



Vox Theatre Event Space, LLC - Rental Agreement

This rental agreement is made between Vox Theatre Event Space, LLC, as the Lessor, and \_\_\_\_\_ as the Lessee.

Lessee hereby offers to rent from Vox Theatre Event Space, LLC, the first floor premises situated at 1405 Southwest Blvd., Kansas City, KS 66103 under the following conditions.

**1. Terms & Rent:**

(Lessee) shall use and occupy the above premises for a term of one event commencing on (date) \_\_\_\_\_ at \_\_\_\_\_ am/pm and terminating at \_\_\_\_\_ am/pm for a total of 6 hours for the event on Saturday, 5 hours Sunday thru Friday and 3 hours of set-up and a rental rate of \_\_\_\_\_ plus any additional service fees listed below if necessary. Additional hours are available for \$150 per hour.

A \$1,000.00 non-refundable deposit is required to secure this date. The balance and all additional service fees are due and shall be paid to Vox Theatre Event Space, LLC two weeks prior to the date of this event. A refundable damage deposit of \$500 is also due two weeks prior to the event. All rental payments shall be made to Vox Theatre Event Space, LLC. 1405 Southwest Blvd., Kansas City, KS 66103. All other needs or entertainment are considered special and will be negotiated separately and must be disclosed to Lessor and agreed upon before signing this agreement. Included in the rental are up to 24-66" round tables, 24 rectangular banquet tables, 8 cocktail tables, 1-12' and 2-10' tables, 150 chairs, a uniformed police officer for all evening events.

Cleanup fee (\$200) \_\_\_\_\_ (Not applied if lessee/caterer provides broom-clean, spot mop for spills, surfaces/bathroom generally cleaned, & trash removed)

**2. Use:**

Lessee shall use and occupy the premises listed above for an event with people totaling no more than 300.

**3. Liability:**

Vox Theatre Event Space, LLC & Alistair Tutton Photography, Inc. shall NOT be made liable for any damage or injury to lessee or any other person, or to any property, occurring on the said premises or any part thereof, and lessee agrees to hold Vox Theatre Event Space, LLC. & Alistair Tutton Photography, Inc. harmless from any claims for damages & injury no matter how caused.

**4. Liquor / Minors / Recycling**

Bar tenders are required. We encourage posting Care-cab info &/or phones numbers for alternative forms of transportation. No person under the age of 21 is allowed to drink on the said premises. Keg beer is recommended, if not----- Recycling of bottles and cans is encouraged!

**5. Insurance & Licenses**

Any caterers &/or bartenders, companies, &/or institutions must provide a copy of their Certificate of Insurance to Lessor, naming the Lessor. Delivered at least one week prior to the event. All Catering Licenses & Liquor Licenses shall be provided by Caterer &/or Bartender to Lessor, if not already on file.

**6. Miscellaneous**

It is understood that this facility is a non-smoking facility. Special Decorations to be hung must be approved prior to this event. Special arrangements may be made to obtain pre/post storage of items if needed. An individual is required to be present (caterer, staff, etc.) at all times during the ENTIRE event to maintain general cleanup throughout the event, of the said premises. Vox Theatre photographers reserve the right to capture your event and use images for self promotion. A copy of the images will be supplied to the lessor.

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Alistair Tutton / Vox Theatre Event Space, LLC / Lessor

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Print Name

**Nichole Evans**

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**1405 Southwest Blvd**  
Kansas City, Kansas 66103