



National World War I Museum at Liberty Memorial

EVENT RENTAL GUIDELINES

In order to maintain the historical integrity of National World War I Museum, the following guidelines must be met. The National World War I Museum exists for the benefit of the public, which may place constraints on the facility and its availability. The following guidelines are for your benefit to help you prepare for your event.

We appreciate your understanding of the extra care involved to insure our property is available for public enjoyment. You are responsible for communicating our policies to your vendors, and their failure to respect our guidelines could result in forfeiture of your deposit.

Museum rental and catering fees directly support the operation of the National World War I Museum. We thank you for your support!

Client Information and Facility Fee/Payment

- A \$300 deposit is required to hold an event. If a cancellation is made 60 days prior to an event the deposit will NOT be returned.
- Payment must be made in full at least 30 days prior to the event.
- A \$250 refundable damage fee is required when renting the Auditorium or Lobby and a \$500 refundable damage fee is required when renting the exhibit venues. The damage fee is fully refundable provided that all concentrated conditions are met. *Please remit the refundable damage fee on a separate check.*
- We accept business checks, VISA, MasterCard, American Express and Discover.
- No implications can be made through written material or media relations that the National World War I Museum is sponsoring the event or has endorsed the organization sponsoring the event. Any written materials that are used to promote the event should be approved by the Museum in advance.
- A list of all caterers, performers, entertainers and other service-related vendors servicing the event must be sent via email to the Events Department a week prior to the event.
- A full time security guard is on property 24 hours a day. If the client would like additional security it can be arranged through the Events Manager. Additional security is \$40 per hour.
- A permit is necessary for alcohol service and/or consumption on the grounds. Your caterer can obtain a permit by calling Regulated Industries at 816.784.9000
- Food and beverages are not allowed in the Museum or J.C. Nichols Auditorium.
- SMOKING IS NOT PERMITTED INSIDE THE NATIONAL WORLD WAR I MUSEUM. Smoking is only allowed outside on the grounds.

Set-up and Breakdown

- Load in/out is the same day of the event. If the event is in the morning, we will work with the client on loading in the night before- a charge may be applied.
- All deliveries need to go through the East Dock doors. All delivery trucks need to use the ramp provided for unloading. The limestone steps are easily damaged.
- Please do not prop the outside doors open for long periods of time. Bring items into dock area, close outer doors, and then load into rental space.
- The earliest you may have access to the building is 7 a.m. The latest access you may have to the building is 11:00 p.m. If earlier access is needed, please make arrangements in advance through the Events Manager.

- The caterers are responsible for clean up. Any items that have been pre-approved by the Events Manager, that are left for overnight must be moved to the East Dock storage area.
- All trash must be out of the building by the end of the event.

Decorations

- All candles must be enclosed in glass and placed a reasonable distance from anything flammable.
- Any special lighting or other decorative needs must be pre-approved. Special arrangements will be made to set-up prior to the event; an additional fee may be applied.
- Any signs or banners must be free standing. Nothing may be adhered to the granite walls, wood panels or glass.
- No confetti, flower petals, sparklers or birdseed are allowed. Bubbles, doves and butterflies are allowed for outside events.

Caterers

- Clients may only use caterers from the pre-approved catering list provided by the Events Manager.
- The National World War I Museum charges a 15% catering fee on food and beverage for events held on the Memorial Grounds unless catering is done by the “Over There” Cafe. Following an event, the caterer must send a copy of the invoice to the Events Manager. An invoice reflecting the 15% percent fee will be issued to the caterer.
- All deliveries need to go through the East Dock. All delivery trucks need to use the ramp provided for unloading. The limestone steps are easily damaged.
- Please do not prop the outside doors open for long periods of time. Bring items into dock area, close outer doors, and then load into rental space.
- All food preparation must be done in the East Dock. Food preparation is not allowed in the Education Center area. The east dock has six – 110 electric outlets. Water is available, just not in the dock area.
- It is the caterers’ responsibility to remove all food and beverage waste from the building following the event. There is a dumpster in the east dock parking lot.
- Caterers must vacate the building by midnight.

Audio Visual Support

- Rental of the Auditorium includes all of our A/V equipment and technician on-site for the event.
- If you are showing a PowerPoint or any other computer-related presentation, please bring your own laptop. We will plug your laptop into our system. (Please see the Audio Visual section for more information about our A/V capabilities.)
- The projection booth for the J.C. Nichols Auditorium and Auditorium Lobby is equipped to handle most requests. When more than we can offer is needed, outside production companies may be brought in, at your expense. Depending on your additional needs, our A/V staff will determine if any alterations may be made to our system.

Auditorium Lobby – Available Equipment

- ✓ Pioneer DVD Player
- ✓ Panasonic Pro-Cision VCR
- ✓ 12 x 12 Screen (front projection)
- ✓ 1 Wireless Microphone
- ✓ Tascam CD Player and Cassette Player
- ✓ Christie Ceiling Projector
- ✓ Computer hookup

Auditorium - Available Equipment

- ✓ Pioneer DVD Player
- ✓ Tascam CD Player and Cassette Player
- ✓ Panasonic Pro-Cision VCR
- ✓ Christie Projection System
- ✓ Crest Audio Sound Board
- ✓ TC Express 24/48 Light Board
- ✓ 30 x 16 Screen (Front Projection)
- ✓ 6 hardwired microphones
- ✓ 4 Shure wireless lavalier microphones
- ✓ 4 Shure wireless handheld microphones

Auditorium Information

- ✓ Available Seating – 230 People
- ✓ Stage – 42' W x 21' D
- ✓ Retractable Doors in front of screen
- ✓ Handicap accessibility to stage
- ✓ Red Stage Curtain
- ✓ Limited Theatre lighting
- ✓ Podium (rolling) with screen console
- ✓ Telephone available in booth
- ✓ Internet available