

# Sycamore Ridge Event Space

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Sycamoreridgekc.com - sycamoreridgekc@gmail.com

*Welcome to our event space. So glad you found us!*

Our event space is set up for a peaceful private country experience with the freedom to bring your own food, photographer, music, and beverages. The front door has an access code for your caterer or decorator to easily come and go the day of your event. The Bridal Suite has an interior and exterior door with coded locks for your privacy.

The following is a list of our extra items to rent as well as our included items.

Please read carefully before contacting us with additional questions.

## **Sunday - Showers, Parties - \$550.00**

**100.00 non-refundable deposit due at booking (applied toward \$550)**

**100.00 damage deposit and balance due 90 days prior to event (\$100 + \$450)**

**Total: \$650**

**Main & Upper Floor Rental (90 Guests) (8 Hours from 9:00 AM - 5:00 PM, this time includes decorating & clean up) NO access to other floors**

1. 60" Round Tables and White Folding Chairs for 90 Guests
2. Rectangular Tables (4 - 8FT Available)
3. White Ornate Dessert or Cocktail Buffet
4. Drink Station
5. Access to Back Deck Overlooking Stream
6. One Restroom with 3 Rolls Toilet Paper & 2 Rolls of Paper Towels & Hand Soap
7. Kitchen (Counters for food prep, 3 bay sink, Refrigerator, Microwave)
8. Miscellaneous Serving Utensils
9. Miscellaneous Dishes
10. Dish Towels & Washcloths
11. Trash Cans - 2 Bags per trash can
12. Dish Soap
13. Handicap Ramp
14. 300 MB Internet

## **Friday/Saturday - Showers, Parties - \$750.00**

**100.00 non-refundable deposit due at booking (applied toward \$750)**

**100.00 damage deposit and balance due 90 days prior to event (\$100 + \$650)**

**Total: \$850**

**Main & Basement Floors + Patio Rental (90 Guests) (6 Hours, this time includes decorating & clean up) NO access to other floors**

1. 60" Round Tables and White Folding Chairs for 90 Guests
2. Rectangular Tables (4 - 8FT Available)
3. White Ornate Dessert or Cocktail Buffet
4. Drink Station
5. Access to Back Deck Overlooking Stream
6. One Restroom with 3 Rolls Toilet Paper & 2 Rolls of Paper Towels & Hand Soap
7. Kitchen (Counters for food prep, 3 bay sink, Refrigerator, Microwave)
8. Miscellaneous Serving Utensils
9. Miscellaneous Dishes
10. Dish Towels & Washcloths
11. Trash Cans - 2 Bags per trash can
12. Dish Soap
13. Handicap Ramp
14. 300 MB Internet

## **Saturday Wedding Package - \$3500.00**

**1000.00 non-refundable deposit due at booking (applied toward \$3500)**

**800.00 damage deposit and balance due 90 days prior to event (\$800 + \$2500)**

**Total: \$4300**

**Entire Building all 3 Floors and the Grounds**

**Saturday 9AM to 12AM. (130 indoor Guests) (200+ outdoor Guests)**

**You may use this time for rehearsal, decorating & clean up**

1. 60" Round Tables and White Folding Chairs
2. Rectangular Tables (4 - 8FT Available)
3. White Ornate Dessert or Cocktail Buffet
4. Drink Station
5. Access to Back Deck Overlooking Stream
6. Basement Bar Area
7. Patio + String Lighting
8. Bridal Suite
9. Whisky Barrels and Bar Stools
10. Two Restrooms with 5 Rolls Toilet Paper & 4 Rolls of Paper Towels & Hand Soap
11. Kitchen (Counters for food prep, 3 bay sink, Refrigerator, Microwave)
12. Miscellaneous Serving Utensils
13. Miscellaneous Dishes
14. Dish Towels & Washcloths
15. Trash Cans + 2 Bags
16. Dish Soap
17. Upstairs Food Station
18. Handicap Ramp
19. 300 MB Internet
20. 1 caddy of ice

## **Wedding Weekend Package - \$5500.00**

**1000.00 non-refundable deposit due at booking (applied toward \$5500)**

**800.00 damage deposit and balance due 90 days prior to event (\$800 + \$4500)**

**Total: \$6300**

**Entire Building all 3 Floors and the Grounds, From Friday at noon to Sunday at noon.  
(130 indoor Guests) (200+ outdoor Guests) You may use this time for Rehearsal,  
decorating & clean up)**

1. 60" Round Tables and White Folding Chairs
2. Rectangular Tables (4 - 8FT Available)
3. White Ornate Dessert or Cocktail Buffet
4. Drink Station
5. Access to Back Deck Overlooking Stream
6. Basement Bar Area
7. Patio + String Lighting
8. Bridal Suite
9. Whisky Barrels and Bar Stools
10. Two Restrooms with 5 Rolls Toilet Paper & 4 Rolls of Paper Towels & Hand Soap
11. Kitchen (Counters for food prep, 3 bay sink, Refrigerator, Microwave)
12. Miscellaneous Serving Utensils
13. Miscellaneous Dishes
14. Dish Towels & Washcloths
15. Trash Cans + 2 Bags
16. Dish Soap
17. Upstairs Food Station
18. Handicap Ramp
19. 300 MB Internet
20. 1 caddy of ice

## Extra Rental Items:

<b>1</b>	Tablecloths (90" Round White or Black Polyester Linens) hang half way down table	18.00ea
<b>2</b>	Balloon Arch (Large Gold 9.5' x 8')	30.00
<b>3</b>	Fire Pits (3)	75.00ea
<b>4</b>	Cleaning Fee- For those of you who want to leave when your event is over.	
	First Floor	175.00
	First and Second Floor	350.00
	Entire Rental All Floors	525.00
<b>5</b>	Decorating This option is for 50 people on the main floor, small events only (Example- Showers, Birthday Parties, Anniversaries) Includes: Balloons on Balloon Arch, Linen Tablecloths (White or Black) & Centerpieces to Match your theme	500.00

## Not Allowed:

1. Our white folding chairs are for the patio or inside use only. If you need chairs for the lawn you will need to rent them.
2. Real candles are not allowed. We ask that you use battery operated candles for your safety.
3. No coolers are allowed inside building .
4. No parking or tents allowed on the south side of the building our septic system is located there.
5. No feminine products down toilets - we are on a septic system

**Not responsible for lost or stolen items.**

*We hope you enjoyed Sycamore Ridge Event Space!*

## **What to do before you leave:**

Please respect our Beautiful Venue that we have worked so hard on to provide a clean and custom space for your family and friends to enjoy!

**We ask that you please leave all areas as you found them when you arrived.**

You will **NOT** receive your deposit back if the following items are not taken care of before you leave. Thank you for your understanding.

**IF you have utilized floors that were not included in your venue rental, we reserve the right to keep your damage deposit.**

1. Sweep all floors (brooms are provided in kitchen)
2. Clean up sticky messes on all surfaces, floors, counters, tables, walls, etc. (no food stuck to or loose, no sticky spots)
3. Kitchen cleaned, all surfaces wiped down, dishes washed and put back, if used, dirty kitchen towels left in a pile on the counter.
4. All tables wiped down and all rented dirty Tablecloths left in kitchen
5. Please put back any items you used so that others may enjoy them. There will be a charge for missing or broken items.
6. Bathroom cleaned
7. Please put All bar stools and fire pits under the back deck on concrete
8. Thermostat turned down in winter to 57, up in summer to 78
9. All trash, in trash bags, and placed in trash cans at the end of the driveway or in the 'Little Red Wagon'.
10. Lights turned off with exception of front porch lights may be left on

## Items you may need to bring for your event:

Scissors  
Scotch Tape  
Double Sided Tape  
Food Storage Dishes or Plastic Bags  
Bags, tubs or boxes to take gifts or other items home  
Extra Paper Towels for clean up  
Parchment Paper  
Aluminum Foil  
Trash Bags (We provide 2 for each trash can)  
Cleaning Supplies  
Extension Cords  
Drink Dispensers  
Sterno Burners  
Sterno Pans  
Punch Bowl  
Dinner Plates  
Dessert Plates  
Silverware  
Napkins  
Cups  
Punch Cups  
Serving Dishes  
Coolers  
Heaters  
Candles, Candle Holders  
Decorations  
Streamers  
Balloons  
Tablerunners  
Vases  
Flowers  
Centerpieces  
Tools

You may leave any usable Decorations or Dishes you don't want so that others can use them.