

THE KANSAS CITY MANSION: “STAY AND CELEBRATE” PACKAGE
VENUE AND OVERNIGHT GUESTS CONTRACT

Made on the ____th day of _____, 2026 between Lessor OZMD, LLC (dba “The Kansas City Mansion,” hereafter “Lessee”) and ____[Bride and Grooms Names]____ (hereafter “Lessees.”)

For the purposes of this Contract, Lessor can receive all required notices by email at: meganduma@gmail.com. Lessors can receive all required notices by email at: ____[Bride and Grooms Email]____.

WHEREAS, the Lessee wishes to get host an event limited to 49 total guests (10 overnight guests, all within the same party (“related”)) on 2025 from 2:00 p.m. o’clock to 10:00 p.m. o’clock at The Kansas City Mansion located at 511 Gladstone Blvd., Kansas City, MO 64124; and

WHEREAS, the Lessees also wish to have access to the home for a maximum of 10 related overnight guests for their event from Friday, [Date], 2026 at 12:00 p.m. until Sunday [Date], 2026 at 3:00 p.m. (noon); and

WHEREAS, Lessor wishes to allow the Lessees access for these aforementioned nights, now, the Parties enter into the following Venue and Overnight Guest Contract pursuant to the followings terms, conditions, and agreement:

I. Fees and Uses

A. Fee For Uses

The total fee for the below outlined uses and services is:

1. “Stay and Celebrate” with us based on the Attached 2026 Price Guide.

The Price for your lease under this Contract is: [Add in price].

Both options will include lodging taxes, state and local sales taxes based on their current rates¹. (“Total Fee.”)

1. Payment Schedule

The Lessee shall make three separate payments to secure this Agreement.

First Payment. The first payment is due upon signing the Agreement, and is ⅓ of the total fee. If, for any reason, the Lessees wish to cancel this

¹ As of 11/15/24 KCMO lodging taxes are 7.5%, KCMO sales taxes are 3.25%, Missouri lodging and sales taxes are approx. 7.5% (<https://www.airbnb.com/help/article/2312>).

Agreement within 15 days of the date this Agreement is signed, this initial payment is refundable, less \$300 for the administrative costs associated with the preparation of the Agreement. After 15 days from the date of the signatures on this Agreement, the first payment is non-refundable.

Second Payment. The second payment of an additional $\frac{1}{3}$ of the total fee is due six (6) months prior to the wedding date, or with the first payment for the wedding date is less than six months away. Once this payment is made, it is non-refundable.

Third Payment. The third, and final payment is due thirty (30 days) before the wedding date, once this payment is made, it is non-refundable.

B. Uses

1. Venue Use Limited to 49 Guests For the Scheduled Event Time.

Lessees date and time of their scheduled event at the Property is: Saturday, [Date], 2026 from 2:00 p.m. until 10:00 p.m. ("Scheduled Event Time.") At this Scheduled Event Time, the Lessees may have up to 49 guests (excluding service staff) at the Property to participate in the event.

Lessees understand that the venue use period is limited to the dates and times of their scheduled event. Non-resident guests (or over 10 total people) are not allowed at the Property at times other than the date and time of their Scheduled Event Time.

2. Overnight Use Limited to 10 Related² Guests For Two (2) Nights

Lessees are allowed to access the entire property (except the basement) and have up to 10 overnight guests (including Lessees) at the Property from [date] at 12:00 p.m. until [date] at 3:00 p.m.

3. Personal Property Use

This Agreement includes the use of certain personal property at the Kansas City Mansion for use during the Scheduled Event Time.

Included in this Agreement:

Set-Up of Tables and Chairs,:

² For the purposes of this Contract, "related" means that the guests are under one contract, or booking, and are all part of the event.

For outdoor weddings: the set-up, break-down and use of eight (8) 60” round tables, one 72” rectangle beverage table, one 84” rectangle cake and/or gift table.

For indoor weddings, this includes the set-up and break down of up to 30 guests and table set up in the formal dining room, formal living room, foyer, and the informal sitting room. Lessor also removes (and replaces after wedding) the chairs for the kitchen table so that it may be used by service staff.

If Lessors want both options, there will be an additional fee for additional set-up / break down.

C. Security Guard. This Agreement also covers the costs of a Titan Licensed Security Guard for your Scheduled Event Time from 4:00-10:00 p.m. (these are the only times that a Security Guard is required). The Security Guard will assist in escorting any guests to their cars if the couple so desires.

D. Wedding Management / Day-Of Coordination. This Agreement also includes two day-of event managers to assist in coordination of Property-related management, this is not a traditional “wedding coordinator” but rather someone there to assist with anything related to this Contract and the rental of the space and the personal property listed herein. Lessor strongly recommends hiring a day-of wedding coordinator, especially for larger events, to ensure that their day moves smoothly and in accordance with what they are hoping for.

II. ADD-ONS (Excluded From Venue Fees (Available For Additional Fees- Which includes the rental, placement, set-up, and break down of all of these rental options.)

A. Tents. Lessor agrees to make available to Lessee the rental, set up and break down of two 30 x 10 ft. waterproof tents at a rental/set-up fee of \$1,000 per tent. Tents seat 24 people each. There is no need to “reserve” the tent. It can be rented on an as-needed basis, but requires a 72 hour reserve for set up preparation. These will be set up the day before the wedding, and broken down on the following days of the wedding. (\$1,000 each, not included in the “all inclusive” package.)



- B. Ceremony Set-Up:** The set up of seating for your guests for the ceremony, which will be broken down after the ceremony. (\$7 per chair)



- C. 3 Bar-height Cocktail tables:** Exterior Set Up of 3 bar-height tables set up on the porch for happy hour. (\$25/ each; \$75 for all 3).
- D. Sound System Use.** The Lessees are allowed to use Lessor's 2 JBL Party Boxes 120 with Microphone as part of this Agreement for their Scheduled Event Time. (\$150 rental for both);
- E. Wedding Marquee.** Lessor Agrees to create and deliver to Lessees an antique wedding marquee stand with a gold poster frame featuring the couple's names and wedding date (couple keeps the poster) for a fee of \$100.



F. Antique Ring Holders (2 Available, \$10 each).



G. Blue Chair Sashes, all tied and set up. (49 Available, at \$5 each).



- H. **Ivory table clothes.** (See above) (\$5 / each).
- I. **49 chairs with white covers.** (\$5/ each)
- J. **Silver Buffet Servers / Food Warmers.** (5 Available, at \$50 each).



- K. **Ice Tea / Water Dispensers with Antique green uranium lift bases.** (2 Available, at \$40 each).



L. Large Coffee / Hot Drink Warmer. (1 Available, at \$40).



M. Large Antique Architectural Salvage Bar placed at rear of property with antique Silver white wine / champagne Chiller. (1 Available, \$350 rental).



N. Glass Wine Glasses (50 Available, at \$2 each).



O. Antique Gold or Turquoise Plate Chargers (50 Available, at \$2 each).



P. Antique Silver Cake Stand with serving knife set. (1 at \$25)



- Q. Antique mixed China plates for Cake service or Apps (50 Available at \$2 each).**



- R. Antique mixed tea-cups for a Charcuterie-App set-up (food not included). (50 Available at \$3 each.)**



- S. Antique Brass Candle Holders with electric Candles:**



- T. **Four-hour wood burning fireplace.** (1 Available at \$300 for 4 hours). This includes the firewood delivery, starting, stoking, and clean up of our out door fireplace. **HOWEVER:** This may not be available on the day-of due to weather- which is beyond our control.



- U. **Electric Candelabras.** (2 Available at \$25 each.) See photo above next to the fireplace.

- V. **5 Outdoor heating lamps** for outdoor seating area with gas included for your event. (\$120 each).



W. Wood Burning Fish Chimineas. Lit with firewood for 4 hours extra warmth and ambiance around the fire pit / seating area. (2 Available at \$75 each.)



III. Required Event Insurance

Lessees agree to acquire event insurance which will cover up to \$1,000,000 in liability during the term of this Agreement, and property damage up to \$250,000. It is highly encouraged for Lessees to obtain wedding cancellation insurance in case something unforeseen arises which would make it necessary to cancel or postpone Lessees' event.³ Lessee shall furnish Lessor with a certificate or certificates of insurance, in a form acceptable to Lessor, at least six (6) months before the Scheduled Event Time covering such insurance so maintained by Lessees and naming Lessor and Lessor's mortgagees, if any, as additional insureds.

³ <https://www.progressive.com/event-insurance/>

IV. **Indemnity.** Lessees shall at all times indemnify, defend and hold Lessor harmless from all loss, liability, costs, damages and expenses that may occur or be claimed with respect to any person or persons, or property on or about the Premises or to the Premises resulting from any act done or omission by or through Lessee, its agents, employees, invitees or any person on the Premises by reason of Lessees' use or occupancy or resulting from Lessee's non-use or possession of said Premises and any and all loss, cost, liability or expense resulting therefrom.

V. **Alcohol Policy**

Lessee may not sell alcohol at any time at the Property. If an adult is serving alcohol to Lessees or any of Lessees' guests, that adult must confirm the age of anyone they serve alcohol to by either personal knowledge or confirming the person is at least 21 years of age.

Underage consumption of alcohol on the premise will immediately terminate this Agreement, and Lessee will immediately end their Event, vacate the Property, and would not be entitled to any refunds.

Initial: _____

Initial: _____

VI. **Food Policy**

Lessor does not prepare, offer, or provide food in any way. Lessor assumes no responsibility or liability for any food service.

Lessees may bring their own food onto the Property and if they choose to do so, they assume all liability for any damages to any person related to food.

If the Lessee wishes to have a caterer provide food for their Event or otherwise, the Caterer must be licensed and insured in Kansas City, Missouri. Proof of the caterer's license and insurance is required 30 days before the Scheduled Event Time.

VII. **Decoration Policy**

Lessees are allowed to decorate or have their vendors decorate so long as the decorations do not cause any harm to the Property, and are fully and completely removed from the Property at the end of the term of this Agreement. Additional fees and damages may be incurred if Lessees fail to adhere to this term.

VIII. Minor Children

Minor children are welcome at the Property, however, they must have a designated adult supervising them at all times. The day-of coordinator and/or the Security Guard are not responsible for the minor children.

IX. Cancellation

- A. 15-Day Grace Period (Less Retainer Fee). As described above, the Lessees have a 15-day grace period after the date of the execution of this Agreement to cancel this Agreement and have their First Payment refunded.
- B. After the 15-day grace period, the first payment is non-refundable. After the Second Payment is made, it is non-refundable. After the Third payment is made, it is non-refundable.

X. Date Change

Lessees are strongly encouraged to get wedding insurance for any cancellations or changes of their Event.

If Lessee gives Lessor notice of an intended change of event date that is more than twelve (12) months in the future, Lessee may make that change (if the date is available) for an additional \$1,000. After twelve months in the future (a year or less to the proposed Event day) if Lessees move their date to a date that is closer in time than their previous event day, they may do so for an additional fee of \$1,000. If Lessees need to move their wedding date out beyond twelve months from the date of notice, they may do so for an additional \$3,500.

XI. General Terms

- A. **No Subleasing, Sublicensing, or Assignment.** Lessor shall not assign, transfer or encumber this Agreement and shall not subAgreement the Premises or any part thereof or allow any other person to be in possession thereof without the prior written consent of Lessor, in each and every instance. Notwithstanding any permitted assignment or subletting, Lessor shall at all times remain directly, primarily and fully responsible and liable for the payment of the Rent herein specified and for compliance with all of its other obligations under the terms and provisions of this Agreement.
- B. **Uncontrollable Circumstances.** The terms of this Agreement will not be altered by any circumstances beyond the control of the Lessor. This includes, but is not limited to, pandemics, disruption in any familial relations that would impact the Event, any Acts of God, Weather, or anything else beyond the Lessors Control.

If, for any reason within the Lessor's control, or related to the availability and habitability of the Property, this Agreement may be canceled at Lessor's option. If Lessor exercises this option under this provision, because it is unable for any reason to allow the Event, then Lessees shall be entitled to a full refund of all money paid under this Contract.

However, if the Lessees fail to make a scheduled payment or secure insurance as required under this Agreement, Lessor may terminate this Agreement and retain as agreed-upon liquidated damages any money heretofore paid by Lessees to Lessor.

C. **Attorneys Fees.** If either party is required to initiate a lawsuit to enforce any provision of this Agreement, the prevailing party shall be entitled to attorney's fees and costs, including expert witness costs, and all other associated costs of litigation.

D. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no modification of this Agreement shall be binding upon the parties unless evidenced by an agreement in writing signed by Lessor and Lessees after the date hereof.

E. **Venue.** Venue is proper in Jackson County Missouri- Downtown Kansas City, Missouri Courts.

F. **Choice of Law.** This Agreement shall be governed by the laws of Missouri.

All parties agree that this transaction can be conducted by electronic means, including email, according to the Uniform Electronic Transaction Act as adopted in Kansas and Missouri.

IN WITNESS WHEREOF, said parties hereunto subscribed their names.

Megan Duma
For The Kansas City Mansion

Lessor

Date

[Bride]

Date

And

[Groom]

Date

Lessees