Center for Missouri Studies Event Venue Guidelines

Have event questions? Contact us today at events@shsмо.org.
Event Rental Guidelines

- Clients are responsible for following the policies of the State Historical Society of Missouri that are outlined in this document.
- Clients failure to respect our guidelines could result in an additional fee added to the final invoice.
- **Clients must be on-site when their vendors arrive and stay on-site until they have departed.**
- All clients must provide evidence of general liability insurance to host an event at SHSMO’s Center for Missouri Studies.
- Access to reserved space(s) is limited to the times listed in client’s confirmed event detail. Clients should build time into their reservation to include event set-up and wrap-up, including catering access and clean-up.
- Event reservations are only for the room(s) that have been reserved. Events may not use space that has not been included in the reservation.
- All clients and their vendors are required to complete event wrap-up and depart the Center by 9:30 p.m.
- Client is not allowed to use their reserved space for functions other than described.
- Following the event, SHSMO will email a final invoice which can be paid in the form of MasterCard, Visa, American Express, Discover Card, MoCode, cash, or check made payable to the State Historical Society of Missouri. Invoices must be paid within 14 business days of the invoice date.
Facility Guidelines

- All events at the Center must be staffed by at least one (1) SHSMO representative. All evening and weekend events must be staffed by at least two (2) SHSMO representatives.
- Client will be responsible for the cost of evening and weekend staffing. The number of required SHSMO staff will be determined in advance of event and is at the discretion of SHSMO.
- Attendance is limited to established capacities of spaces as dictated by fire and safety codes.
- The Center is a non-smoking facility. Smoking and vaping are strictly prohibited.
- Absolutely no drug use in the Center.
- Absolutely no firearms in the Center.
- Only approved service animals allowed in the Center.
- No SHSMO property may be removed from the Center.
- SHSMO reserves the right to limit sound levels for the consideration of our other guests and neighbors.
- Client shall pay SHSMO cost of repair of any damage to the Center for Missouri Studies or for loss of or damage to the personal property of SHSMO caused by the Client or Client’s employees, guests, attendees, invitees, or the agents of the client (i.e. vendors, caterers, etc.). Such payment shall be made upon invoicing by SHSMO.
- Client acknowledges that other business and/or events may be scheduled for other spaces within the Center simultaneously with their event.
Pre-Event and Post-Event Access

- A maximum of three (3) hours of set-up time prior to the event start time will be allotted. Event space billing begins at the time Client requires access to the space for event set-up. SHSMO reserves the right to grant or deny any special access requests.

- Client will be billed for access times confirmed on their Event Detail. Events running beyond the event detail time will result in an additional charge of 1.5 times the hourly rental rate every 15 minutes. This charge will be applied to the final invoice.
Decoration Guidelines

- All equipment, signage, and decorations brought in by the client must be removed within one hour of the event’s conclusion, unless specified in writing by a SHSMO representative. SHSMO assumes no liability for such equipment, signage or decorations. If not so removed, SHSMO may dispose of such equipment, signage or decorations, and Client shall reimburse SHSMO for costs of disposal upon invoicing.
- Digital signage options are available for events.
- Use of nails, screws, pins, tacks, staples, glue, or tape on walls, floors, doors, ceilings, or windows is prohibited.
- Balloons of any type are not allowed on site. *These trip the alarm system; and yes, even the “tied down” ones occasionally slip away.*
- Confetti, glitter, feathers, and bubbles are prohibited.
- Candles, incense, potpourri burners, fireworks, firecrackers, sparklers, and flammable liquids are all prohibited at the Center.
- Fresh-cut flowers and potted plants are permitted but must be removed from the Center at the event’s conclusion.
- All event party rental equipment must be delivered and removed within the event reservation time. Any modifications must be made in writing.
- SHSMO must approve all signage and decorations in advance. No signs or banners can be hung on the outside of the Center. Indoors, all signs must be free-standing.
- SHSMO does not provide linens. Each client is responsible for providing their own table linens. *SHSMO’s rectangle tables are 6 feet long and its round tables are 72 inches wide.*
Vendors

- Clients must choose vendors from SHSMO’s preferred vendor list.
- If Clients would like to work with a vendor not currently on the list, Clients may ask vendors to complete the application process to be considered a preferred vendor.

Catering

- Caterers must provide certificate of insurance, evidencing General Liability coverage and a copy of caterer license to SHSMO 10 days prior to the event.
- All event catering equipment must be delivered and removed within the event reservation time.

Bar Catering and Alcohol

- Bar caterers must provide a certificate of insurance, evidencing General Liability coverage, as well as a copy of their caterer license and state and city permits to SHSMO 10 days prior to the event.
- ALL alcohol must be served from the bar area by a bartender.
- All event bar catering equipment must be delivered and removed within the event reservation time.
- No person under the age of 21 is allowed to drink on the premises.
Catering Kitchen

• The kitchen will be offered to Clients in clean operational conditions. It is required that the kitchen must be left in the same conditions Clients found it.
• The catering kitchen is a prep kitchen only for staging and completion of dishes before serving.
• Caterers are responsible for removing all of the trash in the catering kitchen. SHSMO has a dumpster on site for trash disposal.
• Caterers are responsible for wiping down all kitchen surfaces and making sure it is left clean. If used, the refrigerator and other appliances need to be wiped down as well.
• Food or beverages from the event must be removed from the kitchen.
• The caterer or Client must leave the kitchen area clean in accordance with the posted cleaning requirements or a cleaning fee of $100 will be added to the final invoice.
Treatment and Property Clean-Up

- Clients are asked to clear tables of all personal items and trash at the conclusion of their event.
- All trash must be bagged and taken out to the dumpster.
- Trash must be placed in SHSMO’s dumpster at the time of departure or a fee of up to $100 will be assessed at the facility’s discretion.

Cancellation and Termination

- Due to high demand for meeting space, clients who fail to cancel their reserved space 72 hours prior to scheduled event or do not show up will be charged the full rental fee shown on their event detail.
- SHSMO’s Center for Missouri Studies will be closed when the University of Missouri campus and/or the University of Missouri System are closed. If we are unable to host an event due to a closure, SHSMO will work to schedule an alternate date.
- In the event of inclement weather, the rescheduling of an event will be determined by the SHSMO Event Manager at least three hours prior to the space access time. The event coordinator/contact will receive a notification via email on their event detail if weather conditions are deemed unsafe and the event needs to be rescheduled.
Audio/Visual

- Costs associated with the AV equipment are necessary to maintain the lifecycle of these items and services.
- All presentations, PowerPoints, etc. must be tested within one (1) week prior to the event date.

Wireless Access

- To utilize wireless internet, please select TigerWifi-Guest. The current password will be available for clients and their guests at the Center for Missouri Studies.

Copyrights

- Client shall ensure that all copyrighted materials, music, equipment, devices, or dramatic rights used or incorporated into the event are used with expressed permission of the copyright owner or are in public domain.
- Should SHSMO be engaged in the promotion or co-production of events, SHSMO staff needs to review and approve all marketing messages that utilize the SHSMO name and/or logo.
Security

- SHSMO cannot be held responsible for loss, theft, or damage to property belonging to event participants, including items shipped prior to the date of the event. If any items need to be secured, arrangements must be made with SHSMO prior to the event. SHSMO reserves the right to inspect and control all events held on the premises. Liability for damages to the premises and conduct of the guests in attendance will be the responsibility of the client.

Thank you for choosing the Center for Missouri Studies!

Questions? Please contact the State Historical Society of Missouri at 573.882.7083 or events@shs.mo.org.