

Thompson Barn — Tech, Amenities & Room Diagrams

Please return all pages to: Lenexa Parks & Recreation: thompsonbarn@lenexa.com

Due 60 days prior to your reservation date. Setup changes, unrelated to weather, made less than 48 business hours from event date are the responsibility of the renter.

Renter's Name: _____ **Phone:** _____

Day of Event Contact Name: _____ **Phone:** _____

Event Date: _____ **Type of Event:** _____

Rental Start/End Times (on receipt): _____ **Event Start Time:** _____

Technology and Amenities

Below are options that the City of Lenexa provides at no additional cost unless otherwise noted.

Please select Yes or No (Y/N) and circle or list which item you will use for your event.

Technology Options - Staff will assist with hooking up technology. Renter/presenter must operate device.

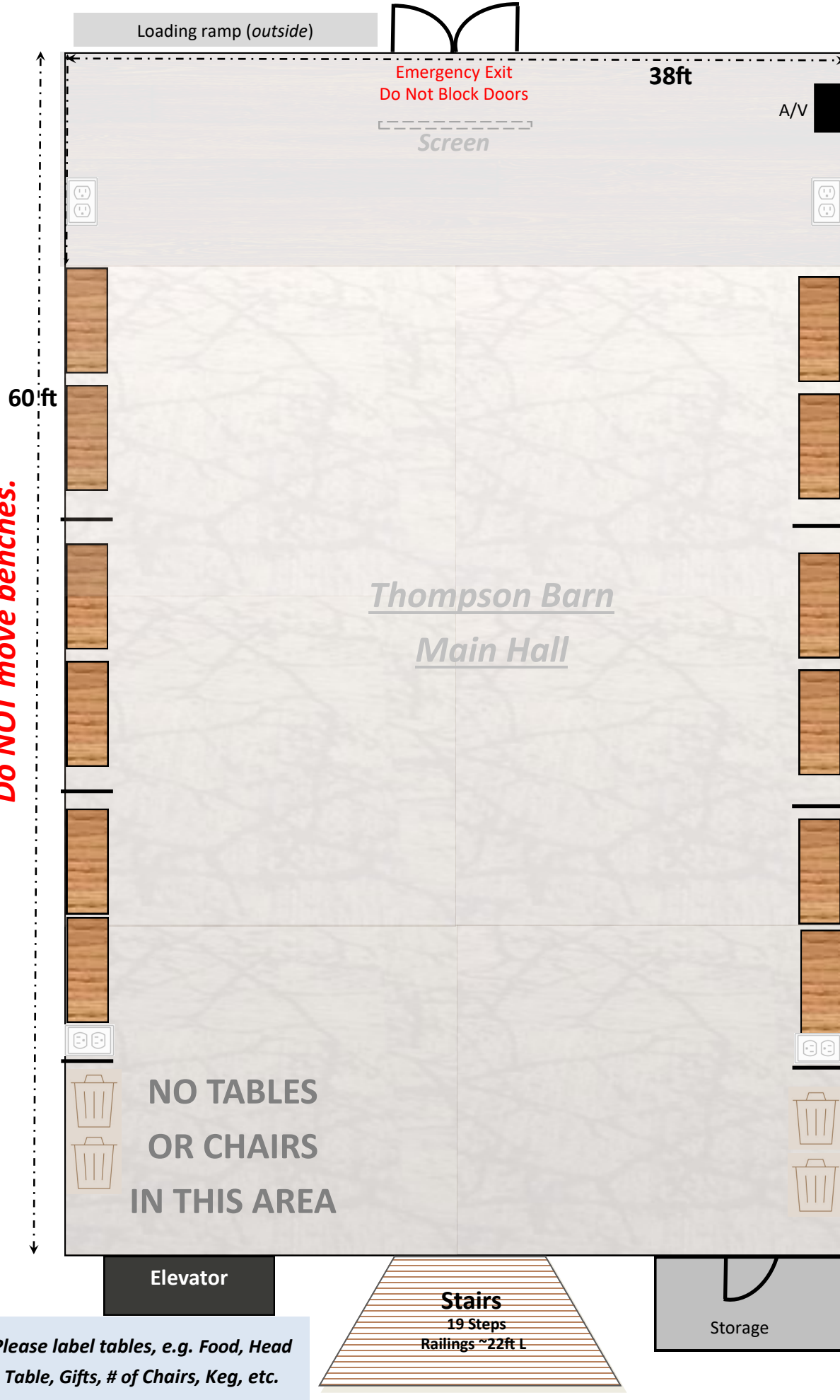
	Main Hall	Meeting Rooms
Will you be presenting a slideshow or showing a video?	Y / N	Y / N
If Yes, will you be using a laptop, tablet device or our DVD/Blu-ray player? Your device must have a HDMI port or adaptor.	Device type:	Device type:
*Will you be connecting to our speaker from a tablet, phone, or laptop to play music? Your device must have a universal 3.5mm audio jack or adaptor.	Y / N	Not Available
Are you wanting to watch Cable TV or listen to a Cable music channel? (Channels provided by Consolidated Communications.)	Y / N	Y / N
Do you require a speaker phone for a meeting conference call?	Y / N	Y / N
Do you require a microphone? <i>Cordless Hand-held(x2): Qty___ Lapel(x2): Qty___</i>	Y / N	Not Available
<u>Wi-Fi is free: Connect to 'Lenexa Guest'</u>		
Please note: A DJ wanting to connect to the Thompson Barn sound system needs to contact Lenexa Parks & Rec to test equipment prior to event. 913-477-7100		

Amenities Options - Indicate location of items on room diagram.

		Location
Business Meetings only: M-F, 8am-4pm — Complimentary coffee, iced tea & water Iced Tea: Y / N Water: Y / N Coffee: Y / N (20/40 Cups) (20/40 Cups) (20/55 Cups)	Serving Time:	
Coffee urn: 55-cup or 100-cup (<i>coffee, cups and condiments not included</i>)	Y / N	
Rolling cooler cart: 80-qt (x2) & 120-qt <i>Available in Kitchen. Renter must fill /empty.</i>	Y / N	
Lectern for presentation	Y / N	Main Hall Only
CO2 Kegerator (x2) - please allow one hour for keg(s) to settle before tapping. Standard, slim kegs only. Renter / bartender must tap keg & clean kegerator.	Y / N	
Riser H6in: W10ft x D6ft or W10ft x D9ft or W15ft x D6ft (<i>Circle size; draw on diagram</i>) \$25.00 Fee—Cannot be moved once set up.	Y / N	Main Hall Only
Flip Chart Easel (x3): 70inH—gold metal, size 38inH x 28inW x 1inD Qty___	Y / N	

Renter Name: _____ Event date/time: _____

Do NOT move benches.



Banquet - 150 max
(additional seating on lower level)

Ceremony:
Setups vary depending on number of guests. Please visit with staff for options.

Classroom -75 max
25 rectangular tables
75 chairs facing front

Auditorium
200 max chairs only

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**Tables & Chairs available for Entire Barn. Do not exceed amount. Renter is responsible for room flip.**

**30 - 6ft rectangular tables  
(6 chairs per table)**

**24 - 5ft round tables  
(8 chairs per table)**

**6 - D30in x H42in  
high-top tables**

**200 black  
folding chairs**

**Include room for  
chairs and aisles. Use  
scale size below when  
drawing setup.**

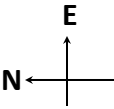
6ft x 30in

2.5

5ft

**Please label tables, e.g. Food, Head Table, Gifts, # of Chairs, Keg, etc.**

Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_



Patio  
(76ft x 53ft)

MAIN ENTRANCE

*Thompson  
Barn Lower  
Level*

NO TABLES  
OR CHAIRS IN  
THIS AREA

OFFICE

28ft 5in

15ft

19 Steps  
Railings ~22ft L

Steel wall and counter

Restrooms

67ft

DO NOT  
BLOCK  
ENTRANCE TO

23ft 6in

Setups vary depending on number of guests and tables /chairs needed in this space. Please visit with staff for options.

**Ceremony: Stairs**

50 chairs **max**

**Ceremony: Patio**

200 chairs **max**

**\*NOTE:** renter is responsible for setting up chairs/ tables on patio and bringing them back inside.

**\*Please include an indoor setup option in case of inclement weather.**

**Please specify if you are renting furniture from an outside vendor.**

**Use examples below when drawing diagram.**

● Columns

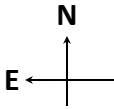
6ft x 30in

2.5

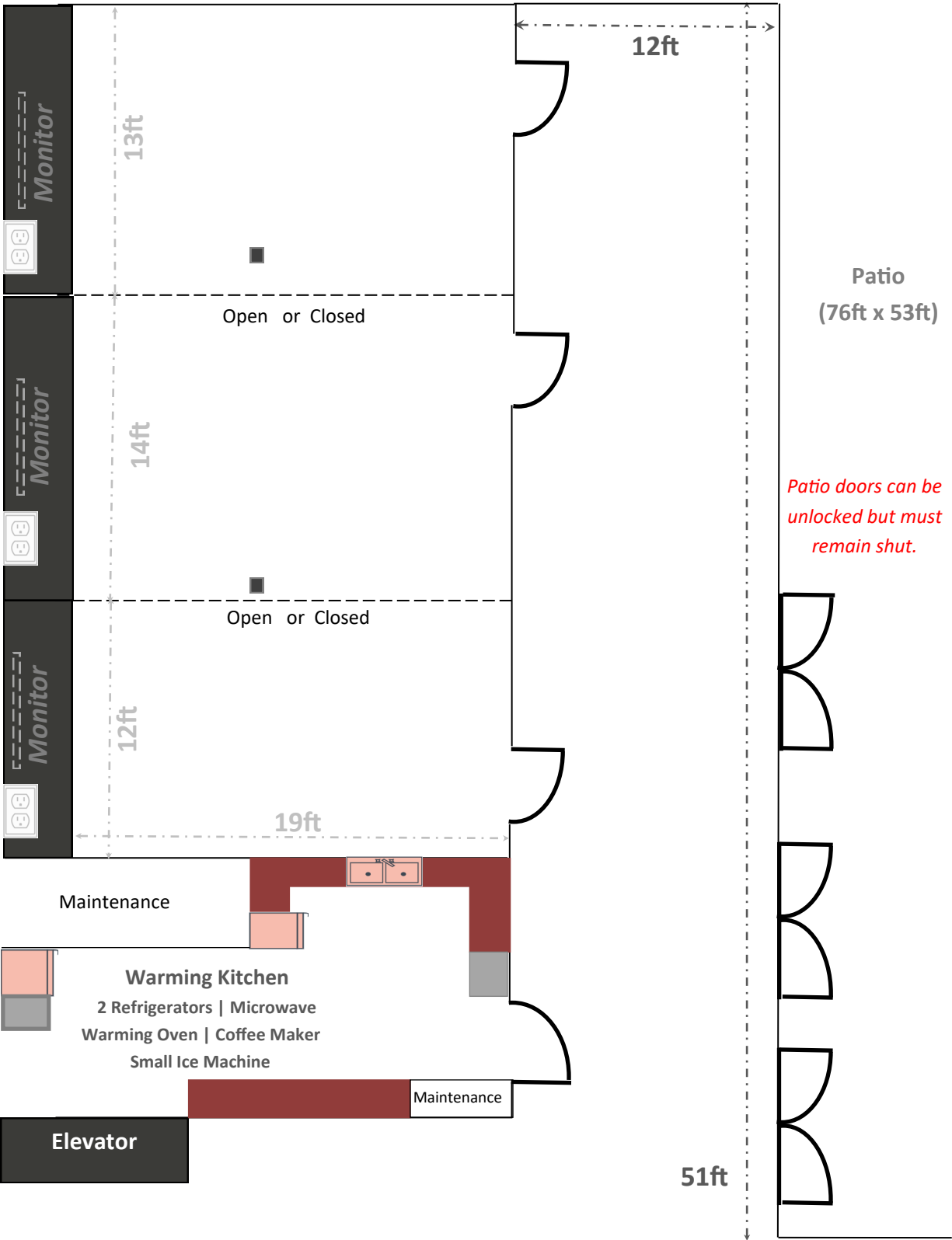
5ft

Please label tables, e.g. Food, Bar, Gifts, # of Chairs, Keg, etc.

Renter Name: \_\_\_\_\_ Event date/time: \_\_\_\_\_



# Thompson Barn Meeting Rooms



Setups vary depending on number of guests and tables /chairs needed. Please use examples below and visit with staff for options.

Up to 5 rectangular tables w/ 15 chairs (U-shaped) per meeting room

Up to 2 round tables w/ 16 chairs per meeting room

Up to 20 chairs only per meeting room

## Ceremony: Patio

200 chairs **max**

*\*NOTE: renter is responsible for setting up chairs/ tables on patio and returning them inside.*

*\*Please include an indoor setup option in case of inclement weather.*

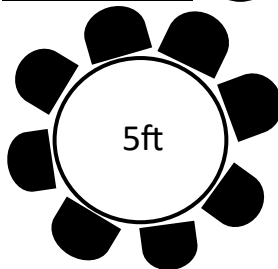
*Please specify if you are renting furniture from an outside vendor.*

■ Columns

6ft x 30in

2.5

5ft



**NOTE:** If you are using Thompson Barn chairs or tables on the patio, enter the number you need:

#Chairs \_\_\_\_\_ #Tables/Size \_\_\_\_\_

Chairs / tables will be available on racks. Renter is responsible for setting up chairs/tables on patio and bringing them back inside.

**Please label tables, e.g. Food, Bar, Gifts, # of Chairs, etc.**