

The Details

SHELDON CONCERT HALL

RENTAL FEE

Monday through Thursday \$1,800

Friday through Sunday \$2,500

RENTAL INCLUDES

- Use of the Sheldon Concert Hall for four (4) hours
- Green Room for artist hospitality
- Security in main lobbies for four (4) hours
- Facility Manager for four (4) hours
- House Manager & Ushers, by advance request, based upon availability

ADDITIONAL SERVICES

- Advanced Technical Services
Minimum 4-hour charge, per call \$65/hour*
- Box Office Personnel \$100 per person/evening
- Merchandise Salesperson \$25 per person/evening
All merchandise sales subject to 15% commission.
- Coatroom Attendant(s)
Per attendant, per evening, tip jars allowed. . . . \$75
Per attendant, per evening, pre-tipped \$100
- After-Hours Rehearsal/Set-Up
Minimum 4-hour charge, per call \$150/hour
- Greenroom Security. fee dependent on artist schedule

Discounts available for Non-Profit Organizations.
Must provide a letter of tax exemption to The Sheldon.
 Please contact rental department for more information.

KEMPER ATRIUM AND SHELDON ART GALLERIES

RENTAL FEE

Any day \$350/hour, 2-hour minimum

RENTAL INCLUDES:

- Security in Emerson Center building
- Facility Manager, Gallery Ushers & Guest Coat Room

No discount available for Non-Profit Organizations.

** Overtime fees apply after 8 hours/tech or if tech is needed between midnight and 7 a.m.*

The Details

THE SHELDON BALLROOM

Includes up to 25 tables, with 8 to 10 chairs per 66" round table.

Monday through Thursday \$1,400*

Friday through Sunday \$2,000*

0-200 guests with food stations and dance floor

0-250 guests with seated dinner and dance floor

0-300 guests for standing cocktail reception

LOUIS SPIERING ROOM

Includes up to 50 tables, with 8 to 10 chairs per 66" round table.

Monday through Sunday

0-249 guests \$1,800*

250-349 guests \$2,000*

350-500 guests \$3,000*

RENTAL FEE FOR BOTH OF THE ABOVE INCLUDES:

- Use of The Sheldon space for four (4) hours
- Facility Manager for four (4) hours
- Security in main lobbies for four (4) hours

ADDITIONAL SERVICES

- Advanced Technical Services
4-hour minimum, per call \$65/hour**
- Coatroom Attendant(s)
Per attendant, per evening, tip jars allowed. . . . \$75
Per attendant, per evening, pre-tipped \$100
- After-Hours Rehearsal/Set-Up \$150/hour
4-hour minimum, per call

Discounts available for Non-Profit Organizations.

Must provide a letter of tax exemption to The Sheldon. Please contact rental department for more information.

**Additional \$750 fee will apply if no beverage service optioned*

*** Overtime fees apply after 8 hours/tech or if tech is needed between midnight and 7 a.m.*

Sheldon Preferred Caterers

CATERING SERVICE AT THE SHELDON

For convenience and flexibility, The Sheldon allows any licensed Missouri catering firm to provide food and service for events. All caterers must show proof of liability insurance, workman's compensation for servers, and state business license. The Sheldon has a preferred list of caterers. If you choose a caterer not on the preferred list we will ask their representative to meet with us and provide copies of the above documentation.

A \$5.00 per person catering fee is added to all contracts which do not utilize a caterer from The Sheldon preferred catering list.

Call any of the seven preferred caterers listed, and they will be happy to help plan your event.

HENDRI'S CATERING
4501 Ridgewood Avenue
St. Louis, MO 63116
314.752.4084
www.hendris.com

RUSSO'S GOURMET CATERING
9904 Page Avenue
St. Louis, MO 63132
314.427.6771
www.russosgourmet.com

THE SOCIAL AFFAIR LLC
2232 Thurman Avenue
St Louis, MO 63110
314.735.5527
www.thesocialaffairstl.com

ORLANDO'S
4300 Hoffmeister
St. Louis, MO 63125
314.638.6660
www.orlandogardens.com

CONCETTA'S CATERING
600 S. 5th Street
St. Charles, MO 63301
636.946.2468
www.concettas-stcharles.com

LA CHEF
7169 Manchester Road
St. Louis, MO 63143
314.647.5350
www.lachef.com

BUTLER'S PANTRY
1414 Park Avenue
St Louis, MO 63104
314.664.7680
www.butlerspantry.com

The Sheldon believes in a great customer experience. To ensure this happens for your events, Premier Rentals, The Sheldon's exclusive rental vendor, can help you with all of your and your caterer's needs. Please contact The Sheldon's Director of Events for more information on arranging your own rentals through Premier.

Sheldon Beverage Service

e Sheldon offers you and your guests the best in specialty, imported, and premium beverages for every event.

Whether you choose a Premium Bar, House, Domestic Bar Package or our Cash Bar Service, your guests will experience exemplary service and refreshing drinks. *An 18% Service Fee is added to all Beverage Service. If no tip jar, automatic \$100 gratuity per bartender will be added to contract.*

- Non-Alcoholic Open Bar: Minors only, unless otherwise agreed on by client and The Sheldon
- The Sheldon uses plastic barware for beverage service. Clients may request glass barware at additional cost.

CASH BAR

Deposit of \$150 per bar/One bartender per every 100 people. Gratuity of \$100/bartender is automatically applied for cash bar services.

TALLY BAR

- House Bar options: \$7.00/drink
- Premium Bar options: \$9.00/drink

Billed to client, plus bartender fees and 18% service fee and gratuity (\$100 bartender)

EXTRA BARTENDERS

\$150/bartender

No liquor can be donated for your event and liquor cannot be brought in from an outside source, due to e Sheldon having the liquor license. NO EXCEPTIONS.

PREMIUM OPEN FULL BAR

\$24 pp / 4-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
\$30 pp / 5-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)*

All liquors (premium): 4 Roses Small Batch, Jack Daniels Black, Maker's Mark, Crown Royal, Bacardi Light Superior, Captain Morgan Spiced, Glenlivet 12-year, Bombay Sapphire, Grey Goose, Disaronno Amaretto, Triple Sec

Microbrew and Domestic Beers

Premium Wine Assortment

Dasani water, cranberry juice, orange juice

HOUSE OPEN BAR

\$20 pp / 4- hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
\$25 pp / 5-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)*

Jack Daniels Black Label, Bacardi Light Superior, Dewar's White Label, Beefeater, Absolut, Disaronno Amaretto

Microbrew and Domestic Beers

Premium Wine Assortment

Assortment of sodas, cranberry, and orange juice

BEER, WINE, SODA

\$16 pp / 4-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
\$20 pp / 5-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)*

Microbrew and Domestic Beers

Premium Wine Assortment

Assortment of sodas, cranberry, and orange juice

NON-ALCOHOLIC OPEN BAR (MINORS ONLY)

\$8 pp / 4-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
\$10 pp / 5-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)*

Assortment of sodas, cranberry, and orange juice

** Continuous bar service on multiple floors may require additional bar staff*

Please contact the events department for more information on signature drinks or special requests.

Additional Policies and Procedures

BILLING

Payment in full must be received 3 days prior to event. All event details must be finalized no later than the Monday prior to the event.

DEPOSITS

A non-refundable 50% deposit is required to secure the date.

CANCELLATION

In case of cancellation, The Sheldon must be notified in writing. Deposit is non-refundable.

FACILITY MANAGER

All events held outside of standard Sheldon hours are required to have a facility manager and security on duty for the set-up, duration, and clean up of the event. The charge for a facility manager is \$150 per event. The charge for security is \$25 per hour.

ALCOHOLIC BEVERAGES

All Missouri beverage consumption laws must be followed while on premises. All alcohol must be provided by The Sheldon. No liquor can be donated for your event and liquor cannot be brought in from an outside source, due to The Sheldon having the liquor license. **NO EXCEPTIONS.** *Alcohol must be served by Sheldon bartenders only.*

CATERING

The Sheldon has an open catering policy. Several preferred caterers are recommended that may be booked directly by the client. Clients booking a caterer not on the preferred caterer list will incur a \$5 per guest fee. **All caterers must be professionally licensed and insured. The Director of Events must approve any and all caterers not on the preferred list in advance of booking.**

CLEAN-UP

Any decorations or other materials left behind must be picked up within 48 hours of the event or will be considered trash. Items may not be stored overnight without prior consent of the facility rental department.

DECORATIONS

The Sheldon prohibits the use of glitter, confetti, streamers, fireworks and helium balloons. The use of tape, wire, staples, tacks, glue and similar items are strictly prohibited and may not be attached to any permanent surfaces. Ice sculptures are also prohibited.

DELIVERY

Items may be delivered prior to contracted event date with Director of Events approval subject to space availability.

EXHIBITS

Sheldon Art Galleries exhibits change approximately every 4 months. Exhibits on display at the time of contract signing may not be on display during the event. Artwork in the Sheldon Art Galleries will not be removed.

MARKETING, PUBLICITY & TICKETING

Clients are responsible for the marketing and publicity of their own event. Printed materials must use the terms "The Sheldon," "Sheldon Concert Hall," or "Sheldon Concert Hall and Art Galleries" in the promotion of their event. Ticketed events must be sold through the MetroTix ticketing agency, unless sold via phone or in-person by the client or client organization (online sales through PayPal or other internet based sites is prohibited). No other ticketing agencies may be used. A ticket seller for the night of performance may be arranged through The Sheldon for an additional fee.

MUSIC

Clients booking live bands or other performers must contact the Director of Events at least four weeks prior to event to discuss technical needs.

SMOKING

Smoking is not allowed inside The Sheldon. Designated smoking areas are available at the entrances to the building.

PARKING

Parking is on a first come, first served basis, based on the date of the contract date that you booked your event. The Sheldon offers 60 spaces. Additional parking, when available, can be arranged by The Sheldon at the client's expense through Grand Center Parking.

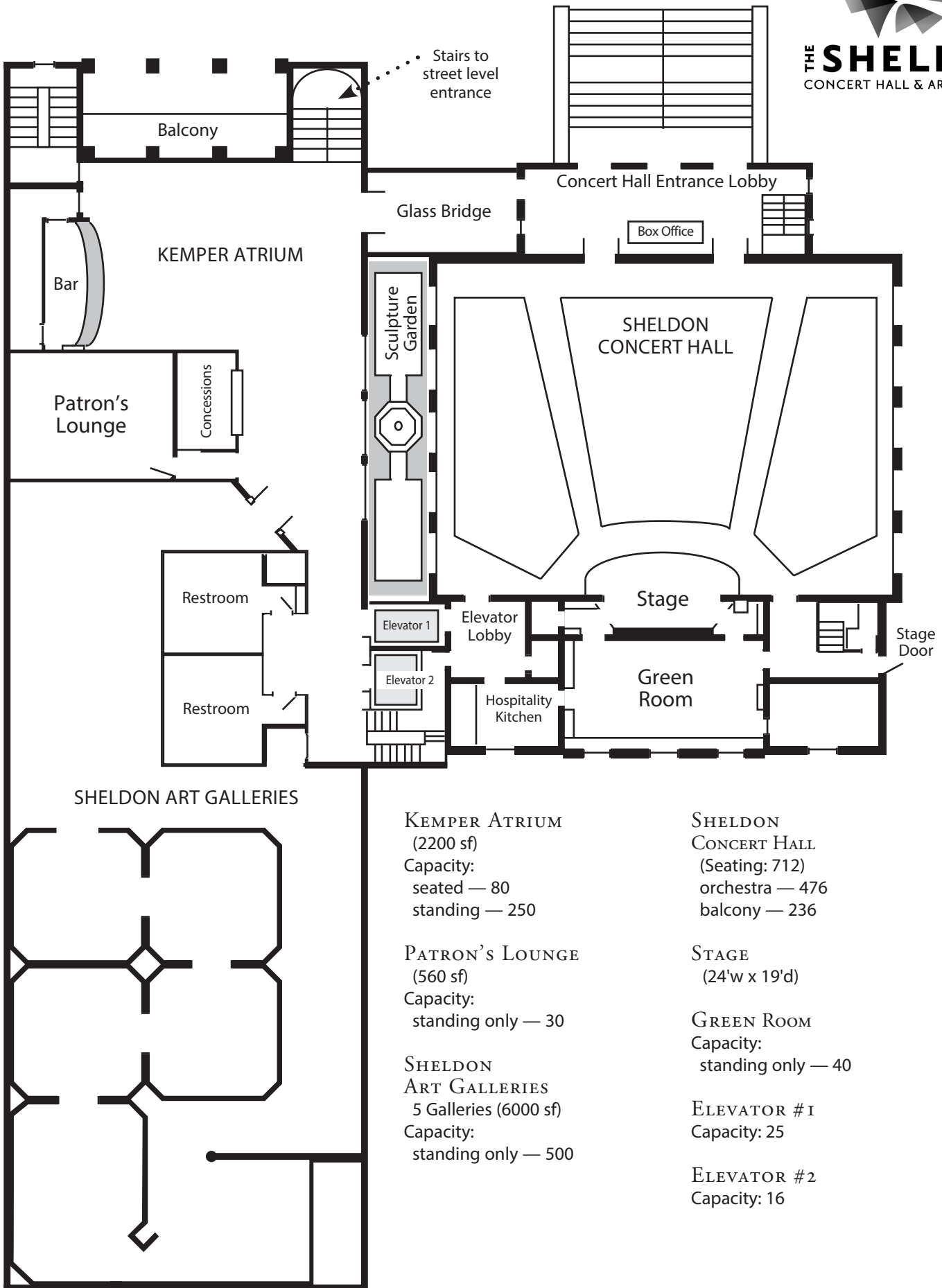
INDEMNIFICATION

The client agrees to indemnify The Sheldon and incurs all responsibility for any and all actions, losses, damages, claims, or liability resulting from their event. Companies and vendors must provide a certificate of insurance coverage prior to event.

FULL FACILITY *Level 2*



THE SHELDON
CONCERT HALL & ART GALLERIES



KEMPER ATRIUM
(2200 sf)

Capacity:
seated — 80
standing — 250

PATRON'S LOUNGE
(560 sf)

Capacity:
standing only — 30

SHELDON ART GALLERIES
5 Galleries (6000 sf)

Capacity:
standing only — 500

SHELDON CONCERT HALL

(Seating: 712)
orchestra — 476
balcony — 236

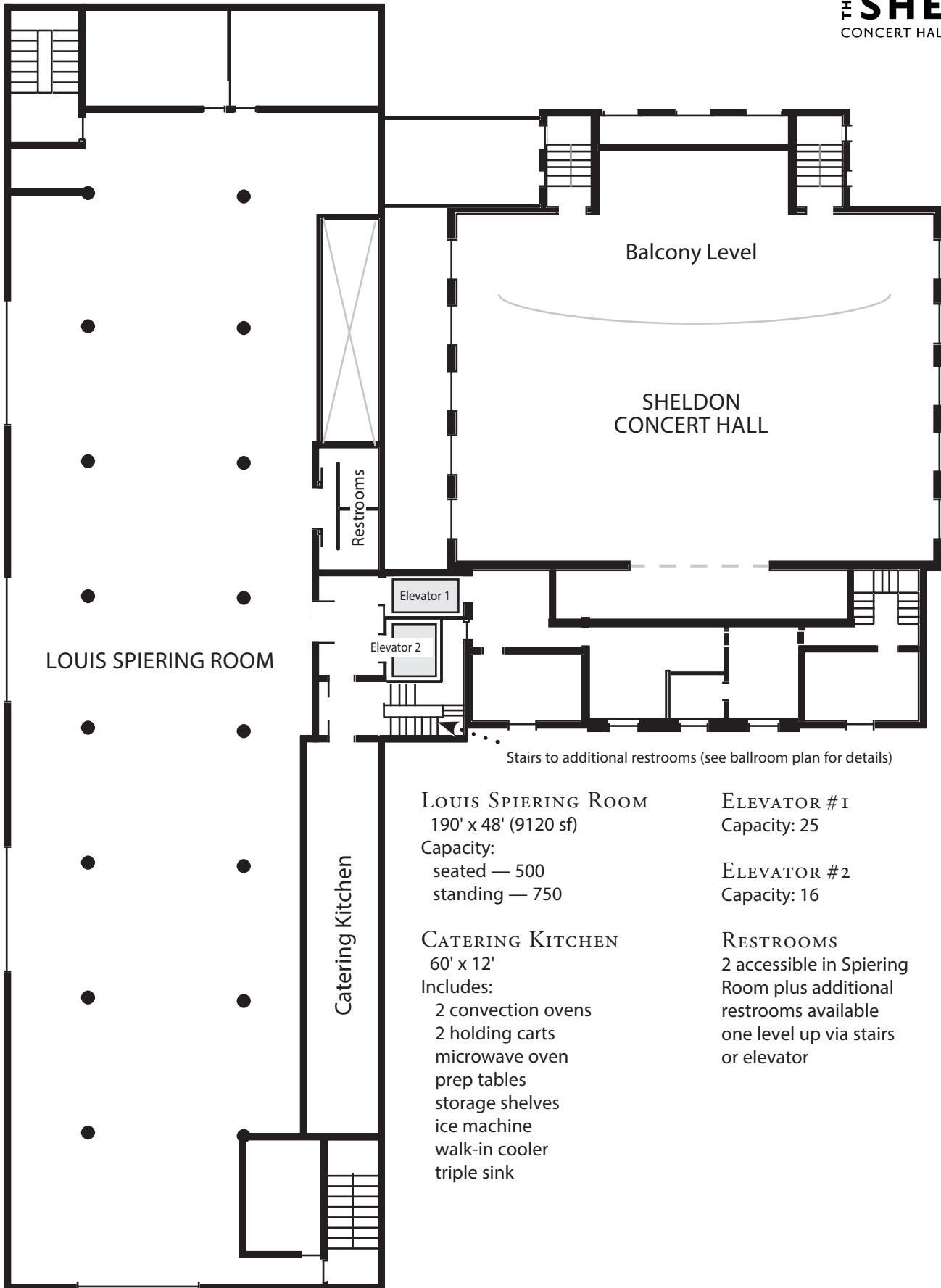
STAGE
(24'w x 19'd)

GREEN ROOM
Capacity:
standing only — 40

ELEVATOR #1
Capacity: 25

ELEVATOR #2
Capacity: 16

LOUIS SPIERING ROOM *Level 3*



LOUIS SPIERING ROOM

Catering Kitchen

Balcony Level
SHELDON
CONCERT HALL

Restrooms

Elevator 1

Elevator 2

Stairs to additional restrooms (see ballroom plan for details)

LOUIS SPIERING ROOM
190' x 48' (9120 sf)
Capacity:
seated — 500
standing — 750

CATERING KITCHEN
60' x 12'
Includes:
2 convection ovens
2 holding carts
microwave oven
prep tables
storage shelves
ice machine
walk-in cooler
triple sink

ELEVATOR #1
Capacity: 25

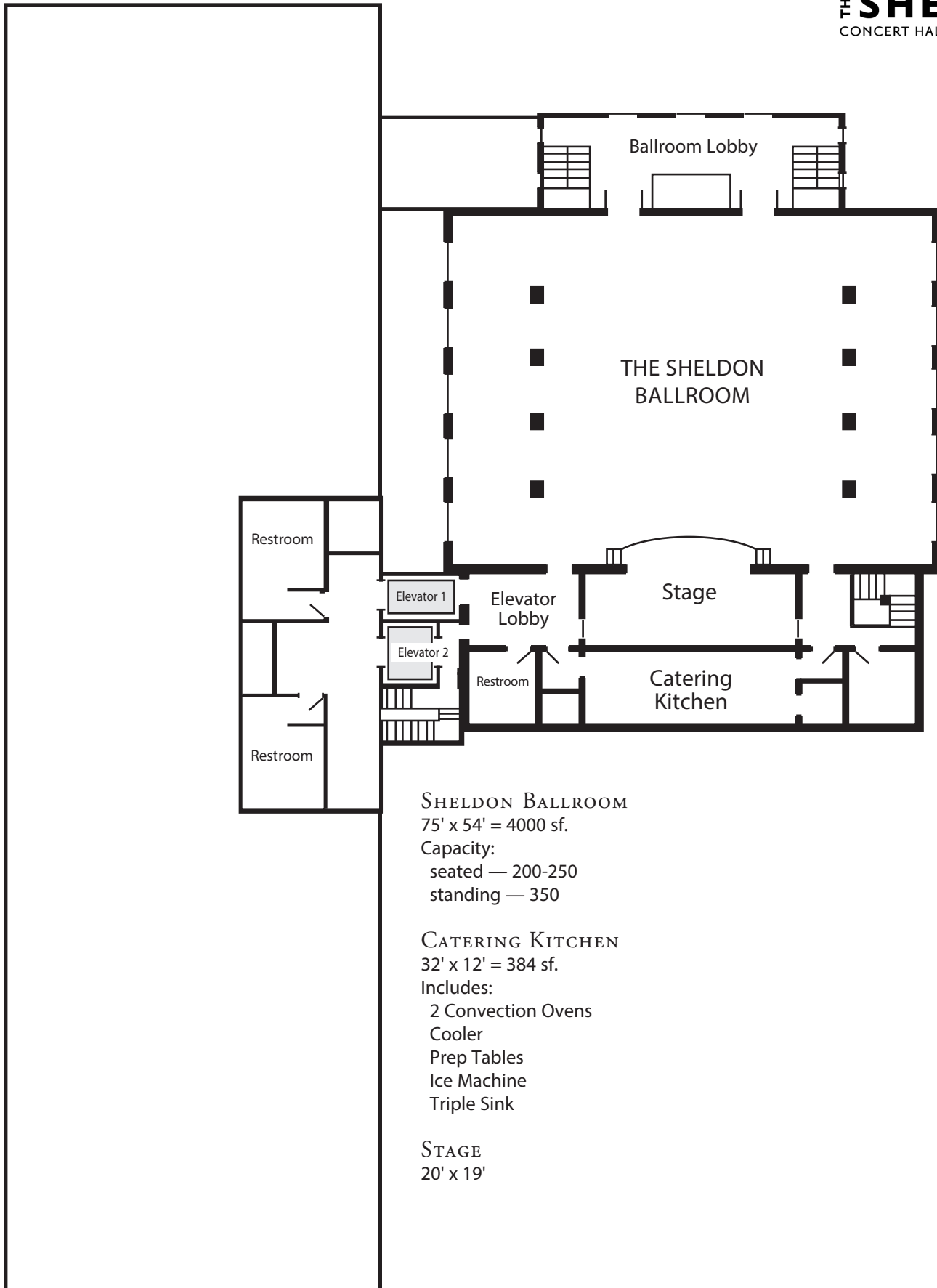
ELEVATOR #2
Capacity: 16

RESTROOMS
2 accessible in Spiering
Room plus additional
restrooms available
one level up via stairs
or elevator

THE SHELDON BALLROOM *Level 4*



THE SHELDON
CONCERT HALL & ART GALLERIES



SHELDON BALLROOM

75' x 54' = 4000 sf.

Capacity:

seated — 200-250

standing — 350

CATERING KITCHEN

32' x 12' = 384 sf.

Includes:

2 Convection Ovens

Cooler

Prep Tables

Ice Machine

Triple Sink

STAGE

20' x 19'