



**MONARCH COFFEE
EVENT SPACE RENTAL INFORMATION**

3550 Broadway, Kansas City, Missouri 64109

thedrawingroom@monarchkcmo.com



The Drawing Room

The Drawing Room is a multi-functional space in the lower level of Monarch, which will accommodate up to 36 people for sit down events, with a max occupancy of 50 people for mixed seating/standing “cocktail style” parties.

Amenities provided:

Up to 8 rectangular tables & 36 chairs

Lounge area

Private restrooms (2)

Wifi

Speaker with ipod connection

Outside food/catering allowed, but food must be pre-prepared (no kitchen or food prep available)

*Additional outside table rentals are allowed--please arrange this with us prior to the event.

PRICING

Day Rental

Between 7am-7pm

Mon, Tues, Wed, Thurs, Fri	Sat, Sun
\$75 per hour	\$100 per hour
Two hour minimum	Three hour minimum

Rental period INCLUDES set-up/tear-down time.

Set-up can begin at 7am, but no earlier.

Option 1: Space rental, with coffee bar (your guests pay for all orders)

Option 2: Space rental with **tabbed** coffee bar (renter pays for all orders)
Credit card for tab to be provided prior to start of event
*18% gratuity will be added to tabs

Add-ons: Brewed coffee, by request, price variable
Pastries provided, by request, price variable
Must be added at time of agreement, to give us time to discuss & arrange your order.

Evening/After-hours Rental

After 7pm

Mon, Tues, Wed, Thurs	Fri, Sat
7pm-10pm <i>Event must end & space must be cleaned/vacated by 10pm, or additional charges will be added.</i>	7pm-12am <i>Event must end space & must be cleaned/vacated by 12am, or additional charges will be added.</i>
\$125 per hour	\$175 per hour
Two hour minimum	Three hour minimum

Rental period INCLUDES set-up/tear-down time.

CAFE LEVEL

Our cafe level is currently available for rent after-hours. Maximum occupancy: 70 people.

PRICING

Mon, Tues, Wed, Thurs	Fri, Sat
7:30p-11pm <i>Event must end & space must be cleaned/vacated by 11pm, or additional charges will be added.</i>	7:30pm-12am <i>Event must end space & must be cleaned/vacated by 12am, or additional charges will be added.</i>
\$350 per hour	\$400 per hour
Three hour minimum	Three hour minimum

Rental period INCLUDES set-up/tear-down time.

Amenities:

Access to all cafe furnishings
Restroom
Wheelchair accessible
Sonos speaker system (discuss to set up ahead of time)

Wifi

Street parking

Outside food/catering allowed, but food must be pre-prepared (no kitchen or food prep available)

CAFE BUY-OUT (all day):

Contact us for quote.

Terms:

- A 50% deposit is required to hold your space rental. The remaining 50% is required by the day of the event, prior to event start.
- Deposits are refundable if a cancellation is received **14 days prior** to the event date.
- Cancellations received within 14 days of the event are non-refundable.
- Parties are responsible for cleaning the space, returning to its original state, and bagging all trash. (Due to limited dumpster space, we are unable to dispose of any large/bulky trash items, such as cardboard boxes.)
 - *A \$100 cleaning fee will be assessed if the event space is not returned to its original state.*
 - *Additional fees will be applied in the instance of damage to the space.*
- The rental period includes set-up time and **early arrivals cannot be accommodated**, as the space may not be available due to another event. Early arrival may result in additional charges to the final invoice.
- Parties are responsible for vacating the event space promptly within the time allotted, and may be charged additionally for overage times.
- All open tabs must be paid by the event end time & prior to vacating the premises
- Candles, perfumes, and scented items are not allowed.
- Decorations may not be adhered to the walls.
- Non-smoking facility
- **NO FIREARMS. CONCEALED & OPEN CARRY PROHIBITED.**
- Credit card info must be provided prior to event, in case of unpaid tab, additional fees or damages assessed (information shredded post-event)

Accessibility: Due to the architecture of the historic Ambassador Building, The Drawing Room does not have a wheelchair lift. Should you have a guest who is unable to use the stairs, please let us know, and we will discuss accessibility options with you.

Submit a [RESERVATION REQUEST](#) to book!

A space is reserved with the execution of a signed rental agreement and 50% deposit.