

THE STATE HISTORICAL SOCIETY OF MISSOURI

SHSMO

OUR HOME — OUR HISTORY

Center for Missouri Studies Event Venue Guidelines



Have event questions? Contact us today at
events@shsmo.org.

Event Rental Guidelines

- Clients are responsible for following the policies of the State Historical Society of Missouri. For details about event rental guidelines and SHSMO policies, please see below.
- Clients are responsible for conveying our policies to any vendors or event contacts. Their 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 in order 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 in time in 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.
- Events may be booked until 9 p.m. All clients and their vendors are required to complete event wrap-up and depart the Center by 10 p.m.
- Client is not allowed to use their reserved space for functions other than described.
- 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.
- After client's event detail is confirmed, SHSMO will email an 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 this 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.
- If planning to purchase items from the SHSMO Richard Bookstore for guests or presenters, SHSMO needs 14 days' notice to prepare merchandise.
- 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 needs 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 outside of the event detail. ***Events running beyond the event detail time will result in an additional charge of 1.5 times the hourly rental rate per each additional hour onsite. This charge will be applied to the final invoice.***



Decoration Guidelines

- 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.***



Catering

- SHSMO must approve all caterers for events.
- 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

- SHSMO must approve all bar caterers for events.
- Bar 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 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 you in clean operational conditions. It is required that the kitchen must be left in the same conditions you 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 that it is left clean. The refrigerator and other appliances that have been used need to be wiped down as well.
- Food or beverages from the event must be removed from the kitchen.
- A caterer or responsible party 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 needs to 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, we 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

- Please see shsmo.org/venue for AV pricing. Costs associated with the AV equipment are necessary to maintain the lifecycle of these items and services.
- Note—All presentations, PowerPoints, etc. must be tested within one (1) week prior to the event date.



Wireless Access

- To utilize wireless, please select TigerWifi-Guest. 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.

Service Guarantee

- The final guaranteed attendance is required 10 days prior to event, so the space is ready to accommodate guests. Any changes made within five (5) business days of event may be subject to additional fees.

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@shsmo.org.

Frequently Asked Questions

What is the occupancy of the event spaces?

- The Hamra Classroom and Plassmeyer Classroom will each seat 30 people.
- The Barnes Boardroom will seat 20 people around the table and has a total of 36 chairs in the room.
- Cook Hall holds 182 people in theatre-style seating and 152 people at table rounds of 8 with closed doors.
- Cook Hall holds 210 people in theatre-style seating and 200 people at table rounds of 8 with open doors.

When can I make a reservation?

Reservation requests must be submitted at least two months in advance of the event date. SHSMO currently accepts reservations up to two years from the current date.

Where do guests park?

There is a parking lot onsite at the Center as well as several parking garages in downtown Columbia. Metered parking is also available on the streets surrounding the building. Parking is not guaranteed and based on availability.

Does the Center host events on holidays?

The Center is not available for events on major holidays, including: Thanksgiving, Christmas, New Year's Eve/Day, Easter, Memorial Day/Weekend, Fourth of July, and Labor Day/Weekend.

What decorations are allowed?

Balloons, confetti, candles, glitter, feathers, and bubbles are prohibited. Call (573) 884-2429 or email events@shsmo.org to discuss decoration options.

When using a rental company, can they drop items off or pick them up outside of the rental period?

It is our ultimate goal to provide you with the best service and make your day as stress-free as possible. However, it is necessary for vendors to use the rental period to drop off and pick up items. When scheduling with vendors, please inform them of this policy. Any modifications must be made in writing.

What time will I have access to the venue?

The venue will be accessible at the time listed on the event detail, not earlier. Please plan accordingly.