

Welcome to *the Atrium* between the Museums at 18th and Vine! We are proud to be an event space AND a cultural experience. Kansas City is famous for two things: Jazz and Barbeque, both of which originate from the 18th and Vine District!

Our Atrium can seat up to 250 people in seated rounds or 300 for a cocktail event.

When you book the space for your event, an optional after-hours guided tour of the American Jazz Museum is available for a \$500.00 buy-out fee. Self-guided museum access is also available for guests at \$10.00 per guest, plus AJM staffing costs. After-hours access to the Negro Leagues Baseball Museum is available and must be arranged directly with NLBM staff.

When booking your event, you are invited to use the caterer of your choice — we do, however, have a list of recommended caterers if you are looking for some authentic Kansas City flavor, and have a catering prep kitchen just outside the room. Bar service is available and booked through the museum. We have several drink packages to choose from and can create specialty cocktails for your special occasion.

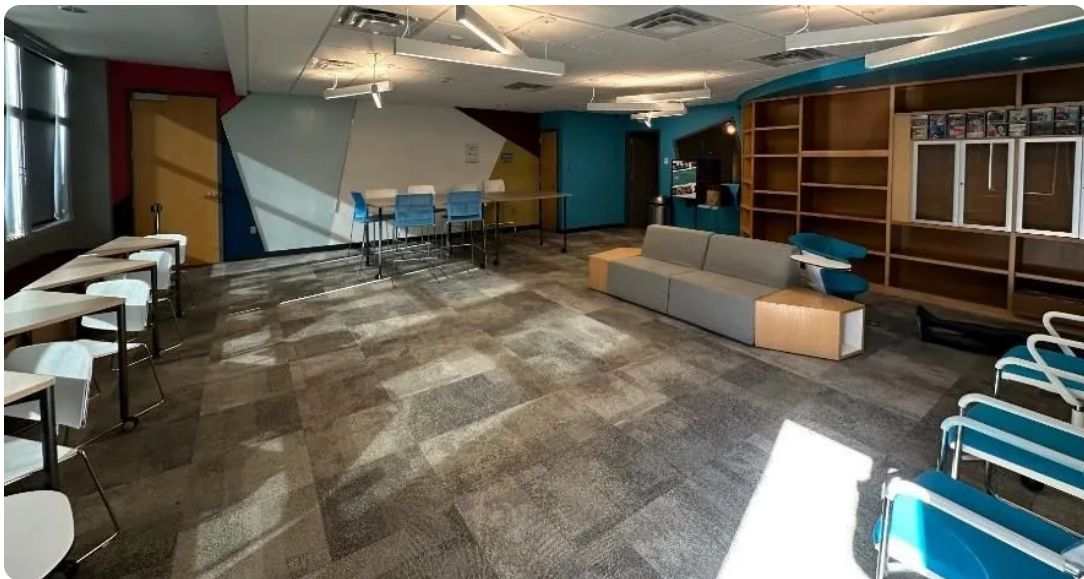
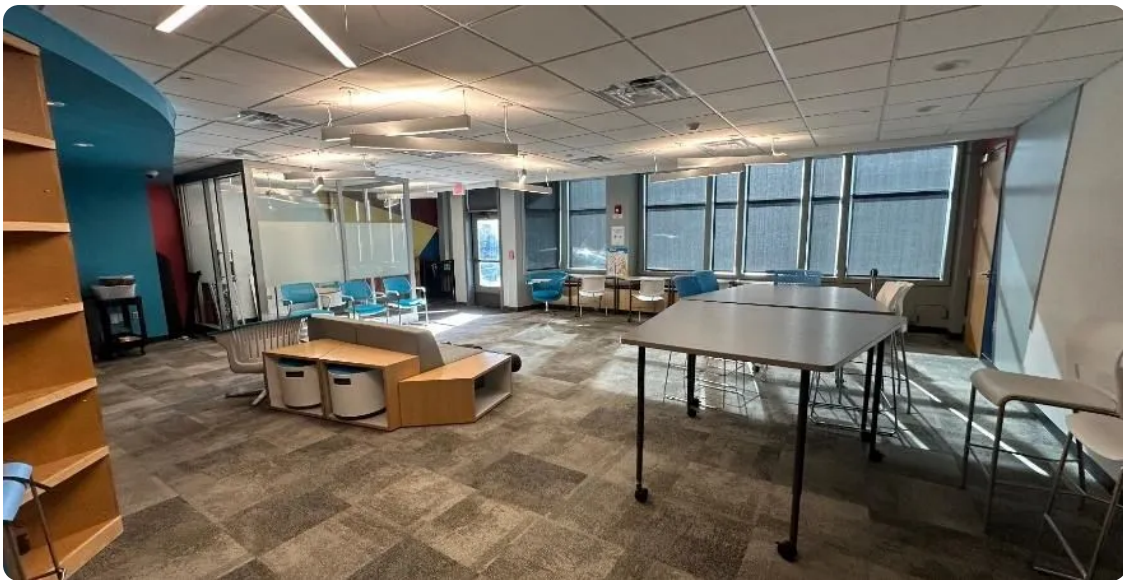
The American Jazz Museum has many connections throughout the Kansas City jazz community and would be happy to arrange live music for your event.





Jazz INCUBATOR

Looking for the perfect space to spark creativity and collaboration? Our Jazz Incubator is designed for small groups, offering a dynamic environment where ideas flow freely. With room for up to 12 people, this space features modular furniture that can be easily reconfigured to suit your group's needs, making it ideal for brainstorming and learning. Plus, we have a small projector available to enhance presentations or share ideas visually. Whether you're meeting, planning, or collaborating, for a day or an hour, our Jazz Incubator has everything you need to inspire your team.



Jay McShann Pavilion

The Jay McShann Pavilion is available as a space for concerts or events, or as an additional event area that's right outside of the Atrium. On a warm summer night, dine in the Atrium then head outside for cocktails and music.

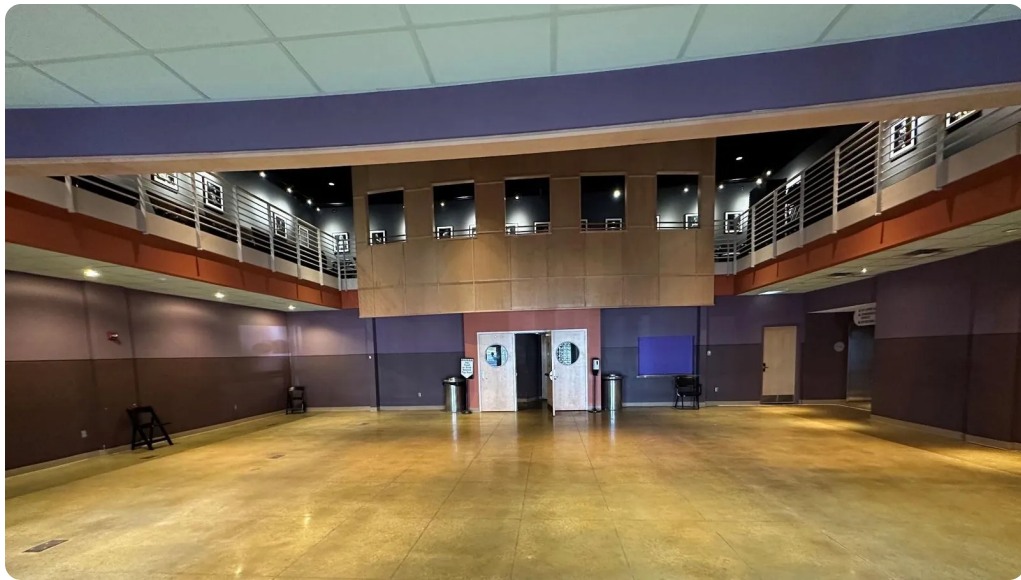


GEM THEATER SPACES

Have an all-day conference or event? The Gem Theater may be the space for you. The Gem features a variety of spaces to accommodate your needs. Each space can be reserved a la carte or as a group.

LOBBY AND GALLERY

A lobby with gallery, approximately 40' x 47'. This space can be used for a networking cocktail hour, informational tables, or an additional breakout space or lunch space.



LARGE CONFERENCE ROOM

Seats up to 80 theater style, 50 classroom, 32 open U, or 64 in rounds (8 rounds of 8 each). This space can be used as a meeting or breakout room. It comes with a projector, screen, and built-in speakers.



BOARD ROOM

Seats up to 25. This space has a wall-mounted flat-screen TV.



AUDITORIUM

Seats 500. This space has a 15k laser projector, sound, and lighting system, an expansive tech booth, and many camera positions. This space is perfect for a keynote presentation.



PRICING

The American Jazz Museum has a variety of spaces available for meetings, networking events, galas, and parties. Prices are based on the nature of the organization and event. The 8-hour rate includes the whole day for the Auditorium.

Event Space	Block	For Profit	Non-Profit	Comm. Charge Event	Comm. Free Event	Addl. Hours
Atrium	4 Hour	\$1050 Mon-Wed	\$850 Mon-Wed	\$800 Mon-Wed	\$550 Mon-Wed	\$315
Atrium	4 Hour	\$1250 Thurs-Sun	\$1000 Thurs-Sun	\$950 Thurs-Sun	\$625 Thurs-Sun	\$315
Atrium	8 Hour	\$2125 Mon-Wed	\$1700 Mon-Wed	\$1600 Mon-Wed	\$1075 Mon-Wed	\$315
Atrium	8 Hour	\$2500 Thurs-Sun	\$2000 Thurs-Sun	\$1875 Thurs-Sun	\$1250 Thurs-Sun	\$315
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 Mon-Sat	\$160 Mon-Sat	\$150 Mon-Sat	\$100 Mon-Sat	\$50
Gem Theater Large Conf. Rm.	2 Hour	\$250 Mon-Sat	\$200 Mon-Sat	\$180 Mon-Sat	\$125 Mon-Sat	\$50
Jazz Incubator	4 Hour	\$400 Mon-Sat	\$320 Mon-Sat	\$300 Mon-Sat	\$200 Mon-Sat	\$100
Jay McShann Pavilion	8 Hour	\$680 Mon-Wed	\$550 Mon-Wed	\$510 Mon-Wed	\$340 Mon-Wed	—
Jay McShann Pavilion	8 Hour	\$800 Thurs-Sun	\$650 Thurs-Sun	\$600 Thurs-Sun	\$400 Thurs-Sun	—

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 Tech (chair and table setup) — \$25/hr., 4-hour minimum (includes all payroll taxes and fees)
- House Attendant — \$35/hr., 4-hour minimum (includes all payroll taxes and fees)
- Custodial — flat rate fee, \$200 for events with food and drink, \$100 for non-food events
- Reception Service (Bartender) — please discuss with Bar Manager

MUSEUM ACCESS

- Optional after-hours guided tour of the museum — \$500.00 buy-out fee
- Self-guided museum access — \$10.00 per guest, plus AJM staffing costs

AUDIO and LIVE MUSIC

Pricing for rented equipment not available on-site will be determined by third-party vendors. We are happy to arrange live music by local jazz artists for your event! NB: The Gem Theater Auditorium comes with a sound and lighting system.

- Musician (per person) — \$250 flat rate
- Simple Sound System — \$150 per event
- Complex Sound System (Big Band) — \$300 per event
- Sound Technician — \$300 flat rate

ADDITIONAL EQUIPMENT

- Percussion Platforms, 4' x 8' — \$50 each (4 in house)
- Podium — \$50

TABLES and CHAIRS

For community events, please discuss pricing with the event manager.

- 8' Tables (6) — \$15 each
- 6' Tables (4) — \$10 each
- 60" Rounds (20) — \$20 each
- 30" High-tops — \$10 each
- Black folding chairs (receptions) — \$1 each

The Gem is not equipped to provide linen service for food events. Please arrange linens through your catering company.

BOOKING PROCESS

To begin the booking process, email jill.johnson@kcjazz.org with as much information as possible about your event and your preferred dates. Once received, the request 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.

ESTIMATES and BILLING

After the AJM Event Manager has received enough event details, including proposed schedule, staff needs, and technical requirements, an event estimate will be sent to the client. The 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. A non-refundable 50% deposit is required to secure the date, and 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. The client with the "first hold" has 48 business hours (business 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. The 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 the challenging party fails to submit a 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 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 staff's four-hour minimum and any third-party rentals incurred up to the time of cancellation. If cancelled after staff 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 type of facility use. Repairs or extra cleaning fees will be paid out of the damage deposit.

BEVERAGE SERVICE

For beverage service, once the event has been confirmed, please contact the American Jazz Museum's Bar Manager (Event Manager will provide contact) 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!