

LA VILLA

4120 BALTIMORE, KC MO
INFO@LAVILLAKC.COM

GENERAL SPACE INFORMATION

TOURS

- Tours are scheduled by-appointment-only. Drop-in tours are unavailable, so please email or call us to schedule your tour.

CAPACITY

- **La Villa capacity is 150 seated max.** 190 for cocktail. (Cocktail parties will have a limited number of tables and chairs)

THE SPACE

- Each renter is provided with full use of the La Villa space. This includes: The Ballroom, Reunion Room, Zia Room and El Patio.

RATES

- **Saturdays*: \$3500** (plus 8.675% sales tax)
- **Fridays & Sundays: \$3000** (plus 8.675% sales tax)
- **Mondays-Thursdays: \$1500** (plus 8.675% sales tax)
- **Non-wedding weekday events:** Please contact us to provide more information about your event.
- **Ceremony Only: \$2000** (Max 5 hours, includes chairs + full use of space)
- **Rehearsal - \$250 per hour** (Max 2 hours) Notified 2 weeks before date If space is available
- **La Villa Space Security Deposit: \$500**

ACCESS

- La Villa will open on the day of your event as early as 12 PM.
- La Villa is accessible to you for a total of a 10 hours. The flexible time period includes your set-up, event and clean-up times and allows you to schedule the details of your day however works best for you. (This includes a 3 hours for set-up, 6 hour event block and 1 hour for clean-up)
- **All event/entertainment must end and clean-up must begin by 11PM**

STAFF

- La Villa event staff will be present throughout the duration of your event. They will only be available to assist with any needs regarding the actual space.
 - La Villa staff is not responsible for moving furniture and/or conducting “room flips” during an events rental hours.
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FURNITURE

- 12 black high top tables will be available at no cost
- **150 available Garden Chairs available at no cost**
- **19-8' rectangle tables and 2-5' round tables available at no cost**
- Renters are welcome to rent your own tables and chairs
- La Villa does not provide linens

FOOD

- La Villa allows for an open catering policy for private events. You may bring in your own food
- If you hire a caterer they must be licensed and insured to do business in the state of Missouri and the city of Kansas City
- If your event is open to the public, your food must be provided by a caterer licensed and insured to do business in the state of Missouri and the city of Kansas City
- **All vendors will need to schedule a walk-through to determine legal documentation and explain venue policies and agree to vendor closing checklist.**

DRINK

- La Villa allows renters to bring in their own alcohol for a private event
- If you hire a vendor for alcohol service the vendor must be licensed and insured to do business in the state of Missouri and the city of Kansas City
- If your event is open to the public, all alcohol must be purchased from a licensed vendor and be served by a bartender licensed in the State of Missouri
- **Last call will be made at 10:00 PM for bar service.**
- **All vendors will need to schedule a walk-through to determine legal documentation and explain venue policies and agree to vendor closing checklist.**

FOOD PREPARATION

- A prep area is available for use by food vendors. Cooking is not allowed inside.

FLOOR PLAN

- La Villa staff will set the room for you prior to your event.
 - Guests are responsible for their own room flip.
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ENTERTAINMENT

- Hired event entertainment vendors must provide their own sound system and equipment

PARKING

- La Villa provides a 40 space private lot-parking available to renters at 5:30 PM on weekdays and at 11:00 AM on weekends
- Street parking is also available
- No overnight parking is allowed

SECURITY

- Security is provided by an off-duty KCMO police officer (scheduled and procured by La Villa staff) and is required for all events. Security is charged at \$40/hour, beginning 30 minutes before your guests are scheduled to arrive, until your last event-affiliate has left the building

INSURANCE

- All renters must provide proof of General Liability Insurance for the event rental date. A certificate of insurance must be completed and submitted 45 days prior to the event (A licensed caterer should be able to provide a General Liability Insurance Certificate at little or no charge to you)

DEPOSIT / BALANCE

- The rental deposit is due at the time of booking and is 50% of the entire balance. The remaining balance total and the security deposit will be due 45 days before the event date

CANCELLATIONS

The rental deposit is non-refundable.

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LA VILLA SEATING PLAN (150 GUESTS)

