

FIRE STABLES

Classic Event Package

3 day event package for up to 225 guests

Package Fee: \$3,750

- This is the Fire Stables Classic Event Contract - In order to save your date, you must complete this entire document and return it in person or by email.
- Deposits can be paid by cash/check or online once the contract is received. Your date will not be saved until payment has been received.
- A \$500.00 **CASH** security deposit is required at check-in on Friday and will be refunded after the facility has been returned to its original condition with no damages. Missing or damaged property and tow fees will be deducted from the security deposit.

Rental fees include:

Event space: Gazebo and outdoor bench seating, main lobby (first & second-level), west viewing room, bride and groom rooms, front porch, and balcony.

Full access to tables and chairs for 225 people

Use of all cocktail, round, and rectangle tables

Indoor parking inside east arena

Large spacious restrooms with changing room

Access to onsite dumpster

Vendor prep room with microwave, refrigerator, and freezer

Facility Security

Fee Information

The first half of the event fee is a \*non-refundable deposit that saves your date\*. Please note that there is a wine glass replacement fee if broken or not returned of \$5.00 each. Once the first half of the payment in the amount of \$1875 has been received and the date is reserved, the second half of payment in the amount of \$1875 is due by \_\_\_\_\_ (60 days before the event date - \$25 late fee).

Initial \_\_\_\_\_ Date \_\_\_\_\_

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Friday

12:00 pm check-in

8:00 pm

Saturday

10:00 am or as agreed upon in writing ahead of time with facility

11:45 pm - alcohol, food, and trash MUST be removed.

Sunday

8:00 am - 12:00 pm only  
Must complete check-out

Final clean up - vacuum, mopping, and all remaining items removed.

Being on the property before or after these designated times without prior approval can result in the loss of a portion of your security deposit. Please make sure all family and friends are aware of these conditions before they arrive. **A member of the party must be onsite when there is any guest or vendor on the property.** You are solely responsible for the rental space, your guests, and your vendors during the above times. Fire Stables is not responsible for any lost items, damages, injuries, or legal action as a result of any behavior or action taken by you or your guests from the time you check-in until you check-out. A staff member may or may not be onsite to help with questions when they come up - you will have a cell phone number of the event manager. Please have only renters contact Fire Stables with questions about your event or specific issues - We will not discuss your event with anyone other than you or one (1) other predetermined person such as a planner/coordinator. Remember that your vendors are insured, so be sure to watch for potential damage as they load in and out.

Initial \_\_\_\_\_

Date\_\_\_\_\_

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*Renter and guests of renter are allowed to:*

- Serve food and alcohol utilizing all outside vendors at their own risk.
- Access to vendor prep room and authorized guest/vendor space.
- Use provided trash bins with trash transport dolly to the dumpster behind the barn.
- Use flameless candles.
- Take photos in and outside.

*Renter and guests of renter are not allowed to:*

- \*Enter any office space, or the stall barn without being accompanied by an employee.
- Pet, feed horses, open gates, enter stalls unless the horse is owned by the renter or guest.
- Bring any outside animals to the barn or arenas unless previously authorized.
- Swim, fish, or allow any use of boats in any ponds on premises.
- Hunt, or allow hunting anywhere on the premises.
- Use fireworks, firearms, or have open flame candles unless placed in a jar.
- \*Confetti and glitter are not allowed on the premises or inside the building. (No artificial flower petals outside)
- Absolutely NO mounting the horse sculpture or depositing anything into the fountain.**

*Fire Stables utilizes a Check-In Check-Out system*

At check-in, the renter will be met at the barn by the event manager who will be able to answer any questions and give a brief explanation to any family/vendors. Vendors may visit the facility ahead of time during business hours, but a complete check-in must occur **before** tables, chairs, and decorations are set up.

\*Similarly, all decoration removal and final cleaning must be completed prior to checking-out with the event manager. Refund of the security deposit is dependent on this occurring. **All vendors will use the back entrance to load and unload their equipment. There must be a member of the wedding party here at all times when vendors are on the premises.**

*General Conduct*

➔ Renter assumes all responsibility for any situation involving their guests and/or vendors at their event. If alcohol is served, the renter assumes all responsibility for the actions of their guests. The renter agrees that all measures necessary will be taken to ensure that guests follow state laws regarding alcohol consumption, especially those relating to driving under the influence and underage consumption. Fire Stables reserves the right to determine if anyone is considered a nuisance and have them removed (by police if necessary). This includes guests and/or vendors. The renter assumes responsibility for any and all damages to the facility, property, and furnishing incurred by any guest or vendor, before, during, or after the event from check-in until check-out time. The affixing of decorations must be pre-approved before or at check-in. **Nail holes, tack holes, and tape are considered damage.** \*Please use command strips/fishing string or a similar product that will not damage the paint or wood. As this is a working horse facility, all children must be supervised at all times for their own safety and the safety of others. Fire Stables is a tobacco free facility. The only smoking area is on the ground level front porch. Cigarette butts are considered damage; if left on the ground outside, will result in a loss of portion of security deposit. Parking is the responsibility of the renter and must not restrict emergency vehicles from entering the premises. Our staff will help with parking if possible, but please have someone available to help. \*Any vehicle left in the arena after midnight will be towed to the parking lot at the renters expense. Fire Stables is an operational horse facility and as such, lessons/training may be occurring in the arenas, round pens, and/or outdoor working pens at the barn at any time before, during, or after the event listed above.

Failure to comply with these policies can result in the loss of the renter's security deposit and/or additional charges to the renter.

In extreme circumstances, Fire Stables reserves the right to cancel any event at any time with a full refund.

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## Event Information

Date of Event Rental: \_\_\_\_\_

Total Number of Guests: \_\_\_\_\_

Rehearsal: (Yes/No) \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Ceremony: (No earlier than 3pm) \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Reception: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Additional Linen Rental: \_\_\_\_\_

108"/120" Round

\_\_\_\_\_ 60x120" Rectangle

\_\_\_\_\_ 132" Cocktail

Are you booking the cleaning package?: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Renter: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_

Date: \_\_\_\_\_

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## Renter Information:

Renter (person financially responsible for event): \_\_\_\_\_

Renter Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Back up contact name: \_\_\_\_\_

Back up contact phone: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing below you are agreeing that this contract has been filled out to the best of your knowledge and all pages (1-5) have been initialed, dated, and returned to the manager of Fire Stables.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Stables Employee Signature: \_\_\_\_\_

## FIRE STABLES

# Extra Add-Ons

### **Table Linens - \$17 per**

Additional linen rental includes delivery/pickup of mid length polyester with your choice of color. (cocktail linens not included)

### **Outdoor Heater - \$75 each**

Add one or both of our outdoor heaters to our front patio for the night.  
(1 propane tank included for each)

### **Sunday Cleaning - \$600**

Add the Sunday cleaning for your event and just remove food, trash, and alcohol Saturday night. We will wipe everything down, vacuum, mop, and put tables/chairs away.

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## Helpful Measurements & Numbers

Entry opening of Gazebo is 87 inches across

There are 10 rows of benches, seating around 220 at the Gazebo

The path from the driveway to Gazebo is 212 ft long

The mezzanine opening above the lobby is 37.6 x 16.4 ft

Email us for a PDF of the full layout of rental space

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30 - 6 ft Round Tables

6 - Cocktail Tables

6 - 6 ft Rectangle Tables

6 - 8 ft Rectangle Tables

225 White Padded Folding Chairs

**FIRE STABLES**

*Preferred Vendors List*

**MUSIC, DJ, AND LIGHTING**

Complete Wedding + Events

Logan Kullman - [www.completewedo.com](http://www.completewedo.com)

Innocenti Strings - [www.innocentistrings.com](http://www.innocentistrings.com)

**CATERING AND BARTENDING**

Brancato's Catering - 816.765.4707

Kansas City Catering Inc. - 913.831.0764

Olive Events - 913.721.3399

Relish Classic Catering - 913.563.5776

Hy-Vee Catering - 913.438.8308

Plaza Catering - 913.383.8800

Culinary Creations KC - 816.787.8636

Top Shelf Bartending - 816.554.6700

Erin Cook Bartending - 816.217.5384

**PHOTOGRAPHY AND VIDEOGRAPHY**

Complete Wedding + Events - 913.432.1111

Photographer - Marissa Cribbs - 316.640.5932

Photographer - Kristi Witney - 816.726.1222

Grace Photo + Film - 913.286.8813

**ADDITIONAL RENTAL**

**Johnson County Equipment Rental**

[info@jocoequipmentrental.com](mailto:info@jocoequipmentrental.com) - 913.393.0755

**Ultrapom Event Rental**

[info@ultrapom.com](mailto:info@ultrapom.com) - 816.525.8568

## FIRE STABLES

# Frequently Asked Questions

### **CAN WE USE OUR OWN VENDORS?**

Yes - We are an open vendor facility which means you are welcome to utilize your own DJ, catering, bar service, and décor. Most couples find this to be much more cost-effective and it can add a more personal touch to your event. If possible, try to choose vendors that carry insurance.

### **CAN WE HAVE OUR CEREMONY OUTDOORS?**

Yes - our beautiful white gazebo is the perfect spot to share your vows, and the outdoor photos are breathtaking. And, since we are in Kansas, we do have indoor options in case of inclement weather. All receptions are indoors.

### **CAN WE USE DECORATIONS?**

Yes - you are allowed to decorate within reason as long as you leave no marks behind. The use of tape, tacks, nails and glue to hang decorations is prohibited. All decorations must be placed and removed without leaving damage (command strips or fishing line). \*Be kind and leave the property as you found it.

### **IS CONFETTI OR GLITTER ALLOWED?**

No - We do not allow allow confetti, glitter or silk flower petals. These items do not clean up, and is damaging to our environment.

### **DO YOU ALLOW FOOD TRUCKS?**

Yes - Food trucks are a great option for dinner or desserts, and can be parked at the front of the venue for easy access!

### **DO YOU OFFER PLANNING OR MANAGEMENT FOR OUR EVENT?**

No, we are a rental facility only. However, we do have a list of recommendations if you are looking for a specific vendor.

### **HOW IS PARKING HANDLED?**

We use our indoor arena on one side of the facility for all event parking. On most occasions, we have personnel on-site an hour or two before your event to help direct guests as they arrive. If a vehicle is left at the facility overnight, it must be moved to the front parking lot and picked up the following day.

### **WHAT IF THERE ARE CIRCUMSTANCES THAT PREVENTS US FROM GETTING MARRIED ON THE DATE WE ORIGINALLY CHOSE?**

Deposits are non-refundable. If you need to postpone the date of your event, you may choose from other available dates in the same calendar year to reschedule.