

Thank you for considering ***Weatherby Lake Community Center*** for your event. Our goal is to provide you with a wonderful facility and setting to make your event memorable. We hope this packet will help in making the rental of the facility easier by knowing what is required. If you think of more questions please do not hesitate to call or email us.

Facility address: 8230 NW Potomac, Weatherby Lake, MO 64152

When you are ready to book ***Weatherby Lake Community Center*** let us know and we will set up a time to meet with you to sign your contract.

Weatherby Lake Community Center Contract & Information Packet

Rebecca Woolley, Manager

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Rental Fees

RENTAL PERIOD	RENTAL FEE	DEPOSIT
Monday – Thursday 8am – 5pm	\$200.00	\$500.00
Monday – Thursday, 5pm – Midnight*	\$200.00	\$500.00
Monday – Thursday, 8am – Midnight*	\$350.00	\$500.00
Friday, Saturday, & Sunday 8am – Midnight*	\$750.00	\$500.00
Sunday Half Day	\$375.00	\$500.00
Day before and/or after event: \$200.00 Each Day		

Payments can be made to: City of Weatherby Lake, 7200 NW Eastside Dr, Weatherby Lake, MO 64152.

Security Fees: A \$30.00/hour fee will be assessed for all events serving alcohol. A minimum of \$120 is required.

***Failure to vacate the premises at the conclusion of the event, including all clean-up time, will result in an additional fee at the prevailing rate.**

NOTE: Those renting the facility must be in attendance for the duration of the function.

Facility Information:

OUTDOOR PLAYGROUND AND SOCCER FIELD

The outdoor playground is included within the Community Center grounds; however, the soccer field is not. Separate arrangements must be made with the Weatherby Lake Park Board for use of the soccer field.

DECORATIONS

Hooks have been provided on the underside of the ceiling beams and under the shelf along each side of the large room to allow hanging of decorations. No hooks may be added or removed. If balloons are used they must be secured. If balloons get up into the ceiling fans, turn the fans off prior to attempting to retrieve. A step ladder is located in the storage room.

Additionally, please abide by the following:

- Do not move or interfere with the artwork located in the facility in any manner
- No smoking allowed anywhere within the facility
- No dance wax or substitutes are to be used on the floor
- No tape, nails, tacks, Command Strips, or staples allowed anywhere in the facility.
- No pets or animals of any kind are permitted in the Community Center other than Service animals that are individually trained to do work or perform tasks for people with disabilities.
- Rice and birdseed may be used outside the premises only
- Sequins, Confetti and Sparklers are prohibited anywhere inside or outside the facility
- If using the warming table, the sneeze guard must not be removed
- The fireplace is operable only through the use of a remote control.
 - Please see the Manager.
- Please assure all lights have been turned off when you leave.
 - EXCEPTION: Lights on timers are to be left ON.

Measurements and Specs:

Banquet

- Maximum Capacity is 190 persons
- Room is 49ft long x 30.9ft wide
- Fireplace Hearth is 9.8ft wide X 16.5in deep
- Beams & Ceiling:
 - Room has a vaulted Ceiling
 - Walls from floors to lowest side of ceiling is 8.6ft
 - 4 beams hang from the ceiling; 2 beams are set against the wall
 - (one at the fireplace wall and one at the kitchen)
 - Floor to top of beam is 9.7ft
 - From bottom of beam to highest point is 5 feet
 - Floor to highest beam is 14.7ft

Windows:

- 4 facing south towards the soccer field
- 3 facing north towards the parking area
- 2 facing west toward the playground

Sitting Room/Bar Area:

- Bar area is 8ft long and 3.5 ft wide
- Carpeted area is 28ft long x 28ft wide
- There are 3 couches, 1 square coffee table, 2 side tables and 3 sofas

Doorways:

- 2 sets of double entry doors in front entrance
- To Banquet Hall from storage closet is 7.2ft x 6.10ft high
- From Banquet Hall to Sitting Room/Bar Area 8ft high x 10ft wide

Pergola/Back Patio Area:

- 17ft 8in wide from building to bench
- 48.9ft long (from east to west)
- 10.3ft high
- 25 2 x 10 hang north to south
- 19 2 x 2 hang east to west

Building Amenities:

For your convenience the following is provided and available for your use.

- 14 Round 60 inch tables, seating for 6 - 8
- 14 Long tables, 8ft x 3ft, seating for 8 – 10
- 13 square tables, 3ft x 3ft, seating for 4
- 150 chairs
- Gas fireplace
- Commercial Double Door Refrigerator
- Microwave
- Oven
- Dishwasher
- Large Ice Machine
- 4 tray warming/steam table
- 4 x 2 Ice Cooler (Bar Area)
- 44" flat Screen TV (for slide shows)
- Wireless Internet (code will be provided if requested)
- Gas Bar B Q Grill on back patio
- Playground on west side of Building
- Convenient location and ample parking onsite.

Clean up Check List

Please initial next to each item as it's completed. Please sign and date the bottom of the form. This will be turned in with the request for return of your deposit.

Main Hall

All tables and Chairs have been wiped down and are clean
9 round tables with 8 chairs at each table have been left in place
Floor has been swept and mopped
Carpeted Mats at doors have been vacuumed

Lounge/Bar Area

All carpeted areas have been vacuumed
Items have been removed from cooler and ice left to melt
All Counters have been wiped down
Furniture has been put back in its original location (if moved)
Coffee Tables have been wiped down
Floor in bar has been swept and mopped

Entrance/Hallways

All carpeted areas have been Vacuumed
Mats at door areas have been vacuumed

Bathrooms

Floors have been swept and mopped
Vanity tops, faucets and mirror have been wiped off and are clean
All Trash, including sanitary napkin dispensers has been removed

Kitchen

All counters have been wiped down and free of spills and dried on food
All appliances have been wiped down and free of spills
Floors have been swept and mopped
Make sure nothing is left in the refrigerator

TRASH

All trash has been removed and placed in dumpster

OUTSIDE

All trash has been picked up and ashtrays have been emptied

Signature

Date

**Thank you for your Cooperation
Management, Weatherby Lake Community Center**