



210 Fee Fee Hills Drive
Hazelwood, MO 63042

Rules & Regulations

Rules & Regulations

Facility

- a. Events can occur Monday – Sunday from 6 am – 12 am. Vendors are allowed entry four hours prior to your event. Deliveries/ pickups must be approved by The Center.
- b. Guests may arrive 30 minutes before the start time of your event and stay no more than 30 minutes after event conclusion before additional fees will be assessed.
- c. Brides wishing to use Bridal Suite prior to their ceremony may enter with bridal party attendants only, no earlier than 2 hours prior to official start time.
- d. The Center's doors will be officially opened 30 minutes prior to Official Start Time. Renters and their guests may not unlock, or wedge open The Center's front doors for early-arriving guests. Anyone caught doing so will be escorted out of the building until 30 minutes prior to official start time.
- e. Guests remaining 30 minutes past the conclusion of Renter's event will result in a charge of \$150 for every 30-minute increment they remain.
- f. Renters and their non-vendor agents will be allowed into the space 2 hours prior to the event to decorate. Additional time, if needed will be charged at a rate of \$150 per hour. We advise sending enough help to outfit the room with the necessary décor in the 2 hours allotted if décor is not dropped off beforehand for staff to access.
- g. Venue Coordinator must have any changes to the table layout no later than 1 week prior to event. Layouts will be generated by the event coordinator and be provided to Client/s at their request.
- h. Client/s or designated guest may be asked to indicate final room set-up approval 30 minutes prior to Event start time.
- i. Banquet Captain may accompany Client/s through venue at the conclusion of Event. Both will give indication that the space has been left in acceptable shape. If damage to walls or other rental items have occurred, a damage fee may be charged to Client/s credit card on file.
- j. Flame or tapered candles are NOT allowed during a special event unless covered; votive candles are acceptable.
- k. Rice, Confetti, Glitter, Silly String, birdseed and any other particulates are not permitted in the building.
- l. Public events and events involving ticket sales will require additional liability insurance by the organization. The Center must approve the scope of all public events in advance.

- m. Events where ticket sales or admission fees are involved and/or the number of guests is not known in advance are considered public events.
- n. Children are the sole responsibility of the Client. Client will be charged for any damages incurred by minors.
- o. Videotaping ticketed and/or public events requires the pre-approval of The Center.
- p. The Center is a non-smoking facility, unless in outside designated spaces. This includes vape, tobacco chewing, snuff, cigarettes, or cigars. None of these are permitted INSIDE the building or outside in non-designated areas.
- q. The Center must approve the configuration of tables, chairs, easels, bars, coat checks and service areas and pre-function space in advance.
- r. The Center is not responsible for lost or stolen items. All non-rental items left at the end of the evening become property of The Center.
- s. Free, parking is offered on a first-come, first serve basis in the main lot and sub lot. Please coordinate your parking needs with the event coordinator 30 days prior to your event to ensure adequate parking is made available.
- t. You should contact The Center with a final headcount at least 30 days prior to your event.
- u. Your deposit is not refundable but will be applied to your final balance.
- v. We accept the following forms of payment: check, cashier's check, Visa, MasterCard & Discover.

Catering

- a. Caterers must be selected from the preferred catering list. Catering from a vendor not on the list is not allowed.
- b. If alcohol is served at The Center, it must be accompanied by either dinner or hors d'oeuvres, we do not allow alcohol only events.
- c. Events held on a Friday or Saturday must include a house or premium bar.
- d. The Center will take care of the set-up, breakdown of the event.
- e. There is a \$250 cleaning fee for all events booked at The Center.
- f. Tables & seating for up to 300 guests is included in the rental rate.

Beverage Services

- a. All bar services are through The Center. Clients may not contract bar goods and/or services through other entities.
- b. All beverage service selections must be made at least 30 days prior to event and the balance for bar service paid at that time.

- c. The Center will enforce all city and state liquor laws. Current tax is set at XXXXX%
- d. Bar service must end 30 minutes prior to event conclusion. No "Last Call" will be announced.
- e. Client is responsible for all taxes, labor, gratuities, and additional fees as outlined in the Services Agreement for bar staff.
- f. No outside liquor may be brought to an event at The Center, either purchased or donated without paying a corkage fee of \$10.00 per bottle of wine and \$2.00 per beer. Outside liquor is not allowed under any circumstances.
- g. The Center reserves the right to refuse alcoholic beverages to any individual that appears to be intoxicated.
- h. Under NO CIRCUMSTANCES is anyone allowed to leave The Center with alcoholic beverages.
- i. Everyone will be asked for an ID by the bartender before being served. NO EXCEPTIONS.
- j. The Center will stringently enforce all city and state liquor laws.

Deliveries

- a. All deliveries must be coordinated through The Center. Bakers and florists may not arrive more than 4 hours prior to the event. Please note that an open environment may affect the integrity of some products. Renter assumes risks if vendors drop off more than 4 hours prior to event.
- b. Event setup and preparation will take place during normal business hours and no more than 4-hours prior to event time. The Center staff only must perform event set-up and break down. Renters will be allowed to retrieve decorations at end of Event.
- c. In cases where vendors are hired for decorating, vendors will allowed access 4-hours prior to the event. All décor must be retrieved at the close of the event unless otherwise coordinated with The Center's event coordinator.

Music & Entertainment

- a. The Center will provide a microphone and podium for stage-only use on request.
- b. Electrical, sound, entertainment and lighting requirements must be approved by The Center.
- c. The Center has the right to request the sound level of amplified music to be reduced.
- d. Music must end 15 minutes prior to event conclusion.
- e. Clients are responsible for having their band or DJ contact The Center to acquire a list of performance guidelines.
- f. Digital projections may be accommodated through the center for an additional fee.

Most Importantly

- a. Failure to adhere to any of the above may result in cancellation of your event and forfeiture of your rental fees and deposits.
- b. Event Date and Estimate Pricing is confirmed only upon receipt of a \$1,000 non-refundable deposit and signed rental agreement.