



## Private Events Information

### **Minimums & Room Fees**

While we do not have a room fee, we do charge a staffing fee which bring in a staff member to work your party. It is \$50 per staff member and you will either need one or two staff members (depending on size of event, food and drink set up, etc). We also require a 20% gratuity on the final bill (pre-tax). We take care of both of these charges the day of your event. We do have a \$200 minimum for food/drink purchases. We also book events in a 3-hour time slot. If you would like to book the room longer than 3 hours, we require an additional \$25 per hour after your allotted time.

### **Food & Drink Set Up**

We are happy to customize your menu to suit your special event. We offer buffet style service, limited menus and plated meal service. We also offer a special menu for our private events. If you visit our website at [www.kconeills.com](http://www.kconeills.com), click the 'menu' tab, click 'private events & catering' menu, there you will find additional options for your event. We also can customize the bar to fit your personal budget. We offer open bar, cash bar, limited bar or drink ticket services. All drinks are charged per consumption, including N/A drinks. All of these options can be discussed further and set up with our private events coordinator, Erin Cea.

### **Decorations & Dessert**

You are welcome to bring in decorations of your choosing for your event. We just ask that nothing be taped to the walls and no confetti like decorations are allowed. We also allow you to bring in your own desserts if that works better for you and your group. That is the only outside food or beverage we allow. You are welcome to drop those by before your event and we can keep them cold/stored for you until the time of your event.

## **Table Set Up, Patio & Capacity**

*\*Max seated capacity is 40*

The regular table set up is 4 large square tables that seat 8-10 people. We can rearrange these in any way that best suits your group. We also have a buffet table, private bar and some built in counter space. The back patio is not included with your event. We do charge a flat fee to rent that space. During the week, Monday -Thursday the fee is \$150 and \$200 on Friday-Saturday. If you choose to book the patio with your room rental, we can set it up however you would like. We offer high top tables, low top tables and a lounge area with patio couches and cushions. Please contact Erin Cea for additional information.

## **Linens**

We work with some of the best local linen suppliers here in KC and can customize your groups setting if desired. We offer standard white tablecloths for \$4 a piece and our standard cutlery rollup linen is black. If you are needing/wanting a different color to tie your event together, please inquire with Erin to see if we can make it happen. Any linen that is special ordered may incur additional fees.

## **Cancellation Policy**

Here at O'Neill's we understand things come up and plans change. We just ask that you give us 48 hour notice of any change or cancellations you may have. Depending on how your food menu is set up, there may be a fee associated with cancelling less than 48 hours prior to event.

## **Tax Exemption**

We will gladly take care of your tax exempt event but we will require a copy of your tax exempt letter in order to honor this.

## **AV/TV Access**

Within the room, you will have full access to our 60" TV. This can also be hooked up to a computer for slideshows, presentations and anything in between. We do provide you with all of the connection cords necessary but you will be responsible for bringing your own computer, iPad, phone or electronic device to hook up to.

If you have any additional questions or would like to check the availability of our room, please contact Erin Cea at 913-648-4900 or [erincea@kconeills.com](mailto:erincea@kconeills.com).