

Gem THEATER — BOOKING INFORMATION

1615 E 18th St. Kansas City, MO 64108
816-474-0320 • jill.johnson@kcjazz.org



SPACES

The Gem Theater has a variety of spaces available for use. If you book the auditorium, additional spaces are included. However, you can reserve individual spaces in the Gem for private events and meetings.

Prices are based on the nature of the organization and event. The 8-hour rate includes the whole day for the theater.

Event Space	Block	For Profit	Non-Profit	Comm. Charge Event	Comm. Free Event	Addl. Hours
Gem Theater	4 Hour	\$1020 Mon-Wed	\$825 Mon-Wed	\$750 Mon-Wed	\$500 Mon-Wed	\$250
Gem Theater	4 Hour	\$1200 Thurs-Sun	\$950 Thurs-Sun	\$900 Thurs-Sun	\$600 Thurs-Sun	\$250
Gem Theater	8 Hour	\$1870 Mon-Wed	\$1500 Mon-Wed	\$1400 Mon-Wed	\$925 Mon-Wed	\$250
Gem Theater	8 Hour	\$2200 Thurs-Sun	\$1750 Thurs-Sun	\$1650 Thurs-Sun	\$1100 Thurs-Sun	\$250
Gem Lobby & Conf. Rms. (no theater)	4 Hour	\$650 Mon-Wed	\$500 Mon-Wed	\$450 Mon-Wed	\$325 Mon-Wed	\$200
Gem Lobby & Conf. Rms. (no theater)	4 Hour	\$750 Thurs-Sun	\$600 Thurs-Sun	\$550 Thurs-Sun	\$375 Thurs-Sun	\$200
Gem Lobby & Conf. Rms. (no theater)	8 Hour	\$1250 Mon-Wed	\$1020 Mon-Wed	\$950 Mon-Wed	\$625 Mon-Wed	\$200
Gem Lobby & Conf. Rms. (no theater)	8 Hour	\$1500 Thurs-Sun	\$1200 Thurs-Sun	\$1125 Thurs-Sun	\$750 Thurs-Sun	\$200
Gem Theater Small Conf. Rm.	2 Hour	\$200	\$160	\$150	\$100	\$50
Gem Theater Large Conf. Rm.	2 Hour	\$250	\$200	\$180	\$125	\$50

INSURANCE

Client must provide commercial general liability insurance coverage in the amount of no less than one million dollars (\$1,000,000.00) covering claims for personal injury, death, or property damage occurring in or about the building resulting from the negligence or willful misconduct of Client during the Engagement or any performance of the Event ("additional insurance coverage"). American Jazz Museum shall be listed as an additional insured, and such additional insurance coverage shall be primary to any insurance coverage maintained by American Jazz Museum, and any insurance coverage maintained by American Jazz Museum shall be non-contributory with such additional insurance coverage.

STAFFING

- Facility Technician (required) — \$50/hr., 4-hour minimum (includes all payroll taxes and fees)
- Lighting/Addl Sound/Video — \$50/hr., 4-hour minimum (includes all payroll taxes and fees)
- Extra — \$45/hr.
- Piano Tuner — \$150 per tuning
- House Attendant — \$35/hr., 4-hour minimum (includes all payroll taxes and fees)
- Usher Lead — \$30/hr., 4-hour minimum (includes all payroll taxes and fees)
- T-Shirt Security
- Custodial — flat rate fee, \$200 for events with food and drink, \$100 for non-food events
- Reception Service (Bartender) — please discuss with Bar Manager

EQUIPMENT RENTAL

Pricing for rented equipment not available on-site will be determined by third-party vendors.

- 7' Steinway — \$200 per event
- 15K Laser Projector — \$300 first day, \$100 each day after
- Percussion Platforms, 4' x 8' — \$50 each (4 in house)
- Podium — \$50

Lighting, sound, and up to three wireless mics included.

- 8' Tables (6) — \$10 each
- 6' Tables (4) — \$10 each
- 60" Rounds (20) — \$15 each
- 30" High-tops — \$10 each
- Black folding chairs (receptions) — \$1 each
- Armless stools, leather seats (3) — free
- Black and grey director's chairs (4) — free
- Red and blonde director's chairs (3) — free

The Gem is not equipped to provide linen service beyond autograph and merch table needs.

MERCHANDISE

Merchandise setup is a \$50 flat fee for up to four tables with chairs, linens, and two grids. If the venue needs to provide a seller, the cost is \$15/hr. per person. The venue does not provide a bank.

To ship merchandise:

American Jazz Museum

1616 E 18th St.

Kansas City, MO 64108

MARKETING

Events booked more than a month in advance will be listed on our events page.

DISPLAY POSTERS



The Gem has three exterior display cases at 37.5" wide and 54" tall, two exterior cases at 25" wide by 62" tall, and two exterior cases at 15" wide by 53" tall. We also have two display locations at 37.5" by 54" in the lobby to hang promotional posters. These locations are subject to availability; however, staff recommends printing one to two posters. Clients can choose to send to their printer of choice and ship to the American Jazz Museum.

Monitor display, lobby: JPG format only, scaled 1920px H x 1080px W. Email to Gem staff. Client-created, static image, load only, no additional charge.

BOOKING PROCESS

To begin the booking process, email jill.johnson@kcjazz.org with as much information as possible and your preferred dates. Once received, the application will be reviewed and the client will be contacted within three business days. Submission of a rental inquiry is NOT a confirmation, nor is an estimate. A fully executed contract, estimate, and first deposit confirm the rental.

TICKETING

Currently, the Gem Theater does not handle ticketing. Clients handle their own ticketing through their platform. If a client doesn't have a ticketing platform, we recommend Eventbrite to handle your event. A seat map is available via email or in Eventbrite. AJM/The Gem Theater reserves seats 201–204 in Row H as house seats. Tickets must be made available for those seats to the American Jazz Museum.

The client is responsible for all aspects of ticket sales, both in advance and day of show, all ticket inventory, ticket stock, donor ticket database, sales and box office staffing and equipment.

ESTIMATES and BILLING

After the AJM Event Manager has received enough production details, including proposed event schedule, staff needs and technical requirements, an event estimate will be sent to the client. The financial figures are estimates only, based upon information provided at the time requested. Should it appear projected expenses may increase significantly, AJM staff will notify the client to discuss a mutually agreeable solution. The remainder of the balance is due 10 days before the event.

HOLD and DEPOSITS

Hold date(s) are tentative only and are open to challenge until an initial (non-refundable) deposit of 50% is received. A fully executed estimate, contract AND first deposit are required to confirm the event. The second deposit is the balance listed on the cost estimate and is due ten business days prior to load in. Accepted forms of payment include business check, certified bank/cashier's check, money order, bank wire, or credit card payment.

AJM DATE CHALLENGE POLICY

Should a client prefer a date on the calendar held by another client who has not yet paid the first deposit, the opportunity to challenge a date is an option. To start this process, the challenging party must have already received a cost and labor estimate. Notify the Event Manager of the challenge request by email. Upon acknowledgement of the challenge, the Manager will notify you as well as the client with the first hold of the challenge. Client with the "first hold" has 48 business hours (business as defined as Monday–Friday) to submit by email a letter of intent to go to contract, along with a non-refundable deposit in the amount of \$1,000 (per rental day). Accepted forms of payment include certified bank/cashier's check, money order, or bank wire-transfer. Bank wire-transfer payments may be assessed a bank fee.

In the event the client with the "first hold" fails to retain and secure the date as outlined above, the date shall be released to the client who has challenged the date. Challenging individual or organization then has 48 business hours to submit by email a letter of intent to go to contract, along with a non-refundable deposit in the amount of \$1,000 (per rental day). Accepted forms of payment include certified bank/cashier's check, money order, or bank wire-transfer. Bank wire-transfer payments may be assessed a bank fee.

If challenging party fails to submit letter of intent or deposit within the defined time frame, the challenge to the date(s) will be released.

POSTPONEMENTS

In the event of a postponement, AJM staff will work with the client to reschedule an event date within the same fiscal year the event is scheduled (through May 30). Hard costs will depend on individual circumstances and when the cancellation takes place. For postponements due to artist illness, travel or weather delays, low ticket sales, or other unforeseen complications, the following policies will be in effect.

If postponed more than 30 days in advance of the event date, and a mutually agreeable date is confirmed within the same fiscal year, the first deposit will be transferred to the new date along with any hard costs incurred.

If postponed less than 30 days in advance of the event date, more than 24 hours prior to the event, and a mutually agreeable date is confirmed within the same fiscal year, the first deposit will be transferred to the new date along with any hard costs incurred up to the time of postponement.

If postponed less than 24 hours prior to the event and a mutually agreeable date is confirmed within the same fiscal year, the first deposit will be transferred to the new date less any hard costs incurred. A hard cost settlement will be sent to the client within 2-4 business days after postponement.

CANCELLATIONS

If the event must be cancelled due to artist illness, travel complications or other unforeseen complications the following policies will be in effect.

If cancelled up to 24 hours prior to the event, a 50% cancellation fee and deduction of hard costs will apply. Hard costs will depend on individual circumstances when the cancellation takes place and costs incurred up to the time of cancellation.

If cancelled less than 24 hours prior to the event, a 50% cancellation fee will apply in addition to crew's four-hour minimum and any third-party rentals incurred up to the time of cancellation. If cancelled after crew is on site, the four-hour minimum or actual hours will be billed on settlement.

DAMAGE DEPOSIT

A damage deposit may be required, depending on the type of rental use. Repairs or extra cleaning fees will be paid out of the damage deposit or ticket sales escrow if applicable.

BEVERAGE SERVICE

The Gem Theater determines whether concessions and/or a bar will be served for public events, based on audience size and length of event. For private events, once the event has been confirmed, please contact the American Jazz Museum's Bar Manager with your beverage needs, including hours for service, hosted or cash bar, beer and wine only, full bar, or non-alcohol only (coffee, water, and soda). Specialty drinks or custom menus are available.

To proceed, email jill.johnson@kcjazz.org with your event details. If you have any additional questions, please email jill.johnson@kcjazz.org. Thank you for your interest!