



FREQUENTLY ASKED QUESTIONS

Our new space in the Crossroads Arts District has a great vibe. It's hip while still being professional. High-quality audio-visual, sound and lighting are incorporated into our building, while artwork and vibrant red decor make our space contemporary and sophisticated.

Our open floor plan offers many possibilities for events. Whether you are hosting a business meeting, rehearsal dinner or a reception, we can accommodate you and your guests. As part of the Crossroads community, we've tapped into a lot of great resources. Our preferred vendor list can help you plan your event while supporting our neighborhood businesses.

Bottom line...we have an ideal venue to make your event a success. Our space is here for you. We want to share it with you. Come in, check us out and book us for your next event. It will be an experience you won't forget.

What is the occupancy of the space?

Our small conference room holds 6-8 comfortably. Our large event space can accommodate your guests in the following manner:

Theatre style - 150
Classroom style - 48

Reception - 200
Seated at 72" rounds* - 60
**can be rented from one of our preferred vendors*

May I bring in an outside caterer?

Yes, all outside caterers are welcome. Please consider using one of the caterers on our preferred vendor list. Your caterer is responsible for the general cleanliness of the space during the event as well as disposing of the trash and recycling (located directly behind the building) at the end of the event.

Do you have a kitchen area?

Yes, our kitchen area is available for your use. It includes a refrigerator, dishwasher, microwave and sink.

May I bring my own alcohol?

Yes. Recycling bins for cans and bottles will be provided. Please recycle! We do encourage the use of a bartender both for your guests' safety and for ease of clean-up. No person under the age of 21 is allowed to drink on the premises.

Do you have tables, chairs and linens?

We have 23 classroom tables (18"D x 72"L), 5 red bar-height chairs, 75 red chairs and 75 black chairs that are available at no charge. We also have 8 black tablecloths (72" x 120") available to rent for \$12.50/ea.

How many restrooms are available?

There are two bathrooms (male and female). Each bathroom is comprised of two stalls.

When is final payment due?

Final payment is due on the day of the event.

Can I pay by credit card?

Yes, we can accept payment by check or credit card.

Do you offer discounts?

We offer a 20% discount to AIA members and member firms. Our Cornerstone Partners and Design Alliance Partners also receive discounted rates for space rental. Non-profit organizations receive a 10% discount (must provide proof of non-profit status).

What is your cancellation policy?

In the event you must cancel, AIA KC will retain a portion of the deposit as set forth below:

<u>Receipt by AIA KC of Notice of Cancellation</u>	<u>Percentage of Deposit Retained by AIA KC</u>
90 days prior to the Event	0%
89 - 61 days prior to the Event	50%
60-31 days prior to the Event	75%
30 days or less prior to the Event	100%

What audio-visual equipment is provided?

Our large event space has built-in audio-visual including a projector, screen, microphones (3 handheld, one lapel) and sound system with iPod connection. A podium is also available.

Is the space ADA accessible?

Yes, our space is completely wheelchair accessible including the restrooms. We are located on the first floor at street level.

Where do my guests park?

During the weekday, there is ample street parking available on McGee and neighboring streets. During the week after 6pm and during weekends, the lot directly behind the building is available as well.

Do you provide security?

Should you desire security, please contact Officer Matt Masters, Off-Duty Employment Coordinator, Kansas City Police Department, at 816-234-5388 or by e-mail, matthew.masters@kcpd.org. Rates are typically \$35-\$41/hour with a three hour minimum.

What decorations/displays/signage are allowed?

Please contact Amy at 816-979-3187 to discuss your specific needs.

Is your space smoke-free?

Yes! Smoking is strictly prohibited inside the space. Smoking is permitted outside, at least 20 ft. from the doors. You are responsible for informing guests and vendors of this policy and for properly disposing of any smoking related materials. Please note that candles, incense, potpourri burners, fireworks, firecrackers, birthday sparklers and flammable liquids are all prohibited at the Center for Architecture & Design.

Are there any insurance requirements?

To rent the our space, you must provide a certificate of liability insurance. These can typically be procured through your renters or homeowners insurance company as a one-day rider policy. For corporate events, these can be procured through your risk management department.

How do I reserve the space?

To schedule a tour or for more details, please contact Amy at 816-979-3187 or amy@cfadkc.org. To reserve a date a 50% deposit is required along with a signed contract.

**For more information, please contact Amy at 816-979-3187 or amy@cfadkc.org.
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