



607 W Lexington Avenue, Independence, MO 64050 Phone: (816)912-1275

FOR OFFICE USE ONLY

Date Submitted: _____ Total Deposit Due: \$ _____
Approx. Time: _____ Total Fees Due: \$ _____

FACILITY USE REQUEST FORM

PLEASE NOTE: This is a "REQUEST" form only and does NOT guarantee a reservation. If you do not receive a phone call within 1 week, please call (816)912-1275 or email us at thepeacepavilion@gmail.com.

ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAY PHONE: _____ **EVE PHONE:** _____

E-MAIL: _____ **Date of Event:** _____

Number of People Attending: _____ **Ages:** _____ **Start Time:** _____ **End Time:** _____

(Include Rental Time Needed for Your Set Up & Clean-Up)

Number of people expected to attend the event: _____

Purpose of Rental Event: _____

Credit Card: _____ **Exp:** _____ **CVV:** _____

Name on Credit Card: _____

Credit Card Billing Address: _____

501c3 Tax Exempt Number (non-profit organizations only): _____

Please answer the following questions:

1. Do you plan to serve food at your event? YES NO
2. Do you need to use the kitchen? YES NO
3. Do you agree to abide by the facility use policies of the Peace Pavilion? YES NO

Items needed with facility use:

Check all that apply (Additional Fees Apply)

<input type="checkbox"/>	Podium (\$10)
<input type="checkbox"/>	Projection Screen (\$10)
<input type="checkbox"/>	Extension Cord (\$5)

<input type="checkbox"/>	Kitchen (\$50 usage fee & additional \$50 deposit)
<input type="checkbox"/>	Other:
<input type="checkbox"/>	

**Please Return this form to the Peace Pavilion.
607 W Lexington Avenue, Independence, MO 64050**

Peace Pavilion Event Space Rental Information

Peace Pavilion – 607 W Lexington, Independence, MO 64050

A nonrefundable \$150 security deposit is required for the Community Room.

Rental Rates	Community Room (Other Room Fees on Next Page)
Rental Fee:	\$150 per hour or \$400 for 4 hours and \$80 each additional hour
Non-Profit Rental Fee:	\$60 per hour or \$150 for 4 hours and \$40 each additional hour
Room Capacity	180 Seated at Tables 250 Chairs Only (we have 150 chairs) 300 Standing Only
Square Footage	2021 sq. ft.

Special Event Charges

Additional charge of \$25/hour will be paid by renter for our staff to run the AV equipment

Kitchen Usage

Additional \$50 Security Deposit

\$50 with Community Room Rental Fee

Equipment available: Refrigerator, Microwaves, Sinks, Prep Counters, Steam Table

Facility Rental Times

Facility is available outside of regular operational hours or by special arrangement

Regular operational hours: Thursday, Fridays, and Saturdays: 10 a.m. – 4 p.m.

Tour groups scheduled between 10 a.m. - 4 p.m. on Tuesdays, and Wednesdays.

Closed on Sundays and Mondays.

Equipment available with Rental

6' rectangle tables - 6

60" round tables - 15

Folding chairs - 150

Stage with Steps

Other equipment that may be rented if available for use at an additional cost of:

Podium - \$10

Projection Screen only (no projector) - \$10

Extension Cord - \$5

*****All rentals will require a credit card to be kept on file for any set up and tear down fees, clean up, and/or damages incurred during the rental.*****

(Card will not be charged until renter is made aware of the damages.)

Peace Pavilion Facility Usage Policies

This is a drug, alcohol, and smoke free facility. Use of any of these substances in the Peace Pavilion or on the pavilion grounds is strictly prohibited

The renter will be held financially responsible for any damage to the property, facility, and the contents of the facility caused during the rental agreement. A clean up fee will be charged for any trash or mess left behind. A table and chair set up and tear down fee will be charged if tables and/or chairs are not put away.

Peace Pavilion Event Space Rental Fees						
Peace Pavilion Rental Rates	Community Room	Kitchen	Meeting Room, or Picnic Area, or Theater	Shalom Space	Paz Place	Exhibits with Room Rental
Room Size	47'x43'			34'x21'	27'x16'	
Nonrefundable Security Deposit	\$150.00 (1-hour rate)	\$50.00 (add-on rate)	\$100.00 (1-hour rate)	\$100.00 (1-hour rate)	\$80.00 (1-hour rate)	
Rental Fee	\$150 per hour or \$400 for 4 hours and \$80 each additional hour	\$50 with Community Room Rental Fee	\$100 per hour or \$75 per hour with Community Room Rental Fee	\$100 per hour or \$75 per hour with Community Room Rental Fee	\$80 per hour or \$60 per hour with Community Room Rental Fee	\$4 per person
Non-profit Rental Fee	\$60 per hour or \$150 for 4 hours and \$40 each additional hour	\$25 with Community Room Rental Fee	\$50 per hour or \$40 per hour with Community Room Rental Fee	\$50 per hour or \$40 per hour with Community Room Rental Fee	\$40 per hour or \$30 per hour with Community Room Rental Fee	\$4 per person
Tables & Chairs Set Up & Tear Down Fee*	\$75.00			\$50.00	\$50.00	
<p>*The renter is responsible for decorating and cleaning up the area rented. This fee will not be charged if the renter sets up and tears down the tables and chairs.</p>						