



THOMPSON BARN

LENEXA



The Thompson Barn is a perfect place for business meetings, training seminars, working lunches, weddings, receptions, banquets, social gatherings and holiday parties.

Lenexa Parks and Recreation Department

Thompson Barn

11184 Lackman Road

Lenexa, Kansas 66219

913-477-7100

parksandrec@lenexa.com

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Lenexa, KS 66219

(913) 477-7100

Pricing

Entire Facility: Includes main hall, atrium, kitchen, and meeting rooms.

Non-Prime Time (4-hour minimum)

Sunday - Thursday 8am-10pm, Friday 8am-5pm

	Per Hour Rate
Regular Rate	\$110.00
Lenexa Resident Discount	\$80.00

Prime Time (6-hour minimum)

Friday 5pm-12am, Saturday 8am-12am

	Per Hour Rate
Regular Rate	\$200.00
Lenexa Resident Discount	\$175.00

One Floor Rental: Includes either main hall or meeting rooms. (4-hour minimum)

Kitchen may be shared if both floors are rented at the same time.

Not available Friday 5pm-12am, all day Saturday or all day Sunday.

	Per Hour Rate
Regular Rate	\$75.00
Lenexa Resident Discount	\$65.00

Saturday Packaged Rates: Includes Entire Facility from 8:00am – Midnight

	Saturday Package Rate
Regular Rate	\$2880.00
Lenexa Resident Discount	\$2400.00

*Lenexa Resident discount is for those living in Lenexa or a business in Lenexa, who pay Lenexa property taxes. Proof of residency such as a photo ID with a Lenexa address or a photo ID with a recent utility bill in renter's name is required at the time of booking. Resident must be present at the time of booking.

For additional fees, please see *Reservation Damage Deposit, Payment, and Cancellation* sheet and *Alcohol Permit* (Attachment A).

THOMPSON BARN

Frequently Asked Questions

1. How many people does the Thompson Barn hold?

The maximum capacity for the Main Hall is 160 using a combination of both rectangular and round tables. The Lower Level foyer can seat 40 using round tables. Meeting Rooms can hold up to 40. The maximum capacity for the entire barn is 200 people. It is important to meet with staff to plan your seating arrangement.

2. Where do guests park?

The main parking lot is the one located on the east side of the building, and guests enter through the double glass doors on the east side. Additional parking is located behind the building to the south and on the west side. Vehicles may be left overnight and are the responsibility of the owner.

3. Can I tour the Thompson Barn?

Yes. Tours are by appointment only. Please call 913-477-7100 anytime M-F between 8 a.m. and 6 p.m. to book an appointment. Tours take around twenty minutes. You may also book an appointment to go over your room layout (s) or to have a vendor meet with a concierge prior to your event.

4. Is it possible to rent prior to 8:00 in the morning?

Yes. We open as early as 7:00 a.m. The hourly rate will apply.

5. Is it possible to rent hours after Midnight on Friday or Saturday or after 10 PM on Sunday - Thursday?

No. Renter, guests and all vendor items must be out of the facility by Midnight on Friday and Saturday or 10 PM on Sunday through Thursday. Clean-up and vendor tear-down and pickup must be completed prior to your rental end time.

6. Can we do a rehearsal?

You can reserve a date for a rehearsal and rehearsal dinner for a minimum of four hours Sunday – Thursday. However, most ceremonies are rehearsed offsite or at the start of the rental time. Feel free to schedule an appointment with a concierge to discuss indoor and outdoor ceremony options.

7. May we bring in any items prior to our rental time?

No. All items must be brought in during the rental time. This includes items from outside vendors, e.g. photo booths, cake, flowers, DJ equipment, etc. *For weddings or receptions, please allow at least two hours for decorating and vendor setup. You will not be allowed to enter the facility prior to your start time.*

8. May we leave any items at the end of our event?

No. All items must be removed at the end of your event. This includes, but is not limited to: rented tables and chairs, tents, lights, decorations, etc. We often have rentals back-to-back and do not have extra storage space. The City reserves the right to dispose of anything left in the facility.

9. May we have the ceremony as well as the reception at the Thompson Barn?

Yes. There is no extra fee for this service; however, the renter is responsible for outdoor setups/takedown and room changeover after an indoor ceremony. A maximum of 50 chairs can be set up for a ceremony on the stairs.

10. May we get married outside on the grounds of the Lenexa Chamber of Commerce?

Yes. Weddings are permitted on the grounds of the Thompson Barn and the Chamber of Commerce. Thompson Barn chairs can be used on the brick patio, but chairs must be rented for Chamber ground ceremonies. Renter is responsible for the setup of an outdoor ceremony. *Please note:* trains travel adjacent to the barn at various times, and Chamber employees work until 5:00 PM, Mon-Fri.

11. What is available in the kitchen?

The kitchen is a *warming* kitchen that includes:

- a warming oven, which can hold 16 trays of food and warm up to 250 degrees.
- a small microwave.
- two refrigerators: one industrial sized that can accommodate an average sized wedding cake and one regular sized with a small freezer that can hold two small bags of ice.
- ice machine that produces approximately 300 pounds of ice within 24 hours.
- three rolling coolers (two 80 ct; one 120 ct) that can hold two large bags of ice each and be used for beverages.

12. Are coffee urns available?

Yes. A 55 and a 100 cup urn are available. Renter must provide all supplies to make and serve coffee, such as, but not limited to: coffee, filters, cups, sugar, creamer, sweetener, stir sticks, etc. It is recommended that you bring coffee in pre-measured packets. Complimentary coffee and water are provided with rentals Monday through Friday between 8:00 a.m. and 5:00 p.m. Please request this when you book the facility and list serving time. Coffee is not provided for evening or weekend rentals.

13. What can I plug into the indoor/outdoor outlets?

Any item, such as a photo booth or crockpot, that uses a maximum 120 volts and 20 amps can be plugged in. Multiple items plugged into an outlet that exceed 20 amps will trip the breaker. Outlets are located in middle-front part of the steel wall; behind wall of elevator entrance; behind wall of entrance to lower level hallway; along wall of Main Hall (four on each side); in the floor of the Main Hall (eight on each side).

14. Is smoking allowed on the premises?

No. Smoking, including from e-cigarettes, is not allowed inside the building and you must be at least 20 ft. beyond any entrance to smoke outside. Smoker outposts are located outside where smoking is allowed.

15. Will anyone from The City of Lenexa be on the premises during our rental time?

Yes. A concierge will be on duty during your entire rental time which is already included in the rental fee. The concierge will greet vendors, remove trash, assist with AV equipment, and manage facility needs.

16. What is our responsibility for clean up at the end of an event?

You are responsible for taking down and disposing of any decorations and removing all rented items, such as but not limited to: linens, center pieces, rented tables or chairs. The kitchen must be left in the same condition it was found. Leftover food and beverages must be removed from the facility or thrown in the trash. Please notify the concierge if you are disposing glass or large/bulky items.

17. Are tables and chairs provided?

Yes. The City of Lenexa will provide tables and chairs. The city has 24 five-foot diameter round tables, 30 six-foot rectangular tables, and six 30" diameter high-top tables. There are 200 black padded folding chairs. *Please see room diagrams for details on room capacities.*



18. Do you provide linens?

No. Linens must be rented or purchased by the renter from an outside vendor. Table skirts with clips (size 1.5-2in) may be used. *Table skirts with adhesives are prohibited.*

	Dimensions for floor length	Dimensions for mid-length
60in (5ft) Round Table	120in	90in or 108in
60in x 30in (6ft) Rectangular Table	90in x 132in	60in x 102in
30in x 42in High Top Table	108in	60in or 90in

19. Is there a dance floor?

Yes. There is a 16'x36' area at the north end of the Main Hall that is a dance floor. Head tables can be set up on the dance floor and then removed before the dance.

20. Do we need security for our event?

An off-duty Lenexa Police officer must be on duty at the Thompson Barn for any event that serves alcohol. The City reserves the right to require security at certain events. The fee for the Alcohol Permit is \$100.00. The additional fee for the officer is \$40.00 per hour, which is subject to change on an annual basis. Payment for security is made directly to the officer on the day of your event by cash. **Alcohol cannot be consumed without an officer present.** Lenexa staff will schedule the officer for your event. See Attachment A (Alcohol Permit) for detailed information.

21. Does the person who reserves the facility need to be present during the event?

The person who signed the rental contract or the person listed on the contract as the day of event contact person must be present and is the one responsible for the facility, guests and vendors during the rented time.

22. Can we show a video during our event?

Yes. This service is already included in the price of the rental. The video may be played from a thumb drive, DVD, laptop or pad device using an HDMI or VGA cord. You must provide own adaptors. Please visit with staff if you wish to test run your video or sound equipment. The concierge will assist with hooking up technology. Please do not attempt to hook up devices without assistance.

23. Do we have to hire a bartender or 3rd party to serve our alcohol?

No. Renters are allowed to bring in and serve their own alcohol. The alcohol permit and security officer are the only requirements to serving alcohol. Alcohol may not be sold without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control. ***Alcohol cannot be consumed without an officer present. Please inform your family members, guests and vendors of this policy.*** Two kegerators are available for use at no additional charge. Please allow one hour for a keg(s) to settle before tapping. Standard, slim barrel kegs only.

24. Are candles allowed?

Yes. Wax candles may be used as center pieces and must be in containers where the flame is at least one inch below the enclosure top. Wax candles are not allowed on the stairs, floors or wall ledges. Electric (LED) candles may be used on the stairs, floors or wall ledges but must be in wooden, metal or plastic holders. For safety reasons, glass holders are prohibited on the stairs, floors and wall ledges.

No open-flamed or smoke devices including, but not limited to: fire pits, sparklers, candelabras, flambé, paper lanterns, smoke machines, etc. are allowed indoors or outdoors.

25. What can we use for our wedding send-off?

Birdseed is allowed outside the facility only. *Prohibited items for both inside and outside include: Confetti, bubbles, rice, silly string, glitter, sequins, sparklers, etc. Artificial flower petals may be used indoors; real flower petals may be used outdoors.* Please ask if you are unsure about any items.

26. Can we hang items from the walls or ceiling?

Decorations such as balloons and bistro/holiday lights may be tied to stairs and columns with zip ties, pipe cleaners, or twine/rope. No items may be hung from the ceiling. Lights can be strung across the width of the Main Hall, but they must be tied off on the rafters at the sides of the room. *Prohibited items include: nails, staples, screws, cellophane, Command hooks, or any other adhesive material on any City property.*

27. What are the dimensions of the steel wall, stairs and Main Hall north doors?

The steel wall is 36 feet long and consists of nine 4ft wide x 8.5ft tall panels.

The stairs are ~21 feet top to bottom; railings ~22 feet top to bottom.

The Main Hall north doors are ~7ft wide x 10ft high; the windows on the sides are each 1ft 10in wide. Pipe and drape or other backdrop display may be placed in front of the doors as long as the exit is still accessible in case of an emergency.

28. Can we decorate the steel wall?

Yes. Decorations can be hung with high-powered magnets or wreath hooks over the top of the wall. *Adhesives are not allowed. Writing on the wall with any instrument, such as, but not limited to chalk, dry-erase marker, etc., is prohibited.*

29. Can we rent during holidays?

No. The Thompson Barn, along with all other city facilities, is closed the following holidays:

New Year’s Eve* – after 5 p.m.	Veteran’s Day*
New Year’s Day*	Thanksgiving Eve – after 5 p.m.
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day*	Christmas Eve* – after 5 p.m.
Labor Day	Christmas Day*

*If a holiday falls on a Saturday, the Thompson Barn will be closed that day and the Friday before; if a holiday falls on a Sunday, the Thompson Barn will be closed that day and the following Monday.

30. When and where can we make reservations for the Thompson Barn?

Reservations are done in person at:

Lenexa Rec Center
Parks and Recreation Desk
17201 W 87th St Pkwy
Lenexa, KS 66220
Hours: Mon-Fri, 8:00 AM to 6:00 PM

Lenexa residents (those who pay Lenexa property taxes) must show proof of residency with a photo ID with the Lenexa address or a photo ID with a recent utility bill in the same person’s name in order to receive the resident discount. Residents must be present at the time of booking.

The Thompson Barn may be booked one year in advance on the first business day of the month for the same month of the following year. Reservation requests for dates less than two weeks out require at least 24 hours to confirm availability. A minimum of two hours is required between rentals to allow enough time to clean and reset the room.

To check availability, please call 913-477-7100, email parksandrec@lenexa.com or visit Lenexa.com/GetActive

Reservation Payment / Damage and Cleaning Deposit / Cancellations

DAMAGE DEPOSIT

Without Alcohol: \$150.00

With Alcohol: \$250.00 (*\$100.00 alcohol permit fee and security officer fee are separate*)

A damage and cleaning deposit (payable by cash, check or credit card) is required for all facility rentals and is due 90 days prior to the event. The damage deposit will be refunded within 21-28 business days following the completion of the facility rental if there are no damages to the facility, grounds, room(s) or its contents.

After the rental, if janitorial or facility maintenance is required above and beyond the normal cleaning process, the deposit will not be refunded and additional fees may be assessed. The renter will pay for additional fees by cash, check, or credit card within five business days.

PAYMENT

If the facility rental is \$500 or less, the full amount is due at the time of booking. Rentals that exceed \$500 require a \$500 payment that will be applied towards the total amount.

Full payment, along with the damage deposit, alcohol permit and stage fee (if applicable), are due 90 days prior to the rental date. If full payment is not received on time, then Lenexa Parks and Recreation reserves the right to cancel the event.

Reservations are done in person at the Lenexa Rec Center Parks and Recreation Desk, 17201 W 87th St Pkwy, Lenexa, KS 66219 anytime M-F between 8 a.m. and 6 p.m.

*Note: The Thompson Barn may be booked one year in advance on the first business day of the month for the same month of the following year.

CANCELATION

Cancellation of the reservation must be made in person at the LPRD Parks and Recreation Desk, or in writing sent via e-mail or fax to the LPRD. In the event of such cancellation, the Renter understands and agrees that the Deposit will be refunded in its entirety and the Rental Fee will be refunded, subject to the following schedule:

- a. More than 90 days from the reservation date: 100% refund
- b. 61-90 days from the reservation date: 75% Refund
- c. 31 to 60 days from the reservation date: 50% Refund
- d. 1 to 30 days from the reservation date: 25% Refund; and
- e. Less than 24 hours prior to the reservation date: No Refund.

The credit card used to pay for the reservation will be refunded within five (5) business days of receipt of Renter's cancellation or to the Renter by check within twenty-eight (28) business days, as applicable.

Facility Alcohol Permit

Beer, Wine & Liquor

Permit and \$100.00 fee are due at least 60 days prior to event.

To book security, return this Alcohol Permit to

Lenexa Parks and Recreation: email parksandrec@lenexa.com, fax 913-477-7151 or mail to address below.

Renter Name _____ Renter Phone _____

Address _____

Renter Email _____

Day of Event Contact _____ Cell Phone _____

Facility Reserved _____

Date of Reservation _____ Start Time _____ End Time _____

Alcohol Serving Start Time _____ Last Call Time* _____

***Last call should be at least one hour before rental end time to allow enough time to tear down and clean up.**

Security officer(s) must arrive 30 minutes before the start of service and remain onsite until 30 minutes after last call.

Two-hour minimum required for security.

Security Start Time (30 min before Serving Start Time) _____ Security End Time (30 min after Last Call) _____

Officers: _____ x Hourly fee **\$40.00** x # Hours: _____ = _____ **Amount due**

Up to 200 people = 1 officer, *200 to 300 people = 2 officers, *300 or more people = 3 officers

(*Maximum capacity: Thompson Barn = 200; Community Center MPR = 400; Senior Center = 80)

The renter must notify LPRD of any changes in attendance that will affect the number of security officers required.

The applicant understands and agrees as follows:

- **Alcohol cannot be consumed without a Lenexa Police Officer present. It is your responsibility to inform family members, guests and vendors of this policy.**
- **Security Fee is due in the form of cash and paid directly to the security officer(s) as soon as they arrive.**
- Lenexa staff will schedule the officer(s) for your event.
- Cancellation of a security officer must be made two business days prior to event. Renter will be responsible for two hours of pay to each scheduled security officer if cancellation is made less than two business days prior to the event.
- Renter or Day of Event Contact is personally responsible for the conduct of guests, vendors, and all aspects of the event.
- All persons in attendance must comply with all City, State and County laws regarding serving alcohol.
- No alcohol is permitted outside the building (except on the front patio of the Thompson Barn).
- This permit does not authorize the sale of alcohol. No person shall sell alcohol at the rented facility without first obtaining any and all necessary permits authorizing such sale from the Kansas Division of Alcoholic Beverage Control.

I have read the foregoing and agree to abide by all applicable laws, ordinances, rules and regulations of the Lenexa Parks and Recreation Department and the City of Lenexa.

Signature of Applicant

Date

Outside Vendor(s) Information Sheet

Please list all vendors/outside companies that you are using for your event who will be entering the rented facility. For example: DJ, caterer, florist, cake, photographer, transportation, rental companies.

Vendor Name & Contact Person	Service Provided	Phone #	Arrival Time*	Pick-up Time*

- Only vendors on this list will be permitted to deliver items for your event during your rented time.
- All vendors are the responsibility of the person renting the facility. Any damages or policy violations will be the renter's responsibility.
- Renter must inform vendors of all policies and procedures.
- ****Vendors and renters cannot deliver items before rented time, and items must be picked up by end of rented time. No additional space is available for storing items, nor are staff available to receive items.***
- Vendors may schedule an appointment with a concierge to view the facility without the renter present.

☐

I will not be using any outside vendors for this event.

I have read and understand the above policies:

Renter Signature

Printed Name

Date

Please return form at least 60 days prior to rental date to Lenexa Parks and Recreation by

Fax 913-477-7151, E-mail: parksandrec@lenexa.com, or by mail to address below.

Lenexa Parks & Recreation / 17201 W 87th St Pkwy / Lenexa, Kansas 66219 / 8a-6p M-F
Telephone 913.477.7100 / Fax 913.477.7151 / Email parksandrec@lenexa.com / www.lenexa.com

Thompson Barn — Tech, Amenities & Room Diagrams

Please return all pages to:

Lenexa Parks & Recreation: F 913.477.7151 | parksandrec@lenexa.com

Due 60 days prior to your reservation date. If rooms or items are not needed, enter N/A.

Renter's Name: _____ **Phone:** _____

Day of Event Contact Name: _____ **Phone:** _____

Event Date(s): _____ **Type of Event:** _____

Reservation Time: _____ **Event Start Time:** _____

Technology and Amenities

Below are options that the City of Lenexa provides at no additional charge.
Please select Y/N and circle or list which item that you will use for your event.

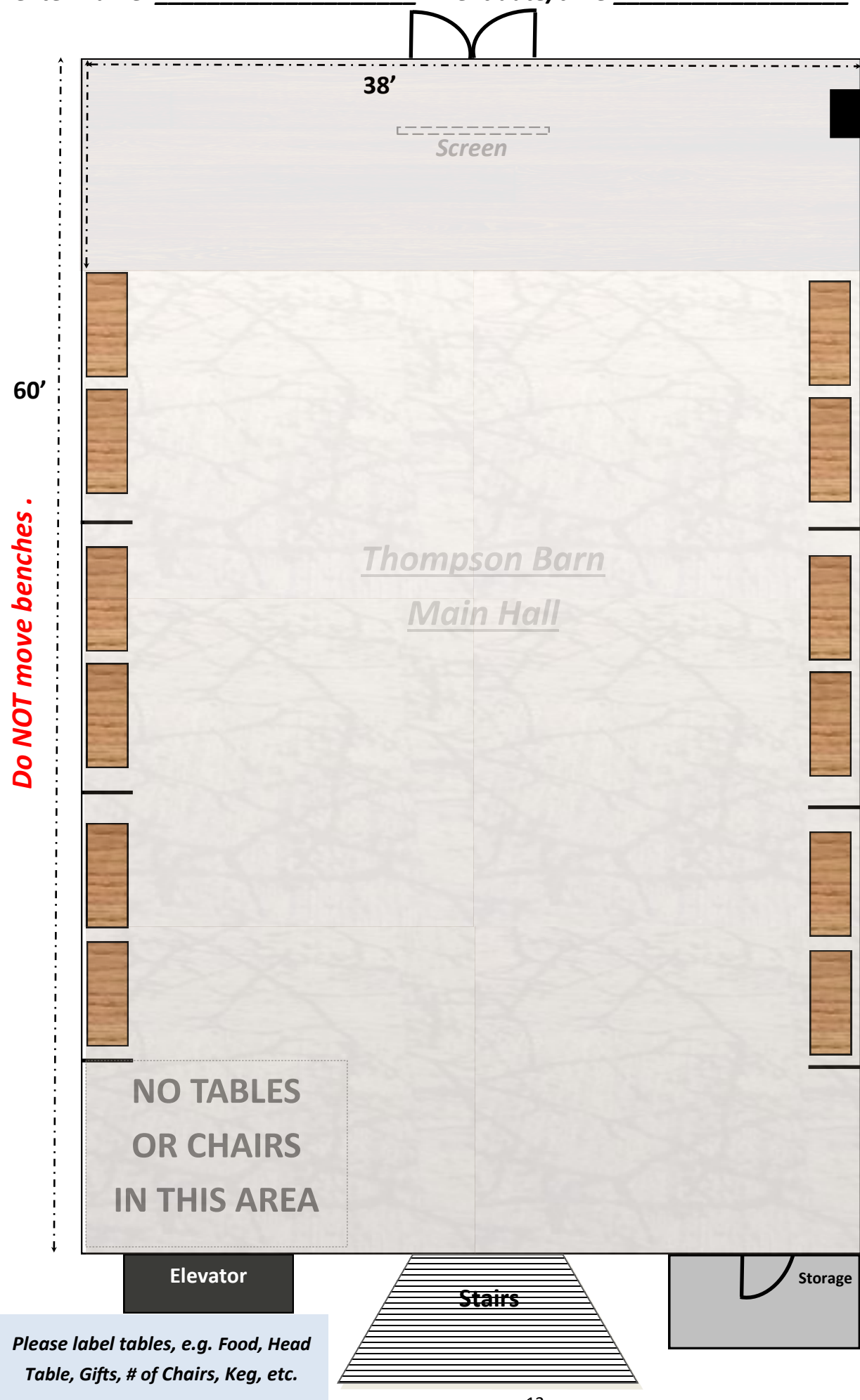
Technology Options

	Main Hall	Meeting Rooms
Will you be presenting a slideshow or showing a video?	Y / N	Y / N
If Yes, will you be using a laptop, pad device or our DVD/Blu-ray player? Your device must be VGA or HDMI compatible; you must provide own adaptors.	Type of device:	Type of device:
*Will you be playing music from a tablet, phone, or laptop? Your device must have a universal 3.5mm audio jack.	Y / N	Not Available
Are you wanting to watch Cable TV? Channels provided by Consolidated Communications.	Y / N	Y / N
Do you require a speaker phone?	Y / N	Y / N
Do you require a microphone? Hand-held (x2) Lapel (x2)	Y / N	Not Available
Wi-Fi is free: Connect to Lenexa Guest, open a browser and accept the terms.		
Please note: Any DJ wanting to use the Thompson Barn sound system needs to contact Lenexa Parks & Rec to test equipment prior to event. 913-477-7100		

Amenities Options

	Main Hall	Meeting Rooms
Business Meetings only: M-F, 8am-5pm— Complimentary coffee, tea & water Iced Tea: Y / N Water: Y / N Coffee: Y / N (10/20/____Cups) (10/20/____Cups) (10/55/100/____Cups)	Serving Time(s):	Serving Time(s):
Coffee urn: 55-cup 100-cup (Circle one or both—coffee/condiments not included)	Y / N	Y / N
Rolling cooler cart: 80-qt 140-qt (Circle one or both)	Y / N	Y / N
Lectern	Y / N	Not Available
Kegerator (x2) - please allow one hour for keg(s) to settle before tapping. Standard, slim-barrel kegs only.	Y / N	Not Available
Riser - 6"H: Circle size needed: 9'x10' 6'x10' 6'x15' -Draw on Main Hall diagram. *May not be moved once set up. No riser if dance area is needed.	Y / N	Not Available
Easel (x3): 70"H—gold metal (made for 38"H x 28"W x 1"D flip charts)	Y / N	Y / N

Renter Name: _____ Event date/time: _____



Banquet

160 max
(additional seating
on lower level.)

**Include room for
chairs and aisles
when drawing setup*

Ceremony: Main

Setups vary
depending on num-
ber of guests. Please
visit with staff for
options.

Classroom

75 max
25 rectangular
tables & 3 chairs
each facing front

Auditorium

200 max chairs only
~~~~~

**Available Tables &  
Chairs for Entire Barn**

30 - 6' rectangular tables  
(6 chairs per table)

24 - 5' round\* tables  
(8 chairs per table)

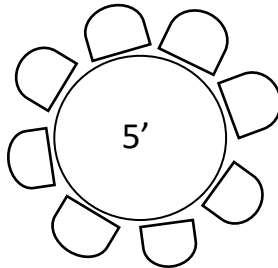
**\*Maximum 19 rounds  
in Main Hall\***

6 - 30"d x 42"h  
high-top tables

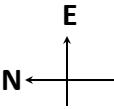
200 black, padded  
folding chairs

6' x 30"

2.5'



Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_



Patio  
(76' x 53')



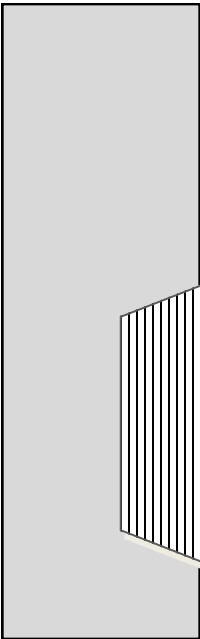
MAIN ENTRANCE

*Thompson  
Barn Lower  
Level*

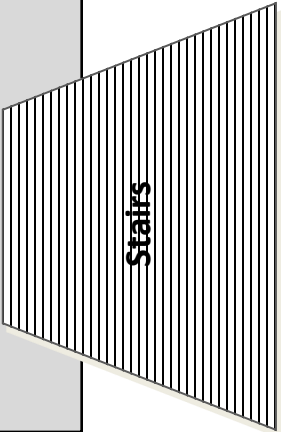
NO TABLES  
OR CHAIRS IN  
THIS AREA

OFFICE

Warming Kitchen



28' 5"



Stairs

15'

Steel wall and counter

Restrooms

Elevator

DO NOT BLOCK  
ENTRANCE TO  
ELEVATOR

67'

23' 6"



Setups vary depending on number of guests and tables needed in this space. Please visit with staff for options.

**Ceremony: Stairs**

50 chairs max

**Ceremony: Patio**

200 chairs max

**\*NOTE:** renter is responsible for setting up chairs/tables on patio and bringing them back inside.

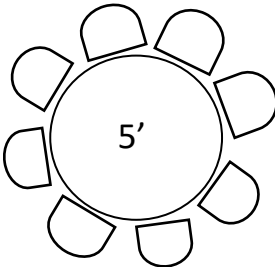
**\*Please include an indoor setup option in case of inclement weather.**

**Please specify if you are renting furniture from an outside vendor.**

● Columns

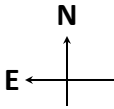
6' x 30"

2.5'

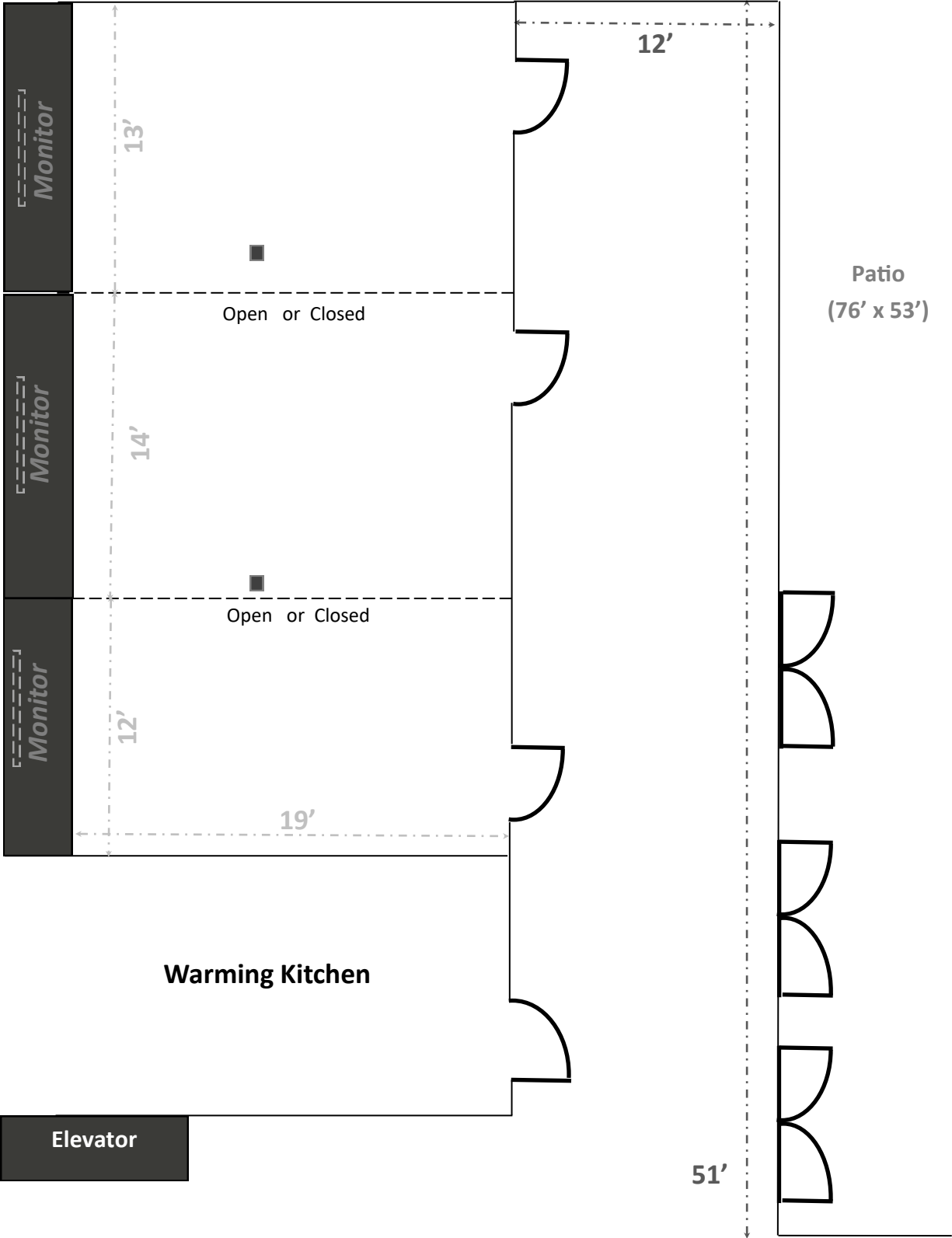


Please label tables, e.g. Food, Bar, Gifts, # of Chairs, Keg, etc.

Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_



# Thompson Barn Meeting Rooms



Setups vary depending on number of guests and tables needed in this space. Please visit with staff for options.

Up to 5 rectangular tables (U-shaped) per meeting room

Up to 2 round tables per meeting room

## Ceremony: Patio

200 chairs max

**\*NOTE:** renter is responsible for setting up chairs/tables on patio and bringing them back inside.

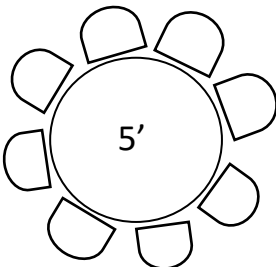
**\*Please include an indoor setup option in case of inclement weather.**

**Please specify if you are renting furniture from an outside vendor.**

■ Columns

6' x 30"

2.5'



Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.