

The Simpson House
4509 Walnut Street
Kansas City, Missouri 64111-1819
(816) 561-1167

Owned and operated by All Souls Unitarian Universalist Church, 4501 Walnut St., Kansas City, MO 64111

Policies Governing the Use of the Simpson House

All agreements for the use of the Simpson House and all users ("User") are subject to these Policies Governing the Use of the Simpson House (the "Policies"). All Souls Unitarian Universalist Church (the "Owner") reserves the right to terminate any Special Limited User Agreement ("User Agreement") for failure to adhere to the Policies.

___ 1) Maximum Capacity: Users shall not have more than 150 guests at events ("Events") at the Simpson House. Except when arrangements are made for use of the second floor dressing room in accordance with these Policies, access at events shall be limited to the first floor, the basement restrooms and, when appropriate, the grounds outside the house.

___ 2) User Fees: User fees ("user Fee") vary depending on the time and date of the function. The fees stated in the User Agreement are for one 6 hour time period and **does** include time for set-up, teardown, and cleanup. **Saturday** rental times are set: **afternoon** from 10:00 a.m. until 4:00 p.m.; **evening** from 6:00 p.m. until 12:00 a.m., or "all day" from 10:00 a.m. until 12:00 a.m. Extra time may be available for an additional fee of \$100 per hour, **except on Saturdays**. **No additional time may be booked on Saturdays**. **All events must end no later than 11:30 p.m.** **Hours booked in the house must be consecutive.**

___ 3) Damage Deposit: In addition to the User Fee, a \$400 refundable damage deposit (the "Damage Deposit") is required with all User Agreements. If the conditions set forth in these Policies and the User Agreement are followed and no damage is incurred, the Damage Deposit will be returned within 60 days of the Event. To the extent that the \$400 Damage Deposit is not adequate to compensate the Owner for damage, any excess will be billed to and paid by the User within 30 days of the Event at which the damage occurs.

___ 4) Furniture surcharge: There will be a surcharge for use of Simpson House furniture based on the number of guests invited to the User's event. The surcharge covers access to all tables and chairs in the Simpson House inventory. Confirmation of specific tables and chairs needed must be sent to Simpson House manager no later than two weeks prior to event date. The surcharges are as follows:

- 1-50 Guests: \$150
- 51-100 Guests: \$300
- 101-150 Guests: \$400

___ 5) Simpson House furniture inventory:

- 150 White Wooden Chairs
- 8 3'x6' Tables
- 5 4'x2' Tables
- 10 30" Round Tables
- 6 Bar Height Tables
- 10 48" Round Tables
- 4 2' Square Tables

___ 6) Available to Rent:

- Square Linens: \$8.00 (white); \$10.00 (black)
- PA Speaker with tripod, microphone, and headphone jack connector: \$100
- Extra hours when available: \$100

___ 7) Vendors: Simpson House Manager must approve all vendors of rental equipment bringing rental equipment into the house. The Simpson House reserves the right to refuse use or access to its property by any vendor not properly authorized.

___ 8) Caterers: The User may contract with any caterer. The User will notify the Simpson House manager of the caterer selected. Users are responsible for instructing the caterer regarding all aspects of any planned Event. The Owner reserves the right to refuse access to the property for any caterer which is not properly authorized. **ALL DELIVERIES MUST BE COORDINATED WITH THE SIMPSON HOUSE MANAGER**. Caterers will not have access to Simpson House until the time designated as the opening time in the User Agreement. Extra time required by the User's vendors will be billed from the User's Damage Deposit.

___ 9) Set-up and Removal of Equipment: Personnel for setting up, taking down, and storage of rental equipment will be furnished by the User. All rental equipment must be set up, taken down, and removed from the premises within the time frame required by the User Agreement. **FAILURE TO REMOVE ALL EQUIPMENT BY THE DEADLINE PROVIDED IN THE USER AGREEMENT WILL RESULT IN THE FORFEITURE OF THE USER'S DAMAGE DEPOSIT IN FULL. NO SIMPSON HOUSE STAFF IS AVAILABLE TO ASSIST WITH SET-UP OR REMOVAL OF EQUIPMENT.**

___ **10) Clean-up:** In addition to equipment, within the time provided in the User Agreement, the User and/or the User's caterer or contracted vendors must remove everything that was brought into Simpson House for the Event (including, but not limited to, trash, flowers, and decorations). Any time beyond the time specified in the User Agreement which is required to complete the clean-up following the Event will be billed to the User's Damage Deposit. It is the User's responsibility to ensure that caterer's, rental equipment companies and other agents, employees and contractors of the User abide by rules relating to set-up, clean-up, and tear-down. The User is also responsible for ensuring that the kitchen is left in a clean condition.

___ **11) Confirmation of the User's Reservation:** In order to reserve a date, the User must pay half of the Total Payment and sign a User Agreement. Total Payment must be received no later than 60 days prior to the event date. **NO VERBAL ARRANGEMENT OR OTHERWISE IS CONSIDERED A CONFIRMATION.**

___ **12) Cancellation:** Written cancellation of the Event by the User at least 60 days prior to the Event will result in forfeiture of the Damage Deposit. Written cancellation less than 60 days prior will result in forfeiture of the Total Payment. **A CHANGE OF DATE IS CONSIDERED A CANCELLATION.**

___ **13) Alcoholic Beverages:** No beer kegs may be brought into Simpson House or onto its property. No alcoholic beverages may be sold in Simpson House. No alcohol may be served to minors. Users are solely responsible for obtaining, complying with, and understanding all liquor laws. Users are responsible for the sobriety of their guests.

___ **14) Piano:** The Simpson House has a Baldwin baby grand piano in the Great Room. This instrument is kept tuned and maintained. It is available for use; however, **the piano may not be moved from the west side of the Great Room.**

___ **15) Dressing Room and Rehearsals:** A second-floor dressing room is available at no extra charge to Users who have booked the house for a wedding. Users who have booked the house for other types of events may rent this room for an additional \$100. One-hour rehearsal times may be arranged for Events for an additional fee of \$100. One week's notice is required to arrange for rehearsals times, which are dependent upon availability of Simpson House during the period requested. **Rehearsals may not be booked prior to 4 weeks from the Event.**

___ **16) Rice, Confetti, and Candles:** Throwing rice, confetti, birdseed, or glitter anywhere in Simpson House or on Simpson House grounds is strictly prohibited. Bubbles or potpourri is allowable OUTSIDE OF THE HOUSE ONLY. Flames must be behind glass. If candle wax is allowed to drip onto Simpson House surfaces or furniture, there will be a deduction from User's damage deposit for additional cleaning fees.

___ **17) Artificial Flower Petals:** Use of artificial flower petals is prohibited on the outside grounds. Users are encouraged to use real flower petals for outdoor ceremonies.

___ **18) Noise:** All Users are responsible for abiding by the Kansas City Noise Control Ordinance which states that "between the hours of 10:00 p.m. and 7:00 a.m. the sound level will not exceed 55 decibels and at other times not exceed 60 decibels." **MUSIC MUST BE STOPPED BY 11:30PM.** Failure to abide by requirements relating to noise control may result in the forfeiture of the User's Damage Deposit. The Simpson House manager or staff may require the User to reduce noise to an appropriate level. **Amplified music and bands will not be allowed outside of Simpson House,** and all sound must be contained within the house.

___ **19) Private Property:** The Owner is not responsible for property of the caterers, guests, or other vendors of the User which is lost, damaged, or stolen during an event or while on Simpson House property.

___ **20) Smoking:** Smoking is not permitted within Simpson House. Smoking is allowed on the grounds of Simpson House, so long as cigarette butts are properly removed and disposed of.

___ **21) Parking:** The parking lot which is adjacent to Simpson House accommodates 62 cars and is shared with the Owner. If a church activity is scheduled during the time for which Simpson House is reserved for an Event, only one-half of the parking lot may be used by guests at the Event. The User is responsible for ensuring that this policy is followed by guests, caterers, and other contractors.