles. Use  
scale size below when  
drawing setup.**

6ft x 30in

2.5

5ft

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



Patio  
(76ft x 53ft)

MAIN ENTRANCE

*Thompson  
Barn Lower  
Level*

NO TABLES  
OR CHAIRS IN  
THIS AREA

OFFICE

Warming Kitchen

28ft 5in

15ft

19 Steps  
Railings ~22ft L

Steel wall and counter

Restrooms

Elevator

DO NOT  
BLOCK

ENTRANCE TO

67ft

23ft 6in

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



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**

**\*NOTE:** *renter is responsible for room flip after indoor Ceremony.*

**Tables & Chairs for Entire Barn.**  
*Do not exceed amount.*

30 - 6ft rectangular  
(6 chairs per table)

24 - 5ft round  
(8 chairs per table)

6 - D30in x H42in  
high-top tables

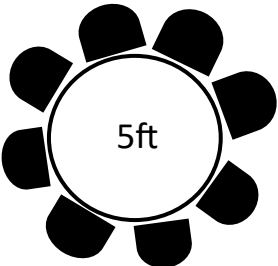
200 black  
folding chairs

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

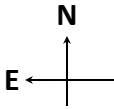
● Columns

6ft x 30in

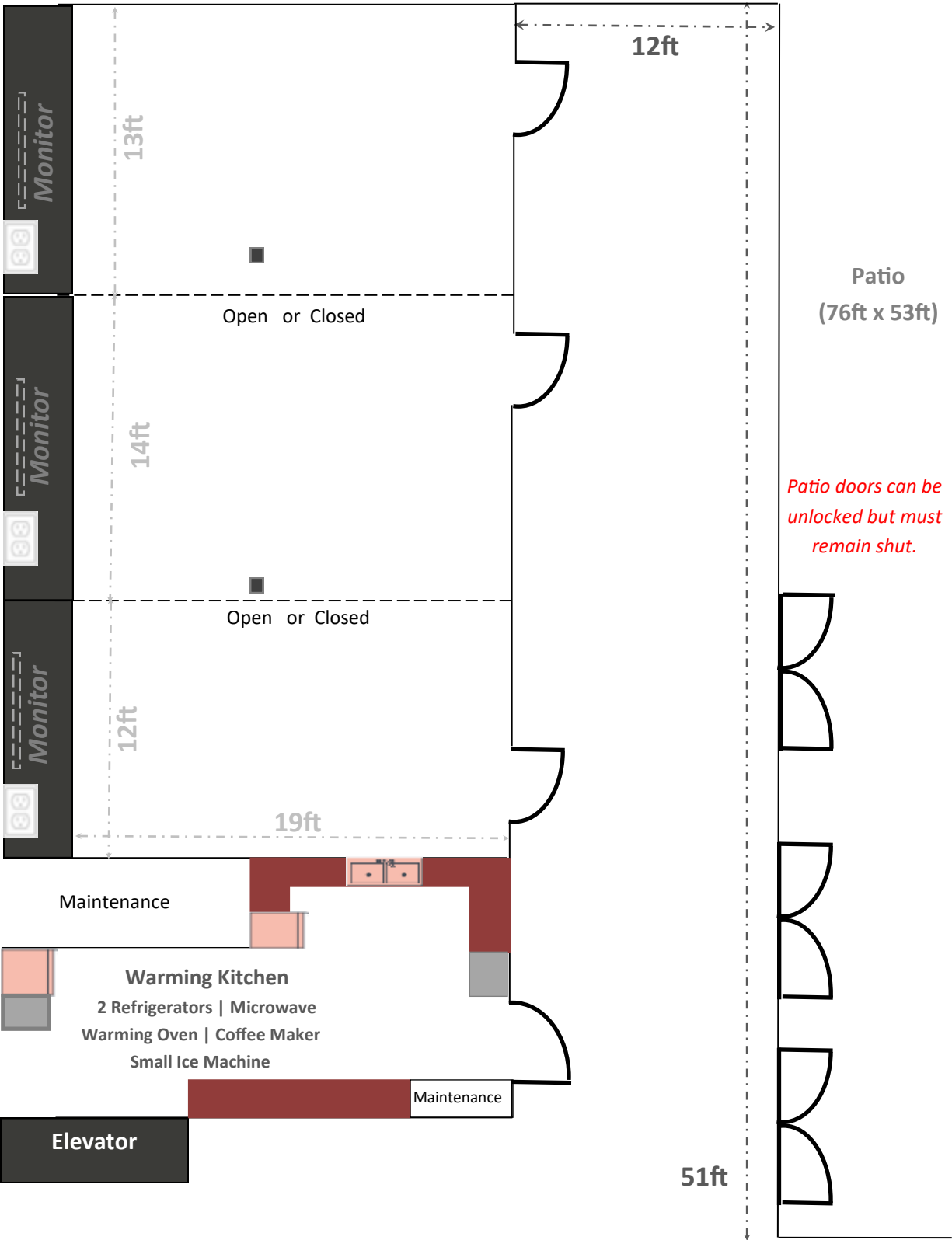
2.5



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.**

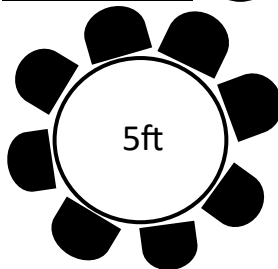
**Please specify if you are renting furniture from an outside vendor.**

■ Columns

6ft x 30in

2.5

5ft



**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.**