



Kansas City  
Public Library

space rentals



## more than a smart place

The Kansas City Public Library is more than just a place for books and reading. It is where groups of any type come to host private celebrations, corporate meetings, formal dinners, and off-site business gatherings.

Numerous unique spaces make the library a smart choice for those looking to hold an event outside the same old meeting space. Find out why others have already checked us out for memorable meetings & events.



Image Courtesy of Becca Spears Photography

## booking is easy

The Library's Event & Scheduling team is pleased to offer meeting and event space at virtually all of our locations. Since each group and event are unique, we have created flat rental rates based on your group type, event type, and duration of the event.

Our team will work with you to find the best possible space based on your specific needs and expectations. We can assist with room setup, audio-visual support, and use of other library amenities to make sure your goals are met. We can even arrange for use of the library beyond normal hours, parking for your guests, onsite support for your event, and enhanced audio-visual services. Prices and additional fee information are listed on the following pages.

Call us at 816.701.3402 or email [EventsCoordinator@kclibrary.org](mailto:EventsCoordinator@kclibrary.org) to determine how best the library can host your specific event or visit [www.kclibrary.org/space](http://www.kclibrary.org/space) to book meeting room space now.

## volumes of space

### central library



Near the River Market, Power & Light District, T-Mobile Center, Bartle Hall Convention Center, and the Crossroads, the former bank turned Central Library offers a downtown location for events ranging from formal dinners to intimate business meetings.

### plaza branch



On the southern side of the Country Club Plaza, overlooking Brush Creek, the Plaza Branch offers a beautiful setting and flexible meeting space. Choose from the Truman Forum Auditorium to large conference rooms.

### branch libraries



Located throughout the urban metro, branch libraries allow neighborhood groups the ability to host various types of meetings in flexible meeting rooms. Groups enjoy proximity and ease of use at these community libraries.

## rental details

### RATE DEFINITIONS

**Group Type** designations are based on the booking group's identity. **Standard** applies to businesses, consultants, associations, individuals, membership and/or social groups. **Nonprofit** applies to government, educational, non-profit, and/or community-based groups.

**Event Type** designations are scaled based on the amount of planning and labor required of the Library to support that type of event. **Basic Events** include business meetings, seminars, conferences, breakfast/lunch, and small-scale receptions & dinners occurring during normal hours. **Special Events** include fundraisers, media events, film shoots, large-scale receptions/dinners, weddings, and any event that requires larger support and/or occurs beyond normal hours. Additional charges may apply.

Group	Types	Event	Types
Standard	Businesses, Consultants, Associations, Membership Groups, Individuals, Social/Club, Fraternal, Political	Basic	Meeting, Seminar, Conference, Breakfast/Lunch, Small-Scale Receptions/Dinners
Nonprofit	Book Clubs, Government, Educational, Non-profit, Civic, Religious	Special	Media Events, Film Shoots, Large-Scale Receptions/Dinners, Weddings, Events Outside Normal Hours

### INCLUSIONS

Rates include use of Library equipment (tables, chairs, trashcans, room lighting, climate control, etc.) the event space set up to your specific requirements (not including Meeting Rooms) and library personnel onsite during your event if needed.

### USAGE TIME

Rates are based on **Full Day Usage** where the total event time (including setup & teardown) exceeds no more than (8) hours. **Half Day Usage** (4 hours or less) apply at 50% of rental rate for most spaces. See Security (next page) for more information on using the Library before or after normal hours.

### AUDIO VISUAL

Many rooms include built-in audio visual systems that can support basic technical functions such as PowerPoint, DVD's, and microphones (note FEATURES under each room description). Additional equipment and onsite tech/troubleshooting support is available at cost to groups as noted below:

Item	Cost
Small Projector	\$50
Large Projector	\$100
Laptop Computer	\$50
Handheld or Lapel Microphone	\$25
Monitor & Computer Unit	\$50
AV Technician Support	\$75/hour



## rental details

### PARKING

The **Plaza Library Garage** offers complimentary parking for up to 200 vehicles. Overflow parking is available for an additional fee. The **Central Library Garage** charges \$4.00/hour with a \$12.00 per day cap. Arrangements can be made for event hosts to accept charges on behalf of their guests to be applied to your total charges on the following scale. Estimated number of vehicles may be based on half of expected guests, depending upon the type of event.

Estimated # Vehicles	Cost Per Hour	Minimum Charge
1-25	\$30/hour	\$60
26-50	\$45/hour	\$135
51-125	\$55/hour	\$220
126-200+	\$65/hour	\$325

### CATERING

Groups may contact a catering company from the list below to make all food and beverage arrangements. Catering is limited to these companies only.

- Catering On Locke, Marcus Locke, cateronlocke@gmail.com, 816-379-5624
- Dutzel's Catering & Events, Melissa Donovan, info@dutzelscatering.com, 816-323-0716
- Kansas City Catering, Isaac Freeman, ifreeman@kansascitycatering.com, 913-831-0764
- Kater 2U Katering, Renita Gee, kater2ukatering@gmail.com, 816-616-0057
- Oh My Goodness, Asya Khalifah, asyakhalifah@yahoo.com, 816-456-4050
- The Prospect KC, Astin McAfee, events@theprospectkc.org, 816-561-8920

### SECURITY

Access to the Library before or after normal hours can be arranged for up to \$125.00/hour. Security will also be added to any event serving alcohol or open to the general public, regardless of timing.

### ADDITIONAL CHARGES

Final charge will vary based on actual time facility is used, additional labor/staffing, and in the case of unforeseen circumstances. Group also accepts responsibility for all damages associated with their event. Further details on additional charges are available from the Events & Scheduling Staff.

### DEPOSITS & PAYMENTS

Full prepayments are requested for charges less than \$250. A deposit of 50% is required to secure all other reservations. The remaining balance is due no less than thirty days prior to the event date. A final bill reflecting any differences would be paid no more than thirty days after the event.

### AVAILABILITY & BOOKING

The Library's website ([www.kclibrary.org/space](http://www.kclibrary.org/space)) offers real-time availability and the ability to make a meeting room request online. You must contact the Events & Scheduling Staff directly at 816.701.3402 or [EventsCoordinator@kclibrary.org](mailto:EventsCoordinator@kclibrary.org) if you are interested in reserving event spaces.

## kirk hall

Kirk Hall is a magnificent space featuring the unmatched beauty of the original building. High ceilings, elegant columns, and marble floors lend themselves toward a classic and grand affair.



### LOCATION

Central Library – 14 West Tenth, Kansas City, MO 64105. First Floor.

### CAPACITIES

 Theatre  
250

 Banquet Rounds  
200

 Reception  
250

### FEATURES

- Dimmable lighting controls to set the exact feel desired.
- Multiple service areas & access points throughout the Library's largest event space.

### RENTAL RATES

Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Special	\$5000	\$3500
Nonprofit	Special	\$3500	\$2500

### SPECIAL NOTES

- Use of Kirk Hall is restricted to events that fall outside normal library hours.
- Library does not support any audio-visual elements in Kirk Hall other than basic audio.
- The second-floor West Mezzanine may be included for an additional \$500 charge.

# helzberg auditorium

The Library's most versatile meeting space with flexible setup options for unlimited possibilities. Gladys Feld Helzberg Auditorium is also styled with contemporary and clean lines for an energetic atmosphere.



## LOCATION

Central Library – 14 West Tenth, Kansas City, MO 64105. Fifth Floor.

## CAPACITIES

	Banquet Rounds		Conference		Schoolroom
Theatre 200	150	200	30	50	60

## FEATURES

- Performance quality acoustics using cork flooring and specially designed ceiling elements.
- Built-in audio-visual system that includes a large presentation screen, data/video projector, lapel and handheld microphones, and dimmable lighting.
- Floor-to-ceiling windows on multiple sides that provide natural lighting and openness to space.

## RENTAL RATES

Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Basic	\$2000	\$1000
Standard	Special	\$5000	\$2500
Nonprofit	Basic	\$1500	\$750
Nonprofit	Special	\$3000	\$1500

## SPECIAL NOTES

- Adjacent Rooftop Terrace may be added to any function for an additional \$500 charge.
- The Library is a smoke-free institution. Smoking is prohibited indoors & outdoors.

## rooftop terrace

Downtown's best outdoor event space gives attendees the opportunity to soak in the urban atmosphere in a comfortable setting.



### LOCATION

Central Library – 14 West Tenth, Kansas City, MO 64105. Fifth Floor.

### CAPACITIES

 Theatre  
225

 Banquet Rounds  
150

 Reception  
200

### FEATURES

- Existing patio/outdoor furniture includes tented tables, moveable chairs, and wooden benches
- Contemporary landscaping that features native grasses and trees.
- Decorative lighting on perimeter rails, tree planters, and glass tiles add a festive mood at night.
- Life-sized chess set is available at no additional cost.

### RENTAL RATES

*All Rooftop Terrace functions are considered Special Events*

Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Special	\$2000	\$1000
Nonprofit	Special	\$1500	\$750

### SPECIAL NOTES

- Library furniture cannot be used on Rooftop. All setups must be rented through an outside vendor.
- DJ's and Heavy Bands cannot be accommodated on the Rooftop due to noise controls
- When used in conjunction with the adjacent Gladys Feld Helzberg Auditorium, auditorium rates apply.

## durwood film vault

A 35-ton steel door sets the tone for an impressive meeting space. The old bank vault is equipped with AV technologies for business presentations or private movie screenings.



### LOCATION

Central Library – 14 West Tenth, Kansas City, MO 64105. Vault Level.

### CAPACITY



Theatre  
28

### FEATURES

- Built-in audio-visual system capable of computer connections for presentations as well as Blu-ray and DVD capabilities for films.
- Dimmable lighting and curtain controls for the exact feel appropriate to your event.

### RENTAL RATES

(2 options: either Private Movie Screening or Event)

Private Movie Screening		\$65.00 per Movie	
Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Basic	\$500	\$250
Standard	Special	\$1000	\$500
Nonprofit	Basic	\$250	\$125
Nonprofit	Special	\$750	\$325

### SPECIAL NOTES

- Adjacent Vault Foyer Area may be used for receptions outside hours for an additional \$250 charge.
- Use of the Library's video collection (including feature movies) is encouraged but specific titles cannot be guaranteed for use during your event.



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GRE A T S P A C E I N A S M A R T P L A C E

## truman forum auditorium

A stunning fixed seat auditorium with natural lighting and an incredible view of Brush Creek. The Truman Forum Auditorium is an advanced meeting venue, yet inviting and comfortable.



### LOCATION

Plaza Branch - 4801 Main Street, Kansas City, MO 64112. Lower Level.

### CAPACITIES



Fixed Seating  
222



Overflow Seating  
453

### FEATURES

- Plush fixed seating with adjustable backs, above normal width, and above normal legroom.
- Built-in audio-visual system includes a large presentation screen, data/video projector, podium control, lapel and handheld microphones, and scene selectable lighting.
- Natural lighting supplied by large windows that also have black-out shades
- Movable walls between Truman Auditorium & Cohen as well as between Truman Auditorium & hall.

### RENTAL RATES

Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Basic	\$2000	\$1000
Standard	Special	\$3000	\$1500
Nonprofit	Basic	\$2000	\$1000
Nonprofit	Special	\$3000	\$1500

### SPECIAL NOTES

- Overflow seating is accomplished by setting chairs on perimeter areas of auditorium, in the hall and into Cohen. Movable walls will be opened to do this prior to the event.
- Adjacent Barton Cohen Conference Center may be added to any function for an additional \$500
- AV tech support is required for all events at \$75.00/hour additional fee.
- Pre-function activities can be accommodated in foyer area immediately outside the auditorium

## cohen conference center

The Plaza Branch's most versatile meeting space that features one of the best views of Brush Creek. Situated next to the Truman Forum Auditorium, it can be arranged a number of ways for multiple purposes.



### LOCATION

Plaza Branch - 4801 Main Street, Kansas City, MO 64112. Lower Level.

### CAPACITIES

					
Theatre 85 AV:60	Banquet Rounds 60 50	Reception 75 50	Conference 30 20	Hollow-Square 30 20	Schoolroom 30 20

### FEATURES

- Built-in audio-visual system includes a large presentation screen, data/video projector, lapel or handheld microphone, and lighting controls.
- Floor-to-ceiling windows on multiple sides provide natural lighting and openness to space.

### RENTAL RATES

Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Basic	\$1000	\$500
Standard	Special	\$3000	\$1500
Nonprofit	Basic	\$750	\$375
Nonprofit	Special	\$1500	\$750

### SPECIAL NOTES

- Pre-function activities can be accommodated in foyer area down the hall
- Blackout shades are available if using the screen.
- Movable wall can be opened before the event if renting with the Truman Auditorium.
- Screen comes down within the room so if group needs AV, please refer to the AV capacity numbers above.

## turner meeting room

This private space has surround sound and high quality projection capabilities perfect for small training seminars or executive off-site meetings. The flexibility in setup also allows for intimate meal functions.



### LOCATION

Plaza Branch - 4801 Main Street, Kansas City, MO 64112. Lower Level.

### CAPACITIES

	Theatre 15		Banquet Rounds 20		Reception 35		Conference 12		Hollow-Square 12		Schoolroom 12
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### FEATURES

- Built-in audio-visual system includes a large presentation screen, data/video projector, and lighting controls.
- Credenza inside main entrance allows for storage, handouts, or food & beverage setups.

### RENTAL RATES

Group Type	Event Type	Full Day Rate (8 hours)	Half Day Rate (4 hours or less)
Standard	Basic	\$500	\$250
Standard	Special	\$1000	\$500
Nonprofit	Basic	\$350	\$175
Nonprofit	Special	\$500	\$250

### SPECIAL NOTES

- Pre-function activities can be accommodated in foyer area immediately outside room.
- Location and backstage access to the Truman Auditorium make this a perfect Green Room for keynote speakers.