

## FIRE STABLES

# Basic Event Package

3 day event package for up to 225 guests

*This Package Fee: \$3,550*

- Half the event fee and a signed contract are due at the time of the reservation with the reminder due 30 days prior to your event.

- A \$500.00 security deposit is also required 30 days prior to the event and will be refunded by the following week, after the facility has been returned to it previous condition providing all regulations regarding time onsite have been followed.

## *Rental fees include*

Full event space: Gazebo and outdoor seating, main lobby, upper level, side viewing rooms, bride and groom rooms, front porch and balcony.

Full access to tables and chairs for 225 people.

Use of high-top tables and rectangle tables

Large spacious bathrooms

Indoor parking in east arena

Access to onsite trash system, dumpster, and recycling

Cool touch LED can lighting

Vendor prep room with refrigerator and freezer

## *Fee Information*

Fee for event is \$3,350 First half of event fee is a \*non-refundable deposit that saves your date\* Refundable security deposit: \$500/credit card charge or check for \$500.00 to be refunded after checkout and determination of zero damage to facility and check out procedures were followed. Please note that there is a per wine glass replacement fee if broken or not returned of \$2.00 per. First half of payment in the amount of \$1675 has been received and date is reserved. Second half of payment in the amount of \$1675 is due on \_\_\_\_\_ (30 days before the event takes place.)

Initial \_\_\_\_\_

Date \_\_\_\_\_

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<i>Friday</i>	12:00 pm	8:00 pm - no rehearsal dinners
<i>Saturday</i>	12:00 pm or five hours before ceremony, or as agreed upon in writing ahead of time with facility	11:45 pm - alcohol, food, and trash should be removed and floors should be swept.
<i>Sunday</i>	9:00 am - 12:00 pm only	Final clean up - mopping and all remaining items removed.

Being on the property before or after these designated times without prior approval can result in the loss of a portion of your security deposit and may result in additional fees. Please make sure all your family and friends are aware of these conditions before they arrive.

**You or your designated person must be onsite when there is any guest or vendor on the property.** You are solely responsible for the rental space, your guests, and your vendors, during the above times. Fire Stables is not responsible for any lost items, damages, injuries, or legal action as a result of any behavior or action taken by you or your guests from the time you check in until you check out. A staff member may or may not be onsite to help with questions when they come up - you will have a cell phone number of a staff member. Please have only renters contact Fire Stables with questions about your event space or specific issues - to protect you and your event we will not discuss your event with anyone other than you or one (1) other predetermined person such as a planner or coordinator. Remember that your vendors are insured so be sure and watch for potential damage as they load in and out.

Initial \_\_\_\_\_

Date\_\_\_\_\_

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*Renter and/or guests of renter are allowed to*

- Serve food and alcohol utilizing outside vendors at their own risk.
- Access attached kitchen and authorized guest/vendor space.
- Use provided Fire Stables trash receptacles or rent larger ones and use the dumpster behind the barn for trash
- Use flameless candles.
- Take photos outside.

*Renter and/or guests of renter are not allowed to*

- Enter any office space, or the stall barn aisles without being accompanied by an employee.
- Pet, feed horses, open gates, enter stalls unless previously authorized, or unless the horse is owned by the renter or guest.
- Bring any outside animals to the barn or arenas unless previously authorized.
- Swim, fish, or allow any use of boats in any ponds on premises.
- Hunt, or allow hunting anywhere on the premises.
- Use fireworks, firearms or have open flame of any kind - sparklers are not allowed.
- Absolutely NO mounting the house sculpture or depositing of anything into the fountain.**

*Fire Stables utilizes a Check-In Check-Out system*

At check-in, renter will be met at the barn by a staff member who will be able to answer any questions and give a brief explanation to any vendors. Vendors can visit the facility ahead of time during normal operation hours, but a complete check-in must occur before tables, chairs, and decorations are set up. Similarly all clean-up, table and decoration removal must be complete prior to checking-out with a Fire Stables employee at a predetermined time. Refund of security deposit is dependent on this occurring. A member of the wedding party must be onsite any time there is a vendor or guest at the facility. **All vendors will use the back entrance to load and unload their equipment. There must be a member of the wedding party here at all times when rental companies are loading and unloading.**

*General Conduct*

Renter assumes all responsibility for any situation involving their guest and/or vendors at their event. If alcohol is served the renter assumes all responsibility for the actions of their guests and attendees. The renter agrees that all measures necessary will be taken to ensure that guests follow state laws regarding alcohol consumption especially those relating to driving under the influence and underage consumption. Fire Stables reserves the right to determine if anyone is considered a nuisance and have them removed (by police if necessary). This includes guests and/or vendors. The renter assumes responsibly for any and all damages to the facility, property, and furnishing incurred by any guest, or vendor, before, during, or after the event from check-in until check-out time. The affixing of decorations must be pre-approved before or at check-in. Nail holes, tack holes, and tape are considered damage. Please use command strips or a similar product that will not damage the paint or wood. As this is a working horse facility, all children must be supervised at all times for their own safety and the safety of others. Fire Stables is a tobacco free facility. The only smoking area is on the lower level front porch. Cigarette butts are considered damage if left on the ground outside the facility and will result in a loss of portion of security deposit. ALL trash, alcohol, and all food items must be disposed of prior to leaving Saturday night. Facility must be returned to a minimum clean conditions Saturday night. Decoration removal, sweeping, mopping and vacuuming must be done before check out on Sunday. Parking is the responsibility of the renter and must not restrict emergency vehicles from entering the barn. Fire Stables staff will help with parking if possible, but please have one to two people on hand to help. Fire Stables is an operational horse facility and as such, lessons and training may be occurring in the arenas, round pens, and/or outdoor working pens at the barn at any time before, during or after the event listed above.

Failure to comply with these policies can result in the loss of renter's security deposit and/or additional charges to renter.

In extreme circumstances, Fire Stables reserves the right to cancel any event at any time with a full refund.

Initial \_\_\_\_\_

Date \_\_\_\_\_

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*Event Information*

Date of event rental: \_\_\_\_\_

Total Number of Guests: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Brief description of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Renter Information*

Renter (person financially responsible for event) \_\_\_\_\_

Email Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Back up contact name: \_\_\_\_\_

Back up contact phone: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Fire Stables Employee Signature \_\_\_\_\_

**FIRE STABLES**

*Preferred Vendors List*

**MUSIC, DJ, AND LIGHTING**

Brandon Wofford - [www.completewedo.com](http://www.completewedo.com)

Logan Kullman - [www.completewedo.com](http://www.completewedo.com)

Phil Wentz - Show Pro Audio - 785.856.7767

**CATERING AND BARTENDING**

Scrape the Plate - 816.268.3380

Plaza Catering - 913.383.8800

Brancato's Catering - 816.765.4707

Kansas City Catering - 913.492.2632

Classic Catering - 913.492.2632

Erin Crook Bartending - 816.217.5384

3 Blondes and a Martini - 816.960.6666

**PHOTOGRAPHY AND VIDEOGRAPHY**

Complete Weddings & Events - 913.432.1111

Photographer - MARRISA CRIBBS - 316.640.5932

Videographer - Nate Robinson - 620.719.0506

[nathanjrobinson@gmail.com](mailto:nathanjrobinson@gmail.com)

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*Helpful Measurements*

Entry opening of Gazebo is 87 inches across

Path from driveway to gazebo is 212 ft long

Mezzanine opening above lobby is 37.6 x 16.4 feet

Email us for a PDF of full measurements of rental space

## FIRE STABLES

# Frequently Asked Questions

### **CAN WE USE OUR OWN VENDORS?**

Yes- Fire Stables is an open vendor facility which means you bring in your sound system, catering, bar service, and lighting. Most couples find this to be much more cost effective and it can add a more personal touch to your event. If possible, try to choose vendors that carry insurance.

### **CAN WE HAVE OUR CEREMONY OUTDOORS?**

Yes - our beautiful white gazebo is the perfect spot to share your vows, and the outdoor photos are breathtaking. And, since we are in Kansas, we do have indoor options in case of inclement weather. All receptions are indoors.

### **CAN WE USE DECORATIONS?**

Yes- you are allowed to decorate within reason as long as you leave no marks behind (nail or tack holes) and everything must be removed within the times specified in the above agreement, immediately following your event. We recommend using command strips for hanging.

### **CAN WE USE FIREWORKS?**

Unfortunately, no - Fire Stables is located within Lenexa City limits, therefore open fires, fireworks, firearms, floating lanterns and sadly even \*sparklers\* are strictly prohibited.

### **DO YOU OFFER PLANNING OR MANAGEMENT FOR OUR EVENT?**

No, we are a rental facility only. However we do have a list of recommendations if you are looking for a planner, or specific vendor.

### **HOW IS PARKING HANDLED?**

We use the indoor arena space on one side of the facility for all event parking. On some occasions, we may have interns on-site an hour or two before your event to explain the parking organization to someone from your event and possibly to help direct event attendees as they arrive in their vehicles. If a vehicle must be left at the facility overnight, it must be moved to the spaces outside the front of the facility. The arena must be empty by 11:45pm on the day of the event so it can be available for normal usage.

### **WHAT IF THERE ARE CIRCUMSTANCES THAT PREVENT US FROM BEING ABLE TO GET MARRIED ON THE DATE WE ORIGINALLY CHOSE?**

Deposits are usually non-refundable. If you need to postpone the date of your event, you may choose from the other open dates on the facility calendar to reschedule. In cases where the event is cancelled or must be delayed for an unknown amount of time, speak with the facility manager to see if a portion of your deposit can be refunded.