



PATRON'S LOUNGE & LOBBY RENTAL INFORMATION

Folly Lobby (East & West) Capacity: 200

Socially Distanced Capacity: 50

Patron's Lounge Capacity: 85

Socially Distanced Capacity: 25

Folly Theater

300 W 12th Street

Kansas City, Missouri 64105

816-842-5500 main line

<http://www.follytheater.org>

The Folly Theater is a non-smoking facility.

IMPORTANT SAFETY POLICIES

The safety of our clients, artists, patrons, staff and volunteers is our top priority. We will implement a thorough plan including best practices from venues around the region and the country to create a safer venue with respect to the COVID-19 outbreak. We recognize this is a fluid situation, and ask for everyone's flexibility and understanding as we all adapt to these new policies. We will endeavor to update our policies as often as recommended or required by governmental agencies.

We encourage those who are sick and/or symptomatic to stay home and remind everyone who plans to be on premise at the Folly Theater observe the established list of protocols.

Client's staff and volunteers agree to wear facial coverings at all times when on site and enforce performer social distancing, wearing of facial coverings at all times except when on stage actively rehearsing or performing. Client will provide a COVID symptom questionnaire to client's staff, volunteers and performers and agrees to send home anyone who is symptomatic.

All Folly crew, staff and volunteers are required to wear facial coverings at all times. Folly staff, crew and volunteers will be given a COVID symptom questionnaire prior to entry. Any symptomatic individuals or individuals answering yes to a screening question will be sent home. A full list of COVID policies and procedures can be found on page 17.



PATRON'S LOUNGE & LOBBY RENTAL

Rates Effective July 1, 2020 - June 30, 2021

FACILITY RENTAL	
Patron's Lounge Commercial Rate	
Full Day- Four hours or longer	\$1,500.00
Half Day- Four hours or less	\$800.00
Lobby Rental	
Full Day- Four hours or longer	\$1,500.00
Half Day- Four hours or less	\$800.00
Non-Profit Rental Rate (Lobby or Lounge)	
Full Day Four hours or longer	\$1,300.00
Half Day Four hours or less	\$700.00



INSURANCE

Renter must provide commercial general liability insurance coverage in the amount of no less than one million dollars (\$1,000,000.00) covering claims for personal injury, death, or property damage occurring in or about the building resulting from the negligence or willful misconduct of Renter during the Engagement or any performance of the Event ("additional insurance coverage"). Folly Theater shall be listed as an additional insured and such additional insurance coverage shall be primary to any insurance coverage maintained by Folly Theater and any insurance coverage maintained by Folly Theater shall be non-contributory with such additional insurance coverage.

At the discretion of Folly Theater, Renter may purchase insurance through Folly Theater's Tenant Licensee Liability Insurance Program ("TULIP") for an additional fee. More information is available by contacting the Folly Event Manager.

STAFF HOURLY RATES

LABOR: straight time (four hour minimum)	
Steward	\$29.70
Lighting/Sound/AV/Fly Head	\$28.70
Extra	\$27.70
FRONT OF HOUSE STAFF (four hour minimum)	
Ushers/Hosts of the Theater	\$150.00 full team or \$50.00 for hosts
House Manager (FOH)	\$20.50
Box Office Personnel	\$20.00
KCMO Off Duty Police (4hr min) & 1 hr admin	\$47.00
Event Security Manager & Event Security Staff	\$17.50 - \$22.50/hr Please discuss with Event Manager
Custodial	Please discuss with Event Manager
Bar Service	Please discuss with Event Manager

IN HOUSE RENTAL EQUIPMENT RENTAL

The Folly is not equipped to provide linen service for private events. Please discuss these needs with your chosen caterer.

31.5" Low Top/High Top (6) available
\$12.00



30" High Top (6) available
\$12.00



60" Rounds (6) available
\$10.00



6' x 30" Banquet Tables (10) available
\$10.00



55" x 27.5" Board Meeting Tables
(10) available
meetings only
\$15.00



Armless Leather Chairs
(60) available
\$2.00 each



Garment Racks
(6) available



Elevator 54" x 48"
Occupancy Load: 8 adults / 1,400 lbs



MONITOR DISPLAY RENTAL

JPG format only, scaled 1920 px W x 1080 px H
Load to a jump drive and deliver to Folly Staff 5 business days in advance of event.
Client created, static image, load only, no additional charge.
Images created/created by Folly staff, additional charge may apply.

Box Office Monitor



Patron's Lounge Monitor



RENTAL PROCESS

To begin the rental process, contact the Event Manager directly from the Folly Website and attach the rental request form (also available on the website). Please include as much information and preferred date as possible, in addition to a tech rider for the event, if available. Once received, the application will be reviewed and client will usually be contacted within five business days. If the event estimate is approved by Renter, a contract will be issued. Submitting a rental form is NOT a confirmation, nor is an estimate.

HOLD & DEPOSIT

While going through in the estimate process, the hold date(s) are tentative status only and are open to challenge until an initial (non-refundable) deposit is received. The first (non-refundable) deposit is \$1,000 (per event day). A fully executed estimate AND contract are required on file along with the first deposit to complete the reservation and confirm the event.

The second deposit, is the balance listed on the cost estimate and is due five business days prior to load in. For multiple day rentals a first deposit of \$1,000 per day will apply. Accepted forms of payment include business check, certified bank/cashier's check, money order or bank wire. Credit card payment is accepted and subject to a 4% bank fee. If the Folly is selling tickets on behalf of client, ticket sales may be used to cover the balance of the second deposit. A smaller deposit to cover any remaining balance will be due five business days prior to load in.

REGARDING ESTIMATES & SETTLEMENTS

After the Folly Event Manager has received enough production details, including proposed event schedule, staff needs and technical requirements, an event estimate will be sent to the Client. The financial figures are estimates only, based upon information provided at the time the estimate is requested. Should it appear projected expenses may increase significantly, Folly will notify Renter to discuss. The final event settlement will be invoiced based upon actual event expenses as billed, including labor costs for actual hours/schedule worked and other services provided. If actual expenses are less than those in the cost estimate, the difference will be reflected on the final invoice.

ON SITE TOUR/PRODUCTION MEETING

Please note tours must be scheduled around both the Folly master performance calendar and work calls for staff and union crew. We will do our best to schedule a tour/meeting as quickly as possible. Please note our Tech Director works a variety of other performance venues in the region so while we will do our best to accommodate, we cannot always guarantee availability on short notice.

FOLLY DATE CHALLENGE POLICY

Should a Client require a particular date on the calendar and another Client has a first hold (tentative status) on the date, you have the opportunity to challenge the date. To start this process, please notify the event manager by email. Upon acknowledgement of the challenge, the event manager will notify the primary Client that a challenge for their date has taken place. The Client listed as having the "first hold" has 48 business hours (business as defined as Monday – Friday) to submit by email a letter of intent to go to contract, along with a non-refundable deposit in the amount of \$1,000 (per rental day). Accepted forms of payment include certified bank/cashier's check, credit card, money order, or bank wire-transfer. Payments made by credit card are subject to a 4% bank fee.

In the event the Client with the "First Hold" fails to retain and secure the date as outlined above, the date shall be released to the Client who has challenged the date. Challenging individual or organization then has 48 business hours to submit by email a letter of intent to go to contract, along with a non-refundable deposit in the amount of \$1,000 (per rental day). Accepted forms of payment include certified bank/cashier's check, credit card, money order, or bank wire-transfer of monies. Payments made by credit card are subject to a 4% bank fee.

If challenging party fails to submit letter of intent or deposit within the defined time frame, the challenge to the date(s) will be released. Please note a challenge may not take place until challenging party has received a cost and labor estimate.

Note: business checking account checks are not accepted in a challenge situation.

DAMAGE DEPOSIT

A damage deposit may be required, depending on type of rental use. Repairs or extra cleaning fees will be paid out of the damage deposit or ticket sales escrow if applicable.

POSTPONEMENTS

In the event of a postponement, Folly staff will work with the Client to reschedule an event date within the same fiscal year the event is scheduled (through June 30). Hard costs will depend on individual circumstances and when the cancellation takes place. For postponements due to artist illness, travel or weather delays, low ticket sales or other unforeseen complications, the following policies will be in effect.

If postponed more than 30 in advance of the event date a mutually agreeable date is confirmed the first deposit will be transferred in full to the new date.

If postponed less than 30 days in advance of the event date, more than 24 hours prior to the event and a mutually agreeable date is confirmed, the first deposit will be transferred to the new date along with any hard costs incurred up to the time of postponement.

If postponed less than 24 hours prior to the event and a mutually agreeable date is confirmed, the first deposit will be transferred to the new date less any hard costs incurred. A hard cost settlement will be sent to the client within 2-4 business days after postponement.

CANCELLATIONS

If the event must be cancelled due to artist illness, travel complications or other unforeseen complications the following policies will be in effect.

If cancelled up to 24 hours prior to the event, a 50% cancellation fee and deduction of hard costs will apply. Hard costs will depend on individual circumstances, when the cancellation takes place and costs incurred up to the time of cancellation.

If canceled less than 24 hours prior to the event, a 50% cancellation fee will apply in addition to crew's four-hour minimum and any third party rentals incurred up to the time of cancellation. If cancelled after crew is on site, the four-hour minimum or actual hours will be billed on settlement.

BEVERAGE SERVICE

The Folly Theater provides beverage service for all public and private events. Once the event has been confirmed, please contact the Folly's Bar Managers with your beverage needs including hours for service, hosted or cash bar, beer and wine only, full bar, non-alcohol only (coffee, water & soda). Specialty drinks or custom menus available.

Brandy Hersch-Bar Manager

DIRECT	816-786-8595
EMAIL	brandy.hersch@gmail.com

Kathy Nehls-Bar Manager

DIRECT	816-916-0433
EMAIL	kastipek@msn.com

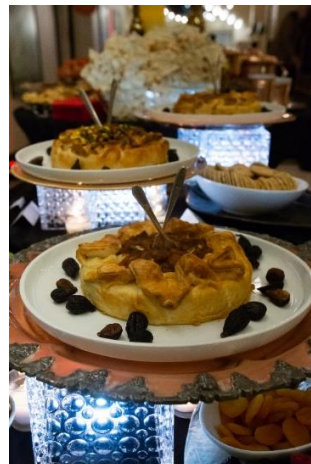
CATERING SERVICE

The Folly is an open catering venue. the Folly does not work with an exclusive catering company and clients are welcome to work with any licensed/permitted caterer in the area. Folly staff has worked with a number of professional caterers who are familiar with our facility and come highly recommended.

Anne's Catering – Anne Hobbs		Moxie Catering – Jill Myers / Wes Gartner	
303 Westport Road, KCMO 64111		1617 Genessee St, Kansas City, MO 64102	
DIRECT	816-765-47047	DIRECT	816-561-0384
EMAIL	annescateringkcmo@gmail.com	EMAIL	moxiecatering@gmail.com
Brancato's Catering – Karla Acord		Inspired Occasions– Jeff French	
505 Kansas Ave. KCKS 66106		6306 Morningside Drive, KCMO 64113	
DIRECT	816-531-1097	DIRECT	816-444-8372
EMAIL	kacord@brancatoscatering.com	EMAIL	jeff@inspiredoccasionskc.com
WEBSITE	Brancatoscatering.com	WEBSITE	www.inspiredoccasionskc.com
Julita Catering – Julita Latimer		Shining Star Catering	
DIRECT	816-564-0193	DIRECT	816-982-9312
EMAIL	julita@sbcglobal.net	EMAIL	info@shiningstarscatering.com
WEBSITE	www.julitacatering.com		

RATES AND POLICIES SUBJECT TO CHANGE

Revised 02/11/2021



PATRON'S LOUNGE 28' x 32'

LECTURE SET UP



North View



South View

LOUNGE/CONCERT SET UP



South View



South View

DINNER SET UP

Dinner Set Up North View
Photo coming soon!

Dinner Set Up South View
Photo coming soon!

BOARD MEETING SET UP

North View
Photo coming soon!

South View
Photo coming soon!

KITCHENETTE 12' x 6'

Samsung Refrigerator 22 cubic feet
Garbage disposal

Kitchen Aide dishwasher
Toaster oven



LOBBIES



EAST/THEATER LOBBY

66' x 13'

Access to Theater Orchestra Level/Balcony Seating
(4) 6' tables max (2 groups of two) on South Wall



WEST/BAR LOBBY

16' x 32'

Main Entrances and Access to Box Office/Main Bar

Brick Wall length 12' (2) 6' tables max

Access to Restrooms/Patron's Lounge

Access to Backstage



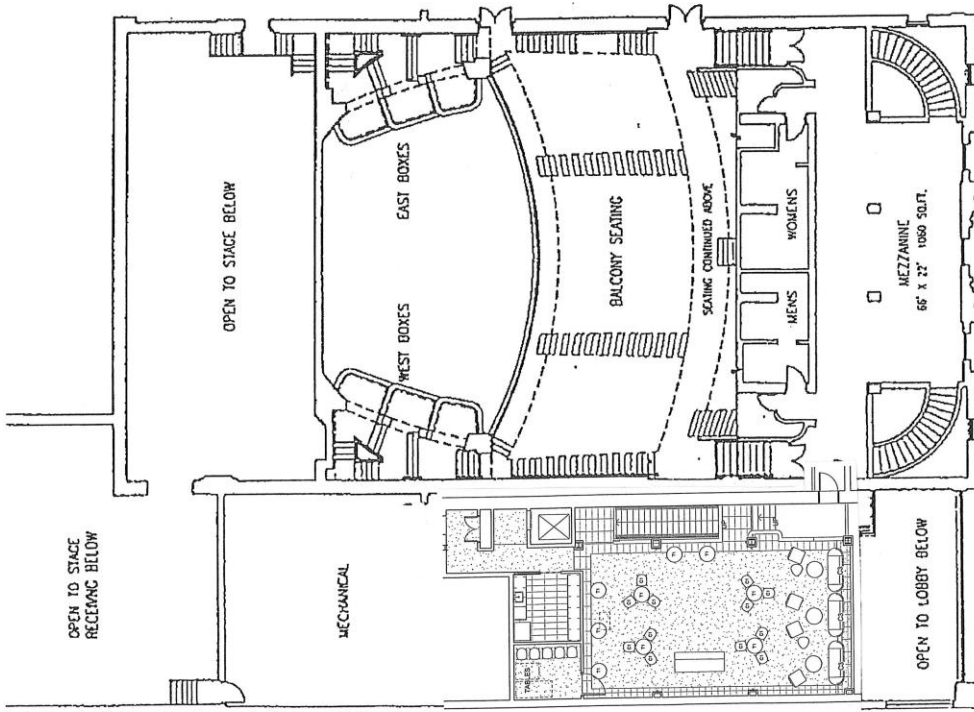
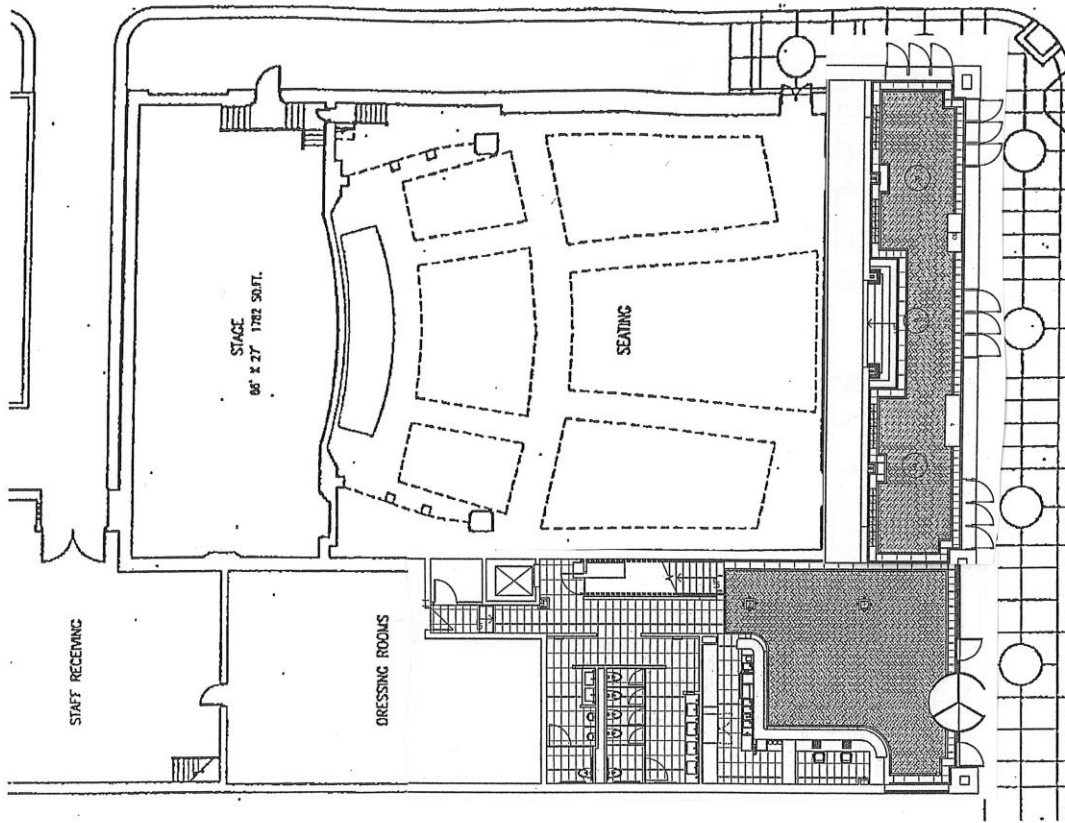
MEZZANINE BALCONY

39' x 14'

Mezzanine Bar

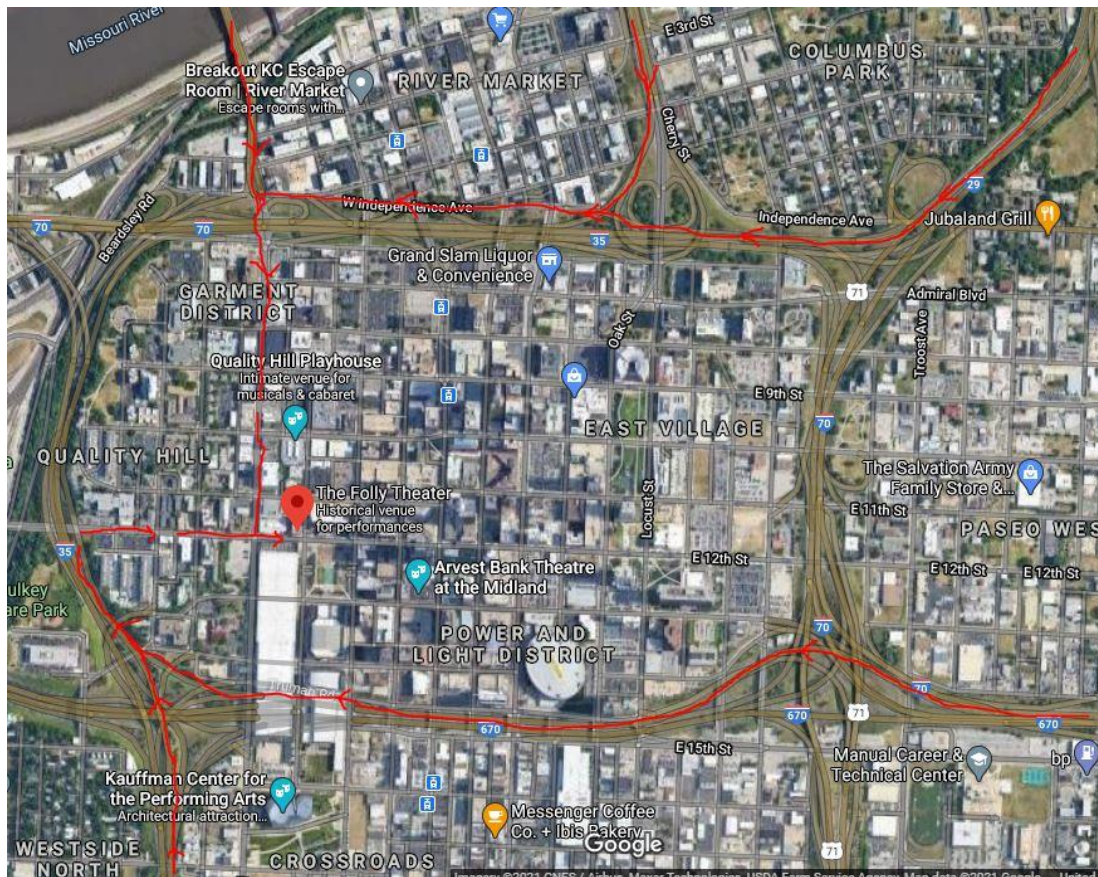
Restrooms

FOLLY THEATER



Folly

LOCATION & DIRECTIONS



From the South

I-35 North to 12th Street (Exit 2W)
East on 12th to 300 w. 12th

From the East

West 670 to Truman Road
West Truman Road to I-35 N
I-35 N to 12th Street (Exit 2W)
East 12th St to 300 w. 12th St.

From the West

I-70 (NOT Hwy 670) east to downtown
South I-35 to 12th Street (Exit 2W)
East on 12th to 300 w. 12th St.

From the North

I-29, or Highway 9(Burlington)
Merge West I-70/35 take immediate Main/Delaware/Wyandotte Street (Exit 2D)
West on Independence Ave. to Broadway
North on Broadway to 12th Street
East on 12th Street to Folly Theater

169 South to downtown KC
Continue South, 169 becomes Broadway Blvd.
East on 12th Street to Folly Theater

NEARBY HOTELS

Kansas City Marriott- 270 feet from Theater		Hotel Indigo Kansas City- 0.1 mi from Theater	
200 W. 12 th Street, KCMO 64105		101 W. 11 th Street, KCMO 64105	
DIRECT	816-421-6800	DIRECT	816-283-8000
WEBSITE	www.marriott.com	WEBSITE	www.ihg.com
Hotel Phillips Kansas City- 0.1 mi from Theater		Crown Plaza Kansas City 0.2 mi from Theater	
106 W. 12 th Street, KCMO 64105		1301 Wyandotte Street, KCMO 64105	
DIRECT	816- 221-7000	DIRECT	816-474-6664
WEBSITE	www.hilton.com	WEBSITE	www.ihg.com
21c Museum Hotel- 0.2 mi from Theater		Loews Kansas City- 0.4 mi from Theater	
219 W. 9 th Street, KCMO 64105		1515 Wyandotte Street, KCMO 64108	
DIRECT	888-511-0078	DIRECT	816-897-7070
WEBSITE	www.21cmuseumhotels.com	WEBSITE	www.loewshotels.com

PATRON PARKING

359 W. 12th Street

\$8.00 Basic Event Parking Rate
\$10 - \$12 High Demand Parking Rate

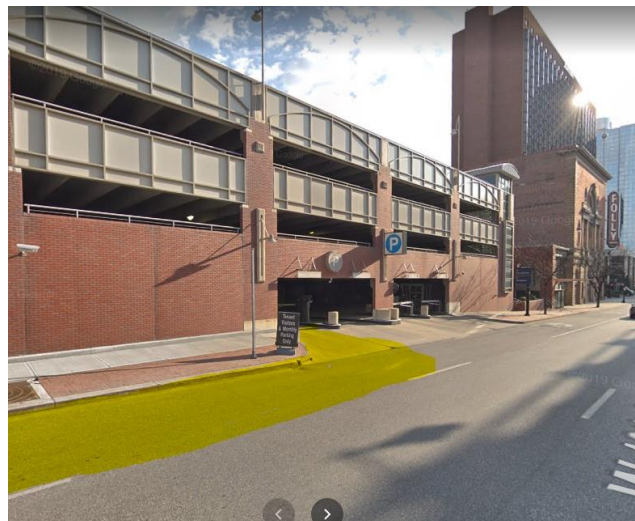
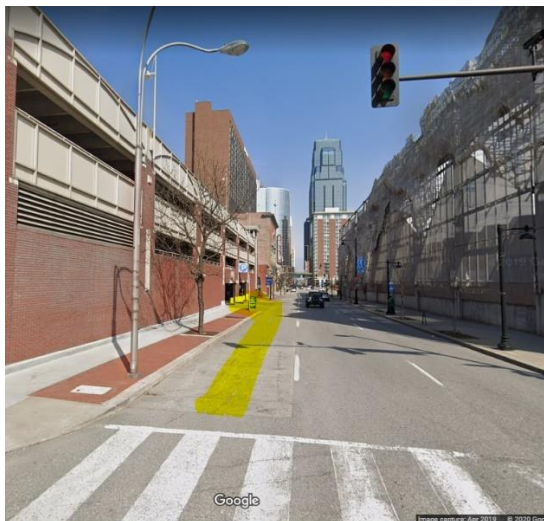
Parking fee is determined by the parking garage owners and management. The Folly is not involved in the pricing or policies of the parking garage. Garage parking is available to patrons Monday - Friday evenings after 4 pm and no time constraints on the weekends. The rate is based on time of day and type of event.

For events greater than 100, the parking fee is charged upon entry, typically \$8-\$12 cash only). Price is dependent on events taking place at the Folly or other venues within the vicinity.

For smaller events 75 or fewer, the parking fee will be charged upon departure by machine which accepts credit card payment only. This rate is \$2.00 per 20 minute period

On street, metered parking available 8am – 6 pm Monday – Friday with a 2 hr maximum. Free parking after 6 pm and on weekends.

Inclement weather, construction or other events in and around the downtown vicinity could affect traffic in the area. Please allow additional driving time to access the downtown parking and the Folly Theater.



NEARBY FOOD / BEVERAGE / SERVICES

Barbecue

Jack Stack Barbecue		Joe's Kansas City		Gates Barbecue	
101 W. 22 nd St. #300	(816) 472-7427	3002 W. 47 th Ave.	(913) 722-3366	3205 Main St.	(816) 753-0828
jackstackbbq.com , doordash.com		joeskc.com		places.singleplatform.com	
				chownow.com	

Burgers / Sandwiches

BRGR Kitchen		Jason's Deli		The Peanut	
11 E. 14 th St.	(816) 221-2747	1100 Main St.	(816) 842-6655	418 W. 9 th St.	(816) 221-7470
brgrkitchen.com		jasonsdeli.com		peanutkc.com/	
		grubhub.com , seamless.com , doordash.com			

The Quaff Bar & Grill		Spoke's		Town Topic	
1010 Broadway Blvd.	(816) 471-1918	1200 Washington	(816) 307-2453	2021 Broadway Blvd.	(816) 842-2298
quaffkc.com		spokeskc.com		towntopic.com	
		orderspokeskc.com , doordash.com , postmates.com		doordash.com	

Coffee

Made in KC Café

1114 Baltimore Ave.

(816) 585-2459

madeinkc.co

Alternative Flavors

Café Gratitude <Vegan>		Los Corrales Mexican Restaurant		Lulu's Thai Noodle Shop	
333 Southwest Blvd.	(816) 474-5683	408 W. 9 th Street	(816) 421-9440	2030 Central St.	(816) 474-8424
cafegratitudekc.com // chownow.com		loscorralskc.com/menu/		lulusnoodles.com/	
		chownow.com		doordash.com	

Manny's Mexican Restaurant		Protein House		Red Dragon House <Chinese>	
207 Southwest Blvd.	(816) 474-7696	1345 Main St.	(816) 205-8484	312 W. 8 th Street	(816) 221-1388
mannyskc.com		protein-house.com		places.singleplatform.com	
chownow.com		postmates.com , grubhub.com , seamless.com , doordash.com		doordash.com	

Service Providers

Big Dude's Music City		CVS Drug Store		Horn Doctor/ BAC Music Center	
3817 Broadway Blvd.	(816) 931-4638	921 Main Street	816-842-2514	14933 Metcalf Ave.	(913) 390-1776
bigdudes.com				bacmusic.com	
Steve's Floral		Sew In Piece Dry Cleaning		Laptops KC	
10 Petticoat Lane	816- 474-5121	500 Delaware St	816-434-0333	650 E. 5 th St	816-521-0229
Florist and plant rental.		sewinpiece.com		Cell phone repair	
Firestone Auto Care		Overland Car Service		A – Z Theatrical Supply	
501 E. Truman Rd	816-656-3451	www.kclimo.com	913-381-3504	www.atoztheatrical.com	816-523-1655

FOLLY THEATER COVID-19 POLICIES AND PROTOCOL

The safety of our clients, artists, patrons, staff and volunteers is our top priority. The following policies and best practices will be instituted to create a safer venue with respect to the COVID-19 outbreak. We recognize this is a fluid situation, and ask for everyone's flexibility and understanding as we all adapt to these new policies. We will endeavor to update these policies as often as recommended or required by governmental health agencies.

We encourage those who are sick and/or symptomatic to stay home and remind everyone who plans to be on premise at the Folly Theater observe the following protocols.

- Client's staff and volunteers agree to wear facial coverings at all times when on site and enforce performer social distancing, wearing of facial coverings at all times except when on stage.
- Patrons 2 years of age and older will be allowed entry only with a facial covering. Those who may have forgotten or misplaced their face covering will have the opportunity to purchase a disposable mask for \$1.
- Prominently display tickets at point of entry to venue and again at point of entry to the theater/performance hall. Folly will implement a touchless ticketing policy with a visual read of tickets only.
- Agree to follow the established ingress and egress patterns in common areas such as restrooms and entry to the theater/performance all also known as "the house". This will be communicated through signage, floor decals including 6' recommended spacing, one-way traffic patterns, etc.
- Client's patrons agree to wear facial covering when in lobbies, restrooms, backstage, during ingress and egress and while seated in the theater.
- Practice social distancing when inside theater (6' apart from other patron parties).
- Practice proper cough and sneeze etiquette.
- Wash hands thoroughly and regularly with soap and water. Use hand sanitizer whenever restroom facilities are not available.
- Patrons may use their own wipes and sanitizer if they choose.
- For applicable performances, advance ticket sales will be available by phone and internet only. In person sales will be limited to day of show and only if seating is available. Box office hours will generally be listed as 1-2 hours before a performance. Please confirm in advance prior to arrival to confirm purchase hours and availability.
- Upon conclusion of the performance ushers will encourage patron egress through exit doors in east theater lobby, limiting time in west bar lobby as little as possible.

Upon reopening, Folly staff will implement the following preventive measures recommended by the Centers for Disease Control and Prevention (CDC), KCMO Health Department and KCMO Mayor's Office. The following actions have taken place or are scheduled to take place prior to reopening to help ensure a safer venue for all who enter:

- Staff and volunteers will be trained on all safety and sanitation protocols.
- Security will be on site to assist staff with administration of protocols.
- Folly staff, crew and volunteers will wear facial coverings at all times.
- Folly staff, crew and volunteers will be given a COVID questionnaire upon entry for every performance. Questionnaire will include the following:

- Have a temperature of 100.00 degrees or more, experiencing chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea.
- Have been in direct contact with a person diagnosed with Coronavirus or Influenza within the past 15 days and if so, have quarantined and symptom free for a minimum of 15 days since last contact.

- Have not tested positive for Coronavirus and if so, have quarantined for 15 days symptom free.
 - Have not traveled to a recognized “HOT SPOT” within the past 15 days, traveled by cruise ship, river cruise or traveled internationally.
- Any staff, crew or volunteer who exhibits symptoms or is ill will be sent home.
 - HVAC system deep clean including coils and new air filters in place.
 - Deep clean and sanitization of hard surfaces and high touch locations with CDC compliant disinfectants prior to theater reopening and prior to client load in and prior to performances given need and determined by production schedule.
 - Theater arm rests will be cleaned/sanitized between performances.
 - Hand sanitizer dispensers will be positioned in high traffic locations backstage and front of house.
 - Signage and messaging will be positioned in restrooms, lobbies and backstage to reinforce basic health and hygiene practices, traffic patterns, distancing.
 - Number of seats sold and capacity (full capacity for Folly Theater is 1,078) will be dependent upon citywide restrictions in place at the time of on sale and/or in effect the day of performance. Current seating plan must allow for 6’ social distancing between patron parties, approximately 200 - 250 individuals depending on seating configuration. Staff will be in continued correspondence with client mandates require adjustments be made.
 - Seating map will include blocking ROW A - C to allow for patron distancing from artists/performers. Number of rows will depend on type of performance.
 - Box seats for single patron party groups only and limited to two seats per box.
 - Artist merchandise will be discussed on a performance by performance basis. Due to necessary social distancing regulations, sponsor and vendor merchandise tables are an option at this time.
 - Concessions will not be offered for the foreseeable future. Folly staff plans to evaluate this service regularly and reopen as soon as possible.
 - No intermission for Folly produced shows and rental clients are highly encouraged to take a no intermission policy to reduce close interaction in common areas.
 - Folly Theater highly encourages use of a digital program and will not offer printed programs for Folly produced events. If this is not feasible for a rental event, the client must provide staff or volunteers to offer this service to patrons. Individuals serving this function will be required to wear facial coverings and gloves. Concert programs storage (for season long reuse) will not be permitted.

The Folly Theater provides this performance venue with the understanding of the risks involved. By entering the Folly Theater venue, client, artist, patron, staff, crew, ushers and volunteers accept personal responsibility for the risks involved including the possible exposure to the highly contagious disease known as COVID-19/Coronavirus which poses a risk to anyone who may be exposed and can result in infection, illness or even death.

We strongly recommend that every patron follow the preventative guidelines provided by the [Centers for Disease Control](https://www.cdc.gov) (CDC).

If you are experiencing any of the symptoms listed on the [CDC.gov](https://www.cdc.gov) website, please be courteous of others & stay home.