

# **Kansas City Convention and Entertainment Facilities Booking and Scheduling Policies**

## **SECTION 1: STATEMENT OF PURPOSE**

The Kansas City Convention and Entertainment Facilities is owned and operated by the City of Kansas City, Missouri. It is the responsibility of the Convention and Entertainment Facilities Department to operate in a sound business manner with the primary purpose to market the City's Convention and Entertainment Facilities for national and international conventions, tradeshow and meetings which require a minimum of 1,500 hotel room nights peak. The Convention and Entertainment Facilities reserves the right to promote, solicit, develop and make reservation for any activity deemed appropriate to the objectives of the City and Visit KC and to qualify all activities requesting utilization of the facilities that align, support and perform to the factors identified for Convention Center bookings.

## **SECTION 2: SCHEDULING PRIORITIES**

- A.** Visit KC is the official destination sales and marketing agency for the Kansas City metropolitan area. Visit KC will book Bartle Hall, meeting room space, Grand Ballroom and Municipal Auditorium for all events which may occur 18 months and beyond. These bookings are considered "first priority" for scheduling facilities and dates in the Convention and Entertainment Facilities.
  
- B.** The Convention Center (Sales Division) will book all events which occur within the 18 month time frame. In scheduling these short term events, the Convention Center will consider such factors as revenue-producing potential and compatibility with events already scheduled in the building during the selected dates. These bookings are considered "second priority" for scheduling facilities and dates in the Convention and Entertainment Facilities.
  
- C.** Factors to be evaluated when considering Convention Center bookings:
  - Projected overall economic impact on the City.
  - Total number of hotel rooms required.
  - Projected revenue from direct space rental revenue.
  - Projected revenue from food & beverage, catering and other concession revenue.
  - Time of year.
  - Potential for repeat bookings.

**SECTION 3: POTENTIAL BOOKINGS ARE PRIORITIZED BASED ON THE FOLLOWING DESIGNATIONS:**

- A.** Facilities and space scheduling commitments and reservations for first priority are allocated to conventions, meetings and tradeshow which are international, national or regional in nature and have a significant economic impact on the hotel community with a minimum of 1,500 room nights on peak.
- B.** Second priority for scheduling facilities and dates in the Convention and Entertainment Facilities is to be available to public shows, local corporate meetings, special events, banquets, entertainment events, business meetings and other activities which essentially draw appeal to the general public and/or local attendees and participants.
- C.** Within the second priority category, the Convention and Entertainment Facilities will give preference to longstanding annual public and consumer shows with a proven record of success.
- D.** The Convention and Entertainment Facilities may modify or terminate a scheduled event in the second priority category if it is deemed in the best interest of the City of Kansas City. This shall include moving or relocating a scheduled event to another comparable space within the Convention and Entertainment Facilities to accommodate other scheduled activities.
- E.** Any contracted event that is canceled within twelve (12) months of a scheduled event by lessee may be subject to forfeiture of deposit and/or minimum space rental.
- F.** The Department of Convention and Entertainment Facilities does not provide date protection to consumer and public shows.

**SECTION 4: GRAND BALLROOM AND CONFERENCE CENTER**

- A.** The Grand Ballroom and Conference Center will be booked by Visit KC 18 months and beyond. This space will be booked by the Convention Center Sales Division inside 18 months. The operator of the Convention Center hotel (TBD) will be the exclusive caterer for the Grand Ballroom and Conference Center.

**SECTION 5: DEFINITION OF TERMINOLOGY**

In the process of scheduling facilities and dates, the following terms and definitions shall apply for second priority users.

### **“TENTATIVE”**

Facilities and dates will be temporarily held pending notification to the contrary by either party. A tentative hold can be released by the Director of Sales or Sales Manager to book other business. The original party will be notified of a challenge and will have 5 working days to hold the space by making a 50% deposit or the space will be released.

### **“FIRST OPTION”**

Facilities and dates reserved on first option for public or consumer shows are reserved on a tentative basis.

### **“SECOND OPTION”**

Facilities and dates will be reserved on a tentative basis, but the tentative reservation will be contingent upon release of a prior reservation, which is considered first option.

### **“CONFIRMED”**

Facilities and dates are considered confirmed only upon execution of a Convention and Entertainment Facilities contract specifying all details of the commitment.

No variance from the agreement, represented in the above terms, may be made in any case except upon the prior, express written approval of the Director of Convention and Entertainment Facilities.

### **DEPOSIT SCHEDULE**

Deposits may be required for all activities upon execution of a formal contract. A security deposit may be required for public ticketed events at the discretion of the Department of Convention and Entertainment Facilities.