



Wedding Specification Sheet 2022



The Aspen Room at The Stanley at 308 SE Douglas Street is 3750 sq ft with 14 ft ceilings and 3000 sq ft on the Aspen Rooftop. The Aspen room has bare brick walls, ornate tin ceilings, beautiful chandeliers, wood floors and plenty of natural light, it is easy to transform the space into your vision.

The Kingston Room at The Stanley 310 SE Douglas Street is a 2000 sq ft space with 14' ceilings, a gorgeous large chandelier, party lights, huge candle wall, barn doors, exposed white ceilings and all of the extras you expect from The Stanley. This room serves as a nice compliment for indoor ceremonies and more.

With 3 separate beautiful rooms, every couple is sure to fall in love with The Stanley. Clients consistently comment that they have found that their planning experience was made a lot easier with the help of The Stanley staff. We go above and beyond to make sure everything is stress free from the planning process to the day of the wedding.

Enjoy complimentary Something Borrowed Décor when you book an event at The Stanley. From iron to silver, lanterns to chandeliers, Something Borrowed is sure to have what you are looking for to create your dream event. Why buy it when you can “borrow” it?

Upscale amenities *included* in wedding rental:

Complementary planning meeting prior to event - for logistics and final details

Creation of a customized and detailed wedding day work order

Event Manager on-site during the event

Full ceremony and reception management, timeline and details organization assistance

Handle any day-of emergencies that may arrive

Provide vendor referrals of preferred vendors

Contacting vendors to confirm final details

Coordinate deliveries with all vendors according to detailed schedule

Rental time and access to the building from 2pm-12am.

Ensure all members of bridal party are on schedule for ceremony and grand entrance

Manage all Event setup/ tear down of tables, chairs, linens according to floor plan/work order

Cleanup (excessive cleaning is an additional fee). Host is responsible to remove all decorations they want to keep. Anything left behind will be considered trash and thrown away.

Consolidation and safe keeping of gifts

A wide array of FREE decor items from our Something Borrowed Inventory

FREE use of floor length premium quality linens and napkins in a wide selection of colors for all dinner tables

Free use of Chiavari specialty chairs or wood cross back chairs and our selection of tables – 4ft, 6ft, 8 ft, 72” rounds, 60” rounds, cocktail rounds, cake table, etc.

Bridal and Grooms Suite

Free use of our audio & video equipment in each room for general purpose use, not dancing music.

Located in Historic downtown Lee’s Summit

TO SECURE YOUR DATE - we require a signed contract and 1/3 down of total signed contract price as a non-refundable deposit.



WEDDING RENTAL PRICES for the Aspen Room and Rooftop

Max capacity (Aspen Room): Theatre **300**, Banquet (**round tables**) **280**, Tuscan style (**8 ft tables**) **300**

Max capacity (Rooftop): Theatre **300**, Inside the tent **260**, Banquet (**round tables**) **200**

Friday Reception: \$4300

Saturday Reception: \$5300

Sunday Reception: \$3300

Monday-Thursday Reception: \$2800

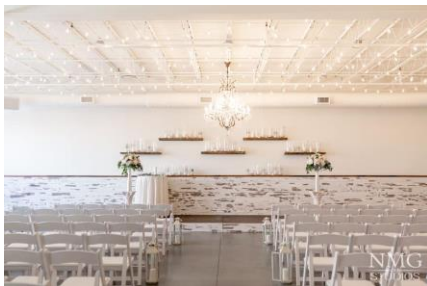
Rooftop Ceremony: \$1000 additional with a booked reception only

Rooftop Cocktail Hour: \$250/hour or complimentary with rooftop ceremony

Bar Setup for Rooftop Cocktail hour is an extra rate of \$175 for a portable bar.

1 hour ceremony rehearsal, included the Thursday before your event and can be scheduled starting from 5 pm to 7 pm.

Holiday's will be priced at the Saturday rate, when the holiday is on Saturday add a \$500 service fee.



WEDDING/CEREMONY RENTAL PRICES for the Kingston Room

Max capacity (Kingston Room): Theater/Ceremony Set **240**

Ceremony: \$1000 additional with a booked reception only

Ceremony only pricing in Kingston Room available upon request.

ADDITIONAL CHARGES at The Stanley Event Complex

At the Stanley we pride ourselves in minimal additional fees. Below is a list of the only extra charges.

Sales Tax - 8.85% of taxable items determined by the state, Day of Event Insurance - \$265, Customized GOBO - \$125

Bar Fees and Staffing Fees - \$35/hour depending on event and bar needs.

Additional information

A non-refundable deposit (1/3 of rental price) is required with a signed contract to hold the event date. This is applied to the balance due.

Our bartenders are required for any bar service. The fee is \$35/hour with 1 bartender per 100 guests for a full service bar. Any portion of the bar can be hosted or cash bar. If there is not a bar at the event, there is a \$750 service fee at the Aspen Room.

Wedding planners/coordinators must be approved by The Stanley. Our Event manager will have final say on everything the day of the event.

Ample Free parking is available within walking distance.

Tax of 8.85% is added to the final balance. (Subject to change if/when tax increases)

Operations Staff is \$35/hour and is required at the Aspen Room.

Wi-Fi is available throughout the building.

Outside catering (must be licensed and insured) only. The caterer must stay on-site throughout the entire meal. The caterer must provide staff for table cleanup and prep room cleanup. Non-alcoholic drinks must be provided by the caterer or purchased through The Stanley.

Alcoholic beverages must be purchased through The Stanley, who holds the liquor license for the venue. Additional security is required for the Aspen Room and Rooftop.

For the safety and comfort of all our patrons, animals are not permitted in The Stanley. Guide, signal or service dogs (as defined by Law) are allowed.

The Customer is responsible for all major damages, except normal wear and tear as outlined in the contract. You will be informed of any damages after your event with written reports and photographs as soon as they are documented.

No tape, tacks, nails or semi-permanent or permanent fastening may be used anywhere in The Stanley. **All candles must be enclosed to protect from dripping wax. Damaged linens will be the responsibility of the host and are \$30/linen.**

The Stanley Event Complex is a non-smoking facility. Smoking areas are provided outside the building.

In-house audio/visual:

Historic Space:

1. Flat Screen TV's or Projector Screen
2. Sound System for background music and microphone use only – IPOD compatible
3. Specialty Up-lighting - Many colors available

Aspen Room:

1. Projector with Dropdown Screen on 2nd floor only
2. Sound System for background music and microphone use only - IPOD compatible
3. Specialty Down-lighting - Many colors available

Photo Montage's or Photo/information presentations may be run at either building through our system. Following is a list of approved formats and transfer media that will work on our system:

1. Flash Drive - JPG Photos can be ran on each of the TV's in random order or consecutive by the name of the photo file. JPG files work best. Movies in .mp4 will usually work from a Flash Stick in our DVD player.
2. Laptop computers - All files in a specific program like PowerPoint, Acrobat, etc. will need to be run from your laptop that the file was set up on. If you use your laptop you will need to make sure it will have the correct hookups to work on our system. PC working on Microsoft format will need to have either an HDMI port at both buildings for the Historic Space. PC working on Apple format needs to have any adapter to hook up to HDMI ports.
3. E-mail the file to Tyler at tylerking.thestanley@gmail.com and he can check using your file with our computer.

All photo/movie files must be brought in for trial run at your Ceremony Rehearsal to make sure they will work the night of your event. If you don't have a trial run, we cannot be responsible for your file not working. If you have any questions, please give us a call.

Aspen Room at The Stanley Rooftop Information

The Rooftop Ceremony Fee Includes:

- The set up of enough chairs to accommodate your guests up to 300
- The set up of the stage with the tables and/or chairs you need
- Audio set up for your music and microphone needs
- Use of Rooftop 1 hour prior to ceremony for décor set up, length of ceremony and 1 hour after for pictures with wedding party/relatives
- The Rooftop will also be available for a scheduled 2 hour period during your reception.
- Our event staff will assist guests before, during and after the scheduled time of your event
- 1 hour rehearsal on the Thursday before your event

The alternative location for the Rooftop is the Kingston Room. Partial Sets are available in the Aspen Room. If due to weather the Rooftop is not available, there will be the following options:

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| 1. All guests and family sitting at tables and very minor reset needed for reception, includes rehearsal: | \$300.00 |
| 2. All guests sitting at tables, family sitting in rows in front of altar, reset to include head table, food tables and other small adjustments needed for reception: | \$500.00 |
| 3. All guests and family sitting in rows, theater style in Kingston Room Only up to 250: | \$1000.00 |

Details of where your event fits in the above options will be decided between you and your event coordinator at the first available meeting and will depend on your guest count.

Downtown LS Parking Map

