

Tours/Booking

Do I need an appointment to tour the venue?

 Yes! We ask that you contact our Sales Manager to set up a time to view the space.
 You can schedule a tour by emailing info@abbotteventskc.com or calling 816-982-1014. We offer tours Monday through Friday and can typically be flexible on times.

What is required to book?

 In order to officially book your special event, we require the signed contract and retainer fee. The retainer fee is 50% of the flat venue fee + ceremony fee (if holding your ceremony in the space).

General Venue Amenities

How many people does each space hold?

- The Abbott can hold up to 500 seated or 1,000 standing.
- The Harlow can hold up to 175 seated or 250 standing.
- The Bardot can hold up to 200 seated or 350 standing.

Can I rent out certain rooms of the venue or do I have to rent the whole thing?

 \circ $\,$ $\,$ The entire space is included in the venue rental.

Do you offer coat check at all of your venues?

 The Abbott and The Harlow have designated coat check areas with staff available for rental. Coat check can only be tended to by venue staff members.

Do you have a bridal suite/groom's room at all of your venues?

 The Abbott and The Harlow have bridal suites, while The Bardot has both a bridal suite and groom's room.

Do you offer valet parking?

We partner with ParkIt Valet to offer this service. Your Venue Manager can assist you
with setting this up.



Pricing/What's Included

What is included in the wedding ceremony price?

• The ceremony fee includes the setup/breakdown, flip, one-hour rehearsal 1-2 days before the event, and one extra hour of event time.

Do you have holiday fees/pricing?

• This depends on the holiday. Please ask our Sales Managers if you are inquiring about an event on a holiday day/weekend.

What size tables do your venues have & how many of each?

- The Abbott has 50 60" round tables, 50 72" round tables, 10 8ft tables, 10 6ft tables, 18 highboys, and 2 cake tables.
- The Harlow has 15 60" round tables, 10 6ft tables, and 10 highboys.
- The Bardot Has 25 60" round tables, 10 6ft tables, 10 8ft tables, and 10 highboys.

What is included in the venue rental fee?

• The flat venue rental fee includes the tables, chairs, 5 hour event time, 5 hour setup time, and access to the entire venue for the full event time.

Can I purchase extra event time if I want my event to go longer than 5 hours?

• Yes! Additional event time is \$800/hr and \$200/hr for setup time.

What else can I add to reach the minimum?

If you do not reach the bar/upgrade minimum through your bar package, we have a variety of upgrades at each space including but not limited to a mobile bar, signature cocktails, suite stocks, or chargers. Check with your Venue Manager for the full list of options!

Do you have an in-house photo booth?

 Yes! We have a free standing photo booth that can be rented for \$999 for the full setup and event time.

How many bartenders will be staffed for my event?

• All bar packages include 1 bartender for every 75 guests. You can purchase an additional bartender for \$50 per hour per bartender.

Do you accept payment plans or do I have to pay the whole rental fee at once?

• After booking your event, you will create a payment plan with your Venue Manager. Payments are due every 90 days leading up to your final 30-day meeting.

What forms of payment do you accept?

 We accept checks and credit cards. A 3% credit card surcharge will be applied to all payments excluding the initial retainer fee.



Venue Manager Responsibilities

- Do I need an appointment to meet with my Venue Manager?
 - Yes. Your venue manager has a varying schedule, so please contact them to schedule out a time that works for all of you to meet!
- How often do I meet with my Venue Manager?
 - As often as you would like!
- What does my venue manager do on the day of the event?
 - The venue manager will ensure that your tables, chairs, and linens (if applicable) are all set upon your arrival. They will then continue to set up the bar and prepare for the start of your event. During the event the venue manager will be available for any questions or concerns that may come up. At the end of the night your venue manager will check out all of your vendors and close the venue for the evening.

Vendors

- Do you have an open vendor policy? Are there any fees for bringing certain vendors in?
 - We have an open vendor policy, not including AVV (see AVV section for more details). Per our contract, any vendors chosen not from our recommended vendors list are subject to a \$250 charge. We request you check with your Venue Manager about all vendors.
- Do you recommend having an event planner or coordinator?
 - While it is not required, we highly recommend hiring an event planner or coordinator. There is a large difference between the role of a venue manager and an event planner or coordinator. It is important to understand the difference in responsibilities the day of your event. Please check our recommended vendors list for wonderful options for planners and coordinators!
- Do you have any relationships with hotels in the area?
 - Yes! We own the Hotel Indigo in the Crossroads and provide various discounts/room block options. Please check with your Venue Manager for more information.

Food/Beverage

- Can we bring in our own alcohol?
 - You cannot bring in any of your own alcohol at any point or time throughout the set-up, event time, or tear-down time.
- Do you have an open caterer policy?
 - Yes! We just require that your caterer is licensed, insured, and has a serving staff. Check out our recommended vendors list for awesome caterers!



Event Timing

- How early can we get in to set up?
 - The venue rental includes a 5 hour setup time, which is the five hours prior to the event start time. For example, if your event begins at 5pm, doors open at 12pm for setup.
- What time does my event have to end?
 - All events must be concluded by 11pm. We provide one hour of cleanup time for your vendors. All guests and belongings must be out of the space by midnight.
- Can I pick up my remaining items the next day?
 - Everything must be out at the end of the night unless other arrangements have been made with your Venue Manager.

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- Do you have AV on site?
 - The AV that we offer on-site is run through Icon Events Group. All usage of on-site AV must be contracted with Icon. No additional use of in house AV will be allowed.
- What if I want to have a band or DJ?
 - Bands and DJs are great! There is simply a buy-out fee of up to \$500 for utilizing a band or DJ (other than Icon). Ask your Venue Manager ways to supplement this fee with other upgrades!

Furniture/Linen/Decor Rental

- Do we have to rent our own linens?
 - We can order and invoice for your linens. You can also rent linens through your vendors. This is up to your preference! If we order the linens for you, we will ensure that they are on the tables upon your arrival for set-up, and we will be responsible for bagging them and returning them to the rental company at the conclusion of the night.
- What is the decor policy?
 - You are welcome to bring in any decor, excluding bird seed, confetti, rose petals, rice, or any other items of that nature. Flames are allowed, but candles must be in votives.



Day-Of Event

Will your staff set up my decorations?

• Unfortunately, no. Your Venue Manager will be busy throughout set-up ensuring that they are able to efficiently complete their role in your big day in a timely manner! It is your responsibility, or the responsibility of anyone you hire/choose to coordinate for you, to set up and tear down your decorations. This is where a planner or coordinator becomes a huge help!

Can we make a grand exit at the end of the night?

 Absolutely! Please chat with our Venue Manager about specific venue recommendations for your grand exit.

Do you provide security?

Yes! An off-duty KCPD officer will be hired for every event. They will spend time patrolling the parking lot, checking in with the Venue Manager on any needs inside of the venue, ensuring nobody is being over-served, and ensuring that your event is as safe and secure as possible!