

## FIRE STABLES

# Premier Event Package

3 day event package for up to 225 guests

Package Fee: \$4,250

- This is the Fire Stables Premier Event Contract - In order to save your date, you must complete this entire document and return it in person or by email.
- Deposits can be paid by check or through email once the contract is received. Your date will not be saved until payment has been received.
- A \$500.00 **CASH** security deposit will be required at check-in on Friday and will be refunded after the facility has been returned to its original condition with no damages. Missing or damaged property and tow fees will be deducted from the security deposit.

## Rental fees include:

Full event space: Gazebo and outdoor bench seating, main lobby (first & second-level), west viewing room, bride and groom rooms, front porch, and balcony.

Full access to pre-set up tables and chairs on the second level  
(Lobby and vendor tables must be set up by renter)

Use of cocktail, round, and rectangle tables

Polyester table linens provided and set up

Large spacious restrooms

Indoor parking inside east arena

Access to onsite dumpster and recycling

Vendor prep room with microwave, refrigerator, and freezer

Access to small event room with private kitchen for the weekend

Facility Security

## Fee Information

The first half of the event fee is a \*non-refundable deposit that saves your date\*. Please note that there is a wine glass replacement fee if broken or not returned of \$5.00 each. The first half of the payment in the amount of **\$2,125** has been received and the date is reserved. The second half of payment in the amount of **\$2,125** is due by \_\_\_\_\_ (60 days before the event date).

Initial \_\_\_\_\_

Date \_\_\_\_\_

FIRE STABLES

Basic & Premier Event Package

3 day event package for up to 225 guests

Friday

12:00 pm check-in

9:00 pm

Saturday

12:00 pm or as agreed upon in writing ahead of time with facility

11:45 pm - alcohol, food, and trash MUST be removed.

Sunday

8:00 am - 3:00 pm

Final clean up - vacuum, 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 family and friends are aware of these conditions before they arrive. **A member of the party 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 the event manager. Please have only renters contact Fire Stables with questions about your event or specific issues - 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 guests of renter are allowed to:*

- Serve food and alcohol utilizing all outside vendors at their own risk.
- Access to vendor prep room and authorized guest/vendor space.
- Use provided trash bins with a trash transport dolly and the dumpster behind the barn.
- Use flameless candles.
- Take photos in and outside.

*Renter and 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 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 an open flame of any kind.
- \*Confetti and glitter are not allowed on the premises or inside the building.(No artificial flower petals outside)
- Absolutely NO mounting the horse sculpture or depositing anything into the fountain.**

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

At check-in, the 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 family/vendors. Vendors may visit the facility ahead of time during 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 completed prior to checking-out with a Fire Stables employee at a predetermined time. Refund of the 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 on premises.**

*General Conduct*

→ Renter assumes all responsibility for any situation involving their guests and/or vendors at their event. If alcohol is served, the renter assumes all responsibility for the actions of their guests. 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 responsibility 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/fishing string 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, will result in a loss of portion of security deposit. Parking is the responsibility of the renter and must not restrict emergency vehicles from entering the premises. Our staff will help with parking if possible, but please have one or two people on hand to help. Fire Stables is an operational horse facility and as such, lessons/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 the renter's security deposit and/or additional charges to the renter.

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

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Event Information

Date of Event Rental: \_\_\_\_\_

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

Rehearsal: (Yes/No) \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Ceremony: (No earlier than 3pm) \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Reception: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Sunday Brunch: (Yes/No) \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Additional Linen Rental:	_____	108"/120" Round
	_____	60x120" Rectangle
	_____	132" Cocktail

Are you booking the cleaning package?: \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Renter: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

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Renter Information:

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

Renter Address: \_\_\_\_\_

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

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

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

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

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below you are agreeing that this contract has been filled out to the best of your knowledge and all pages (1-5) have been initialed, dated, and returned to the manager of Fire Stables.

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

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

## FIRE STABLES

# Extra Add-Ons

### **Cleaning Package - \$600**

Add the cleaning package for your event and just remove food, trash, and alcohol on Saturday night. We will wipe everything down, vacuum, mop, and put tables/chairs away.

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## Helpful Measurements & Numbers

Entry opening of Gazebo is 87 inches across

There are 10 rows of benches, seating around 220 at the Gazebo

The path from the driveway to Gazebo is 212 ft long

The mezzanine opening above the lobby is 37.6 x 16.4 ft

Email us for a PDF of the full layout of rental space

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30 - 6 ft Round Tables

6 - Cocktail Tables

6 - 6 ft Rectangle Tables

6 - 8 ft Rectangle Tables

225 White Padded Folding Chairs

11 LED Up-Lights

## **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)  
Innocenti Strings - [www.innocentistrings.com](http://www.innocentistrings.com)

### **CATERING AND BARTENDING**

Blue Pot Catering - 816.916.0169  
Scrape the Plate - 816.268.3380  
Plaza Catering - 913.383.8800  
Brancato's Catering - 816.765.4707  
Kansas City Catering Inc. - 913.831.0764  
Relish Classic Catering - 913.563.5776  
Culinary Creations KC - 816.787.8636  
Olive Events - 913.721.3399  
Top Shelf Bartending - 816.554.6700  
Erin Cook Bartending - 816.217.5384

### **PHOTOGRAPHY AND VIDEOGRAPHY**

Complete Weddings & Events - 913.432.1111  
Photographer - Marissa Cribbs - 316.640.5932  
Photographer - Kristi Witney - 816.726.1222  
Makayla May Photography - 620.899.4591  
Grace Photo + Film - 913.286.8813

### **ADDITIONAL RENTAL**

**Johnson County Equipment Rental**  
[info@jocoequipmentrental.com](mailto:info@jocoequipmentrental.com) - 913.393.0755

**Ultrapom Event Rental**  
[info@ultrapom.com](mailto:info@ultrapom.com) - 816.525.8568

## FIRE STABLES

# Frequently Asked Questions

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

Yes - We are an open vendor facility which means you are welcome to utilize your own DJ, catering, bar service, and décor. 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. The use of tape, tacks, nails and glue to hang decorations is prohibited. All decorations must be placed and removed without leaving damage (command strips or fishing line). \*Be kind and leave the property as you found it.

### **IS CONFETTI OR GLITTER ALLOWED?**

No - the use of confetti and glitter, with how hard it can be to clean up, and how damaging it is to our environment, we don't allow it.

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

Unfortunately, no - Our facility is located within Lenexa city limits, therefore open fires, fireworks, firearms, and floating lanterns 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 specific vendor.

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

We use the indoor arena on one side of the facility for all event parking. On some occasions, we have personnel on-site an hour or two before your event to help direct guests as they arrive. If a vehicle must be left at the facility overnight, it must be moved to the parking spaces outside the front of the building. The arena must be empty by 11:45 pm on the day of the event so it can be available the following morning.

### **WHAT IF THERE ARE CIRCUMSTANCES THAT PREVENTS US FROM GETTING MARRIED ON THE DATE WE ORIGINALLY CHOSE?**

Deposits are non-refundable. If you need to postpone the date of your event, you may choose from other available dates in the same calendar year to reschedule.