

# LA VILLA

4120 BALTIMORE, KC MO  
INFO@LAVILLAKC.COM

## EVENT RATE INFORMATION

### CEREMONY ONLY (150 guests)

(Max 4 hours, includes chairs + full use of space, plus 9% sales tax)

- **Saturday: \$3000** (plus 9% sales tax)
- **Friday or Sunday: \$2700** (plus 9% sales tax)

### RECEPTION ONLY (150 seated guests)

- **Saturday: \$5000** (plus 9% sales tax)
- **Friday or Sunday: \$4500** (plus 9% sales tax)

### CEREMONY + RECEPTION (150 seated guests)

- **Saturday: \$5800** (plus 9% sales tax)
- **Friday or Sunday: \$5100** (plus 9% sales tax)

**Non-wedding/weekday events:** Please contact us to provide more information about your event.

### LA VILLA DAY OF EVENT SECURITY DEPOSIT: \$500

The \$500.00 security deposit will be returned within 2 days after the event as long as there is no physical damage and La Villa vendor closing policies have been followed. Any damages incurred that exceed the amount of the security deposit shall be the responsibility of the person financially responsible for the event.

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## GENERAL SPACE INFORMATION

### TOURS

- Tours are scheduled by-appointment-only, Monday-Thursday. Drop-in tours are unavailable, so please send requests to: **info@lavillakc.com** to schedule your tour.

### THE SPACE

- Each renter is provided with full use of the La Villa space. This includes: The Ballroom, Reunion Room, Zia Room, Courtyard Suite & El Patio. Partial space rental is not optional.

### CAPACITY

- **Maximum La Villa capacity for any event is 150 guests.**

### DAY OF EVENT ACCESS

- La Villa will open on the day of your event as early as 12 PM.
- For full day events, La Villa is accessible to you for a total of a 11 hours. The flexible time period includes your set-up, event and clean-up time. (This includes a 4 hours for set-up, 6 hour event block & 1 hour clean-up)
- **If alcohol is being served, "last call" must be made by 10:30 pm, no exceptions.**
- **All event/entertainment must end and clean-up must begin by 11PM**

### DAY OF EVENT STAFF

- La Villa event staff will be present throughout the duration of your event. They will only be available to assist with any needs regarding the actual space.
- La Villa staff is not responsible for moving furniture and/or conducting "room flips" during an events rental hours.
- **Guests are required to have a licensed planner. This person is responsible for ensuring the vendor checklist is complete, vendor pick-up schedule and coordination of removing all decorations. This person must be present throughout the entire 11 hour duration of the event.**

### DAY OF EVENT FURNITURE

- 8 - 30" round, black bar-top tables will be available at no cost
- 150 - padded, white folding chairs available at no cost
- 19 - 8' x 30" rectangle tables available at no cost
- Renters are welcome to rent/provide your own tables and chairs.
- **La Villa does not provide linens.**

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## FOOD & BEVERAGE INFORMATION

### DAY OF EVENT FOOD SERVICE:

- Food must be provided by a caterer, licensed and insured to do business in the state of Missouri and the city of Kansas City
- **All food vendors will need to schedule a walk-through to provide legal documentation, receive explanation of venue policies and agree to vendor closing checklist.**

### DAY OF EVENT FOOD PREPARATION:

- The La Villa kitchen is to be used for the warming/preparing of food ONLY. Cooking is not allowed.

### THE LA VILLA PREP KITCHEN INCLUDES:

- 1 commercial refrigerator
- 1 ice machine
- 3 stainless steel tables
- 1 full size, heated, holding cabinet
- La Villa does not supply trays, pans, utensils, glassware, napkins or dishware of any kind.

### DAY OF EVENT BEVERAGE SERVICE:

- La Villa allows renters to bring in their own alcohol for a private event
- All alcohol must be served by a bartender or bar service company licensed in the State of Missouri
- Shots, doubles, on-the-rocks and/or neat drinks are not permitted. All drinks must have a mixer. Beer pong and other drinking games are not permitted.
- **Last call will be made at 10:30 PM for bar service, NO EXCEPTIONS.**
- **All beverage vendors will need to schedule a walk-through to provide legal documentation, receive explanation of venue policies and agree to vendor closing checklist.**

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## GENERAL SPACE INFORMATION

### DAY OF EVENT FLOOR PLAN

- La Villa staff will set the room for you prior to your event.
- Renter/Wedding Coordinator are responsible for the room flip.

### DAY OF EVENT ENTERTAINMENT

- Hired event entertainment vendors must provide their own sound system, all necessary cords, cables and equipment.

### PARKING

- La Villa provides a 40 space private lot-parking available to renters at 5:30 PM on weekdays and at 12:00 PM on weekends
- Street parking is also available. **No overnight parking is allowed in the parking lot.**

### SECURITY

- Security is provided by an off-duty KCMO police officer (scheduled and procured by La Villa staff) and is required for all events. Security is charged at \$40/hour, or during a holiday \$50/hour until your last event-affiliate has left the building

### INSURANCE

- All renters must provide proof of General Liability Insurance for the event rental date. A certificate of insurance must be completed and submitted 45 days prior to the event (A licensed caterer should be able to provide a General Liability Insurance Certificate at little or no charge to you)

### EVENT RENTAL DEPOSIT / BALANCE

- The rental deposit is non-refundable under any circumstances, but can be transferred to a new available date (transfer fees may apply).
- The rental deposit is due at the time of booking and is 50% of the entire balance.
- The remaining balance total and the security deposit will be due 45 days before the event date

### CREDIT CARD TRANSACTION FEES

- La Villa charges 3% percent for all credit card transactions.

### EVENT CANCELLATIONS

**The rental deposit is non-refundable.**