

Center for Missouri Studies

Frequently Asked Questions: Event Rentals

The State Historical Society's Center for Missouri Studies offers space rental options to nonprofit organizations, government agencies, cultural organizations, and educational groups.

The Sam B. Cook Hall, the John K. Hulston Lobby, the Sam F. and June S. Hamra Family Classroom, the Plassmeyer Family Classroom, and the Francis W. "Bud" Barnes Boardroom are spaces available for events.

Come in for a tour, explore the Center, and make plans for a great event!

What is the occupancy?

- 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**.

Where do guests park?

There is a parking lot onsite at the Center as well as several parking garages in downtown Columbia.

Is the Center ADA accessible?

Yes, the Center for Missouri Studies is ADA accessible, including the restrooms.

Is the Center smoke-free?

Yes! Smoking and vaping are strictly prohibited at the Center.

Does the Center host events on holidays?

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

Is the art gallery available to rent?

While the art gallery is not available to rent, there are options to incorporate a gallery viewing or tour into event rentals. Please note that this will result in gallery staffing fees. No food or drink is allowed in the gallery.

Is there access to AV equipment?

AV equipment and services are available for event rentals.

What are catering options?

The State Historical Society of Missouri must approve all caterers for events.



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COLUMBIA, MO 65201

Is there a kitchen area?

Yes, there is a catering kitchen available for use. It includes an ice machine, coffee pots, work tables, a three-compartment sink, and space to hook up warming cabinets.

Can alcohol be served?

Yes, alcohol is allowed at events. It must be served by a licensed and insured caterer or bar caterer. No person under the age of 21 is allowed to drink on the premises.

Are there tables and chairs?

Yes, there are 25 tables (72") available to rent and 250 chairs that are available at no charge.

How many restrooms are available?

There are three restrooms on the first floor—men's, women's, and family.
There are two restrooms on the second floor—men's and women's.

When is payment due?

The initial deposit, 50% of rental fee, is due within 10 days of signed contract. The final payment is due 7 days prior to event date. University of Missouri clients may submit a MoCode to secure the space and to pay for event.

What are payment options?

Deposits and payments may be made in the form of MasterCard, Visa, American Express, Discover Card, MoCode, cash, or check made payable to the State Historical Society of Missouri.

What decorations are allowed?

Call 573.882.7083 or email events@shsmo.org to discuss specific needs.

Are there insurance requirements?

To rent the space, clients must provide a certificate of liability insurance.

What is the cancellation policy?

See reservation confirmation for cancellation policy.

What are the rental rates?

See event space rental rates at shsmo.org/about/host-an-event.

How do I reserve space in the Center?

Call 573.882.7083 or email events@shsmo.org.

For more information or to schedule a tour, please call 573.882.7083 or email events@shsmo.org.