



Greetings from the City Market!

Thank you for your inquiry regarding rental opportunities at the City Market Pavilion. We are excited about the opportunity to work with you on your special event.

This packet includes the following information:

- Event Rental Information & Policies
- Vendor Options
- Insurance Information
- Site plans and other maps

City Market staff will help you in a variety of ways leading up to the execution of your event:

- Initial meeting to walk the property and discuss options
- Final meeting to confirm coordination of vendors, schedules and plans
- Staff person on site during event

Market staff is just a call or email away to answer any questions you may have at (816) 842-1271 or email abutler@cwbk.com. Again, thank you for your interest and we look forward to working with you.

Sincerely,

Anthony Butler

Anthony Butler
Office Administrator



EVENT POLICIES AND PROCEDURES

ALCOHOL

Secured alcohol perimeters are required during all City Market events. Alcoholic beverages may not be brought in or taken out of the City Market licensed area. Additional security is required for events where alcohol is served. The City Market supports responsible drinking at all times.

AMERICANS WITH DISABILITIES ACT (ADA)

All events will comply in all respects with the Americans with Disabilities Act (ADA) and regulations issued. The City Market was built prior to the ADA, thus some requirements may fall under the grandfather clause.

ANIMALS

Dogs are not permitted within the City Market square, sheds, building walkways or retail locations unless serving in an official ADA capacity.

CAMERAS AND RECORDING DEVICES

Camera policy for ticketed concert events is given by artist direction and subject to change on an event-by-event basis. If by chance, a patron brings a camera or recording device to an event in which they are not allowed, the patron will be asked to return that item to his or her vehicle. This policy does not apply toward private, non-ticketed events.

CAPACITIES

City Market events within the City Market Square have a maximum occupancy of 10,000. City Market events within the City Market Park have a maximum occupancy of 2,000. Pavilion events have a maximum occupancy of 400. The City Market reserves the right to deny further entry in order to protect the public safety.

CATERING

Caterers are required to obtain any and all necessary state and local permits pertaining to food and alcoholic beverages consumption. The City Market has an open catering policy, meaning outside caterers are welcome on property. Caterers are required to hold liability insurance as described in the rental agreement and insurance section of City Market policies. Following is contact information for City Market merchants who do have catering capabilities and meet City Market insurance requirements. We encourage you to consult with City Market tenants when considering your catering options.

The Blue Nile 20 E. 5 th Street, Suite 101B Kansas City, MO 64106 816-283-0990 Contact: Selam Fikru	Bloom Baking Co. 13-15 E. 3 rd Street Kansas City, MO 64106 816-283-8437 Contact: Janet O'Toole	Bo Lings Chinese Restaurant 20 E. 5 th Street Kansas City, MO 64106 816-423-8036 Contact: Rebecca Ng
Burrito Bros. 407 Main Street Kansas City, MO 64105 816-474-1860 Contact: Scott Jones	Carollo's Italian Deli 5 E. 3 rd Street Kansas City, MO 64105 816-474-1860 Contact: Mike Carollo	City Market Coffee Company 305 Main Street Kansas City, MO 64105 816-718-3005 Contact: Bob Bates

Habashi House 311 Main Street Kansas City, MO 64105 (816) 421-0414 Contact: Moody Al Habashi	Hien Vuong Restaurant 417 Main Street Kansas City, MO 64105 (816) 842-1020 Contact: Lu Tran	Minsky's Pizza 527 Main Street Kansas City, MO 64105 (816) 421-1122 Contact: Fred Meachum
Pieroguy's Pierogies 307 Main Street Kansas City, MO 64105 (816)252-1575 Contact: Frank Gazella	Scrape the Plate Catering 106 E. 5 th Street Kansas City, MO 64106 (816) 268-3380 Contact: Adam Gebhardt	Tikka House 411 Main Street Kansas City, MO 64105 (816) 842-7232 Contact: Manel Al Habashi
Winslow's City Market Barbecue 20 E. 5 th Street Kansas City, MO 64105 (816) 471-7427 Contact: Gerry Heldrich		

EQUIPMENT RENTAL

Tents, tables, chairs, generators and any other equipment must be removed from Market property upon conclusion of event or stored in a Market approved location and removed at an agreed upon date and time. Promoter must include Market Management in these arrangements. City Market Management is not responsible for loss, theft or damage of any rental or other property.

FIRE GUARD

Fire Guards may be required for public shows and are scheduled through the Fire Prevention Division at their discretion at prevailing hourly rates.

FLYERS/BROCHURES

Distribution of any printed materials or selling of any items is prohibited on the City Market grounds, including the parking lots, walkways, and the market square without written permission from Market Management.

GUEST CONDUCT

The City Market strives to provide its guests with a safe, comfortable and enjoyable atmosphere. Therefore, The City Market has established the following guidelines:

- Guests interfering with other guest's ability to enjoy the event may be subject to ejection from the City Market.
- Guests using foul or abusive language or inappropriate or unacceptable gestures may be ejected from the City Market.
- Guests appearing impaired may be ejected from the City Market and turned over to the authorities.

INSURANCE

Event liability insurance is required for any event held on City Market property. In addition, any vendor conducting business on City Market premises is required to have a comprehensive general public liability coverage within minimum limits of liability of \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage. The policy shall also contain a provision that the policy may not be modified or canceled up to and including the last day of Licensee's use of the Licensed Area within ten (10) days prior written notice to the Property Manager.

This certificate of general liability insurance must be kept on file in the City Market Management Office and is required upon signature if less than 30 business days prior to your event and list the following additional insureds:

- Planned Industrial Expansion Authority, DBA The City Market, (P.I.E.A.)
20 East 5th Street, Suite 200, Kansas City, MO 64106
816.474.2227

- The City of Kansas City, Missouri, 414 East 12th Street, Kansas City, MO 64106
816.513.3600
- The City Market, 20 East 5th Street, Suite 201, Kansas City, MO 64106
816.842.1271
- Copaken, White and Blitt, LLC, 1100 Main, Suite 2000, Kansas City, MO 64105
816.701.5000

City Market Management can facilitate a quote for insurance. Limits are listed below for clients to inquire with their own insurance provider. Insurance costs are dependent on the number of individuals attending your event and other factors.

LOST AND FOUND

Any items that have been lost or found should be reported to the City Market Management Office located at 20 East 5th Street, Suite 201, Kansas City Missouri 64106. Guests may call 816-842-1271 during normal business hours to inquire about lost and found items.

LOST CHILDREN/PATRON

If a patron reports a missing person, whether it is a child or adult, event staffing is to immediately advise their supervisor of the situation with the best description possible. At least one person from the party should be instructed to remain in a predetermined location within the Licensed Area so that we maintain contact with someone in the party. Event staffing supervisors will pass all information on to all other facility and event staff including off-duty police officers on site, all facility exit points and the parking staff (if applicable) for an alert on the outside of the facility. If feasible to make a PA announcement, Management will do so. Once the missing person is found, he or she will be brought to the predetermined location within the Licensed Area to return the missing person to the party who reported the situation and will be documented appropriately. At that time, all facility personnel should be alerted that the missing person has been located and returned to their party.

NO RE-ENTRY POLICY

For ticketed concerts, shows and other events with a fixed perimeter, once a patron leaves the City Market during an event, there is no re-entry permitted unless another ticket is purchased.

PARKING

Parking can accommodate approximately 850 cars in marked spaces, plus street parking. Parking fee for ticketed concerts is \$10.00. There are no in and out privileges. City Market Square parking may not be restricted until 2:00 p.m. during weekdays and 3:30 p.m. on Saturdays. Parking restriction will not be successful without designated security personnel at each vehicle entrance and exit which are located at 5th and Walnut and 3rd and Walnut. For events taking place on a Saturday in April through September, full access to the market square will not be granted prior to 5:00 p.m.

PERMITS

Third party contractors are required to acquire, pay for and submit a copy to City Market Management for all necessary permits.

- **Liquor Permits**

A picnic license and/or catering license may be required depending on whether or not food and/or alcohol is offered to guests free or for a fee. If needed, City Market Management will issue a “liquor letter” to promoters as needed. Please contact City Market Management to request this letter.

Kansas City Liquor Control
635 Woodland, Kansas City, MO 64106
Phone: 816.784.9006 Fax: 816.784.9030

Missouri State Division of Alcohol and Tobacco Control
615 E. 13th St. Room 506, Kansas City, MO 64106
Phone: 816.889.2574 Fax: 816. 889.3149

- **Place of Assembly, Tent, Canopy, Outdoor Cooking Fire Permits**

The Kansas City Fire Department must be contacted for place of assembly permits, tent and canopy permits, outdoor cooking permits and/or pyrotechnic displays.

Kansas City Fire Department, Inspector William Phillips
 635 Woodland, Suite 210, Kansas City, MO 64106
 Phone: 816.784-9100 Fax: 816.784-9130

- **Health Permit**

The Kansas City Health Department must be contacted if any food or beverage is sold or given away at a public event.

Kansas City Health Department
 2400 Troost Avenue, Suite 3000, Kansas City, MO 64108
 Phone: 816. 513.6196 Fax: 816-513-6290

- **Sound Variance Permit**

A concert or event using amplified sound is required to maintain sound levels consistent with Kansas City Sound Ordinances. A sound variance permit is issued by Noise Control through the City of Kansas City, Missouri. When working with your chosen sound company or entertainers, please request a db meter in advance and make them aware of sound requirements so that sound levels can be measured accurately by Market Management throughout the event. We appreciate your working with City Market Management to maintain legal sound levels in consideration of the growing number of River Market residential neighbors. Be prepared to provide a copy of the sound permit to Market Management during the pre-event meeting.

Kansas City Health Department Community Environmental Health
 2400 Troost Avenue Suite 3200, Kansas City, MO 64108
 Phone: 816.513.6313 Fax: 816.515.6290

- **Street Closure Permit**

Depending on the logistics of your event, a street closure permit may be necessary. This includes reserving any parking spots on city streets in the City Market area, which cannot legally be closed or held without a street closure permit. Please provide advance notice to City Market Management of your street closure plans. Be aware you will be responsible for all traffic control and detour expenses as well as notifying businesses affected by your plans which includes signature of notification.

Public Works Street & Traffic Department
 5th Floor City Hall
 414 E. 12th Street
 Kansas City, MO 64106
 Phone: 816.513-2670 Fax: 816-513-2715

POWER

Pavilion One (north location)	North Columns	(14)	4-prong outlets
	South Columns	(13)	4-prong outlets
Pavilion Two (middle location)	North Columns	(2)	2-prong outlets
	South Columns	(2)	4-prong outlets
		(1)	2-prong outlet
		(1)	1-prong outlet
Pavilion Three (south location)	North Columns	(2)	2-prong outlets
	South Columns	(3)	2-prong outlets

A generator is required for all additional electrical requirements such as catering, show power, sound and lights. It is the promoter/client’s responsibility to provide and secure all electrical cords in use. Any additional electrical demands above recommended limits will result in blown fuses and other electrical problems throughout the property. Location and delivery/removal of generator must be approved by City Market Management.

RESTRICTED ITEMS – including but not limited to:

- Aerosol cans
- Illegal drugs
- Animals (except certified service dogs for the disabled)
- Beach balls and other inflatables
- Blankets (varies by event, please call for verification)
- Bota bags or wine skins
- Bullhorns, air horns, or noise makers
- Bicycles
- Cameras or recording devices (varies by ticketed event)
- Chairs (varies by event, please call for verification)
- Confetti
- Fireworks, firearms, or other weapons
- Backpacks
- Glass bottles or aluminum cans
- Ice chests (coolers) or thermos containers
- Laser pointers
- Outside food or beverage
- Signs (applicable for ticketed events only)
- Skateboards or roller blades
- Sticks or clubs (including signs attached to sticks)
- Stools or folding chairs
- Water bottles or mugs

REST ROOMS - PORTABLE FACILITIES

Portable toilet facilities may be required based on anticipated attendance numbers. These facilities will be ordered by City Market Management and included in the event settlement. 2010 portable facilities rates are \$40.25 for standard and \$57.50 for ADA compliant facilities.

REST ROOMS

Onsite Restroom Facilities

Restroom facility needs are based on expected guest attendance. In order to best prepare for a special event, it is essential to have realistic, up to date numbers leading up to the event. Janitorial staffing will be coordinated by City Market Management and included in the event invoice.

Portable Facilities

Portable toilet facilities may be required based on anticipated attendance numbers. Should portable facilities be necessary, numbers will be determined in advance of the event, ordered by City Market Management and included in the event invoice.

SECURITY

Event security for crowd and liquor control barriers is required at every paid event at the City Market. Associated costs are at the client's expense. City Market Management will coordinate security needs for the client's event and will be included in the event settlement invoice. Security numbers will be approved in advance by City Market Management, Security Company and client. 2010 Rates: Ticket takers/crowd directors \$17.76, supervisors \$20.97, KCPD \$36.00 with a four hour minimum.

SETTLEMENT

Payment to City Market Management includes, but not limited to site rental and any additional services contracted by City Market Management in preparation for the contracted event. Payment will be required at the time of settlement by check or money order to "The City Market". Settlement and payment are due by the end of the event. Please let Market Management know in advance who will be providing payment.

SIGNS & POSTERS

No adhesive backed (stick-on) decals, fliers, handouts or similar items may be distributed without prior approval from the Property Manager. No posters, playbills or any other signage can be taped, stapled or affixed to any surface on the property.

SITE RENTAL

Security deposit will be returned within two weeks after the event, granted all agreements have been honored and the licensed area has been left in good condition. In order to hold or confirm a date(s), one must provide a completed event application. Upon confirmation of an event, the client must be prepared to sign a license agreement and provide a security deposit.

The fully executed License Agreement, security deposit and insurance certificates as specified in the License Agreement, must be provided to Market Management thirty (30) days prior to the event or the City Market reserves the unqualified right to cancel the event.

The City Market Square – Standard Rental Rate: \$5,500.00

No equipment is allowed within 10' of the front of the Steamboat Arabia. Loud noise is restricted prior to 5:30 p.m. and after midnight. The Market Square measures 300' x 310' and the asphalt area that is typically utilized for a stage in a concert setting measures 75' x 125'. City Market Square maximum capacity is 10,000 based on the event set up. Security deposit for City Market Square rental is \$500.00.

The City Market Park – Standard Rental Rate: \$1,500.00

The City Market Park is located on the northwest corner of the City Market at 3rd and Main. The park area is approximately 200' x 180' of green space. The City Market Park maximum attendance capacity is 2,000 based on the event set up. Security deposit for City Market Park rental is \$500.00.

Pavilion One - Standard Rental Rate: \$750.00

Located in the center of the City Market at 5th and Walnut, the first pavilion at the south end of the Market Square has an area of approximately 25' x 160' or expanded to 37' x 160 when the glass doors are open. This area is open air between the months of April – October and enclosed/heated between the months of November - March. The maximum attendance capacity is 400 based on the event set up. Event set up can start no earlier than 5:00 p.m. on Saturdays or Sundays unless otherwise authorized by Market Management. Security deposit for Pavilion rental is \$250.00. Standard rate is a five hour rental of the pavilion including time for set up and break down of event.

SITE SET UP

Site set up, such as vendor location, generator, beverage and food booths, staging and fencing placement must be approved by City Market Management. Load in and load out schedules are required. Plywood sheets are required at all times under all semi truck wheels parked on asphalt, directly north of the Arabia Steamboat Museum. No parking allowed on brick surfaces.

SMOKING

Smoking is not permitted inside the buildings of The City Market. Smoking in any building of The City Market is strictly prohibited by City Ordinance #59050.

SOUND CHECKS

Sound checks or amplified music of any kind will not be allowed prior to 5:30 pm without specific permission granted by the Market Manager. Promoter must alert Market Manager to any changes in schedule prior to start of sound check.

STAGING

When erecting a stage in front of the Arabia Steamboat Museum or other facility building, a 20 foot walkway from the stage must be maintained and fenced off. No equipment of any kind is allowed within 10 feet of the Arabia Museum glass windows. Stage placement must be approved by City Market Management. A 16' x 24' stage is available for rental from the City Market at an additional cost of \$300.00. This fee includes all labor costs for set up and break down of the stage.

TICKETING/FACILITY FEE

City Market requires a \$1.00 facility/ticket fee when utilizing ticketing agencies such as Ticketmaster. If roll tickets are utilized, a \$.50 facility/ticket fee is required.

TIME RESTRICTIONS

City Market Management requires evening concerts and events end no later than 11:59 p.m. All concert related items must be removed and cleared from the property prior to 4:00 a.m. the following day, unless otherwise authorized by Market Management.

TRASH REMOVAL

Management will arrange for janitorial/trash clean up services and will be included in the event settlement. Services will be approved in advance by City Market Management and event hosting organization. An additional dumpster may be required based on the expected attendance and type of event. The scope of clean up will depend on the number of guests in attendance and event layout. Please refer to The City Market Map provided (Attachment 3).

- Trash within City Market square, pavilions, stage or other areas deemed Licensed Area.
- All trash cans should be emptied throughout the evening and left with a liner at the end of the event.

WRAP UP

City Market Management requires evening concerts and events end no later than 12:00 a.m. (midnight). All concert related items must be removed and cleared from the property prior to 4:00 a.m. the following day, unless otherwise authorized by Market Management.

Revised January 2010

Signature of Acknowledgement and Agreement: _____