

## 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 details below.
- 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.
- 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 10 business days of the invoice date.

## CANCELLATION/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.

## FACILITY GUIDELINES

- All events at the Center must be staffed by at least one (1) SHSMO representative.
  - 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.
- Events may be booked until 10 p.m.
- 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.
- 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.
- Clients are not allowed to use their reserved space for functions other than described.

- 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 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.

#### **DECORATION GUIDELINES**

- Digital signage options are available for events.
- Use of nails, pins, tacks, staples, glue, or tape on walls, floors, doors, ceilings, or windows is prohibited.
- Balloons, 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 are permitted; however, live potted plants (soil/dirt) are not permitted.

#### **FOOD**

- SHSMO must approve all caterers for events.

#### **ALCOHOL**

- Alcohol is allowed at events. It must be served by a licensed and insured caterer or bar caterer.
- If alcohol is served at the event, Client's insurance policy must include Liquor Liability coverage for Client and SHSMO. Any caterers and/or outside vendors or companies must provide certificate of insurance, evidencing General Liability and Liquor Liability coverage and a copy of caterer license to SHSMO 10 days prior to the event.
- No person under the age of 21 is allowed to drink on the premises.

#### **AUDIO AND VISUAL NEEDS**

- Please see [shsmo.org/about/host-an-event](https://shsmo.org/about/host-an-event) for AV pricing. Costs associated with the AV equipment are necessary to maintain the lifecycle of these items and services.
- Professional A/V support and special equipment can be contracted in-house. A/V requests must be made 30 days prior to the event.  
*Note—All presentations, PowerPoints, etc. must be tested within two (2) weeks prior to the event date.*



605 ELM STREET  
COLUMBIA, MO 65201

#### **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, it is imperative that staff see 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](mailto:events@shsmo.org).