



EVENT PACKAGES

The Platinum Event Package – \$3,850/\$4,000 w/ rehearsal

The Platinum event package includes an 8 hour rental of the Westwood Center Ballroom, Chapel, and Gallery Room. It also includes access to our Bridal Suite! This package is all-inclusive and comes with all tables, chairs, linens, decorations, and set up for those spaces as well! This package is for anyone but is ideal for Weddings and Proms of 175+ attendees.

The Gold Event Package – \$3,300/\$3,500 w/ rehearsal

The Gold event package includes an 8 hour rental of the Westwood Center Ballroom and Chapel. It also includes access to our Bridal Suite! This package comes with all tables, chairs, table cloths, decorations, and set up for the Chapel and Ballroom. This is the perfect package for events hosting under 175 attendees.

The Silver Event Package – \$2,750

The Silver event package includes an 8 hour rental of the Westwood Center Ballroom and Gallery Room. It also includes all tables, chairs, linens, decorations, and set up for those spaces. This is the ideal package for Receptions, Holiday Parties, and Corporate events of 175+ attendees.

The Bronze Event Package – \$2,500

The Bronze event package includes an 8 hour rental of the Westwood Center Ballroom. It also includes all tables, chairs, linens, decorations, and set up for the Ballroom. This is the ideal package for Receptions, Holiday Parties, and Corporate events of 175 attendees or less.

BUILD YOUR OWN EVENT

Ballroom Rental – \$1,000

Includes an 8 hour rental of the ballroom with all tables and chairs needed for the event.

Ballroom Rental + Linens – \$1,500

Includes an 8 hour rental of the ballroom with all tables, chairs, and linens needed for the event. Linens include all tablecloths, chair covers, chair ties, and decorative napkins needed for your event.

Chapel Rental - \$500

Includes a 5 hour rental of the chapel, all chairs, tables, access to sound equipment and piano.

Chapel Rental + Decorations - \$1,500

Includes a 5 hour rental of the chapel, all chairs, access to sound equipment and piano. In addition, our staff will use Westwood Center decorations to decorate the chapel for your event.

Rehearsal - \$250

Includes the use of the Chapel for rehearsal purposes for 1.5 hours on a Monday - Thursday (Fridays when available).

Gallery Room Rental - \$200

Includes a 2.5 hour rental of the Gallery room, tables, chairs, and tablecloths. (Chair covers and napkins not included but can be rented for an additional fee.)

Gallery Room Rental + Decorations - \$350

Includes a 2.5 hour rental of the Gallery room, tables, chairs, and tablecloths. In addition, our staff will use Westwood Center decorations to decorate the Gallery room for your event. (Chair covers and napkins not included but can be rented for an additional fee.)

Additional Hours

You can purchase an additional hour(s) for your event at the hourly rate of \$200 per hour for any of our packages, \$100 per hour for the Chapel or Ballroom individually, and \$50 per hour for the Gallery Room . The purchase of an additional hour(s) is up to the discretion of management and should be purchased a minimum of 10 days prior to the event.

Meeting Room Rental - \$50/hr (Coming soon!)

Includes the rental of our Meeting Room which includes our conference table, chairs, waters for all your clients, access to whiteboard, and dry bar.

Capacity.

*Ballroom - The Ballroom can hold a maximum of 250 guests.

(Dance floor, cocktail tables, vendor tables, buffet lines, etc. all effect the maximum capacity.)

*Chapel - The Chapel can hold a maximum of 300 guests if seated in rows.

*Gallery Room - The Gallery room has a maximum capacity of 40.

POLICIES, PROCEDURES, TERMS, AND AGREEMENT FOR EVENT VENUE RENTALS

Thank you for choosing Westwood Center to host your event. Listed below are our policies and procedures regarding expenses, deposits, cancellations, cleaning, set up, catering, and bar options.

Westwood Events Booking Policy

To book an event at Westwood Center, we require a minimum deposit of 50% at the time of your reservation. We require the balance to be paid in full no less than thirty (30) days prior to the event. We accept cash, check, money order, or credit cards with an additional fee, for payments. There are absolutely no refunds for cancellations.

Rehearsals

Rehearsals are not included in the event price and are to be booked separately. Rehearsals can be booked for the days Monday–Thursday, Friday when available.

Hours

Westwood Center offers access to the specific facilities rented for 5 to 8 hours depending on the package purchased. The time frame for all rentals is between the hours of 10am to 10pm. Please allow at least one hour for clean up. These hours are strictly enforced.

Additional hours are available for purchase for \$50–200/hr (depending on the event space(s) rented). Purchase of additional hours is up to the discretion of management and must be purchased a minimum of 10 days prior to the event. Additional hours may be purchased outside of the 10a–10p timeframe if management allows.

Smoking/Vaping

Westwood Center is a non-smoking and non-vaping facility. No smoking or vaping is permitted inside. Smoking and vaping is permitted outside only and must be disposed of properly in the cigarette containers provided by Westwood Center.

Damages/Loss of Personal Property

Westwood Center is not responsible for any personal property and/or outside vendors' equipment brought onto the premises. Nor will the Westwood Center or their agents, be responsible for damages or loss of articles of merchandise left on the premises prior to, during, or following the function, and will not assume responsibility for the condition of personal items rented or supplied by the host or host group.

All equipment, floors, walls, doors, bathroom items, tables, chairs, and decorations provided by the Westwood Center will be inspected prior to the scheduled function date. Westwood Center and the provided items will be re-inspected following the scheduled function date. Damages will be the responsibility of the host or host group and will be subject to our collection policy. Our cost for anything damaged is at replacement cost.

Inappropriate and Disorderly Behavior

No offensive behavior, threatening language, or excessive drunkenness will be tolerated. Such behavior may result in the termination of your event.

Walls and Items Permitted Indoors

Tacks, finishing nails, tape, and staples, etc. are not permitted to be used on the walls. No crayons or colored markers, please. Rice, confetti, bubbles, rose petals, and bird seed are permitted outside. However, the host or host group must clean them up. Only silk rose petals are allowed inside the premises. No fireworks are permitted on the premises of Westwood Center.

Disposable Ware

You are responsible for furnishing all of your disposable plates, cups, napkins, forks, etc.

Bar

If alcohol is served, you must have a bartender over the age of 21 years old. Absolutely no underage drinking is permitted. Liquor can only be sold by a pre-approved licensed dealer and a temporary license must be obtained for your event. Missouri liquor control laws are to be followed.

Outside Catering

Cooking is not allowed on premises, only warming. The oven is to be used for warming only. Westwood Center does not furnish plates, dinnerware, cups, etc. You are allowed to book any caterer of your choosing.

Clean-Up

Any dishes or utensils used for caterers and bartenders must be cleaned and replaced to the original location. All tables are to be cleared of debris in the Ballroom, leaving Westwood Center table décor and linens on tables. The kitchen is to be left in its original state. All trash is to be disposed of properly.

Event Insurance

Westwood Center strongly recommends the host or host group to purchase an Event Insurance Policy. The host or host group bears the responsibility if anything is damaged or anyone is injured.

Personnel and cancellations

Westwood Center does not furnish any food, beverages, ministers, or personnel for your event. No refunds for cancellations given for any reason at anytime.

Event Specifics

I, _____, hereby agree to the above policies and procedures as well as the terms of the agreement specified below:

Rental of _____

for _____ hours between the hours of _____

on _____ the _____ day of _____.

I understand I must pay the amount of _____ in full by _____

and 50% of that amount must be paid today to hold my event date.

Host: _____

Date: _____