



# THE CENTRAL EXCHANGE®

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*A champion of women leaders*

**“Downtown’s Best Kept Secret”**

The Central Exchange, located in downtown Kansas City, offers graceful historic architecture, excellent facilities and services to meet your wedding celebration needs. Our spacious rooms provide seating for up to 130 guests or cocktail style arrangement for up to 175 guests. Weather permitting; our charming outdoor patio brings the beauty of nature into your party atmosphere.

We take great pride in providing the utmost attention to detail to ensure that your event is truly memorable. Let us help you plan an unforgettable celebration!

The information in this packet is an excellent starting point, though not meant to answer every question you may have about our facility and catering capabilities. We would be delighted to arrange a personal appointment, convenient to your schedule, to discuss the details of your event and provide a complete tour of our beautiful facility.

Thank you for your interest in our facility and we hope to work with you to make your day special.

Heidi Stigers  
Business Office/Catering Manager  
816.471.7560, ext. 15 or [heidi@centralexchange.org](mailto:heidi@centralexchange.org)

# The Central Exchange

## “Downtown’s Best Kept Secret”

### Overview of The Central Exchange’s Rentals

#### ☞ Deposit requirements

A \$500.00 deposit fee will secure your event date with a signed contract. This fee DOES apply to final invoice. Changes in event dates are accepted although if event date is canceled deposit fee will be forfeited. A major credit card is required to be on file. This card can be used to pay any part of the deposit and/or final bill.

#### ☞ Minimum Fees

\$1,500.00 minimum food purchase. Menu choices start at \$18 per person. 50% of estimated cost is due 30 days prior to event. Remaining balance due day of event.  
Service Fee of 28% is added to all food & liquor purchases and covers all service, Linens and service ware for the event. (Service charge is 23% for events held Monday-Friday 7am-5pm.)

#### ☞ Full bar service is available.

Open bar is available at the cost of \$16 per person for 4 hours. This option includes call liquor, house wine and beer.  
Premium liquor is available for an additional \$10 per person.  
Bud, Bud Light and House wines are available for \$9 per person for 4 hours.

Liquor can also be done on a consumption basis or as a cash bar. (For the cash bar option there is a \$200 bartender fee.)

#### ☞ Work with our chef to put together a menu to suit your needs. See attached menus for a starting point.

#### ☞ Floral arrangements & decorations can easily be handled by The Central Exchange. A florist of your own choosing is also an option.

#### ☞ You may bring in your own DJ or entertainment. Dance floor can be rented for additional charge.

The Central Exchange  
1020 Central, KCMO 64105  
Phone 816.471.7560 Fax 816.471.7620  
[www.centralexchange.org](http://www.centralexchange.org)

**THE CENTRAL EXCHANGE EVENT PROPOSAL**  
*SAMPLE*

Estimate:

**Based on 100 guests**

*Food	\$20 per person	\$2,000.00
*Bar	\$16 per person	\$1,600.00
*Rentals	( 9x12 dance floor)	\$150.00
*Parking	\$6.00 per vehicle	\$optional
*Service	28%	\$1,041.60
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*Sub-Total		\$4,761.60
*Sales Tax (MO)	9.35%	\$347.82
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*Estimated Total		\$5,109.42

A DEPOSIT OF \$500.00 IS REQUIRED TO SECURE YOUR EVENT DATE.  
AN ADDITIONAL DEPOSIT EQUAL TO 50% OF ESTIMATED BILL IS DUE 30  
DAYS PRIOR TO EVENT DATE.

Worksheet to estimate total costs:

**Number of guests:** \_\_\_\_\_

*Food	\$__ per person	\$_____
*Bar	\$__ per person	\$_____
*Rentals	( 9x12 dance floor)	\$150.00
*Parking	\$6.00 per vehicle	\$_____
*Service	28% of Food & Bar	\$_____
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*Sub-total		\$_____
*Sales Tax	9.35%(not including Service)	\$_____
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*Estimated Total		\$_____