

## 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

*\*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.*

## 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

### KEMPER ATRIUM AND SHELDON ART GALLERIES

#### RENTAL FEE

Any day . . . . . \$500/hour, 2-hour minimum

#### RENTAL INCLUDES:

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

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

## The Sheldon Wedding

*Make your wedding day  
memorable and convenient  
for you and your guests by  
hosting both the wedding  
ceremony and reception in  
the gracious elegance of  
The Sheldon.*

The Sheldon Wedding gives discounted rates for access to all areas of The Sheldon on your special day: The Green Room and Dressing Rooms are available for the wedding party, the Concert Hall for your wedding ceremony, the Atrium Lobby for a cocktail reception, and finally The Sheldon Ballroom or Louis Spiering Room for dinner and dancing.

### RENTAL FEE WITH SHELDON BALLROOM RECEPTION

\$ 3,300\*

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

### RENTAL FEE WITH LOUIS SPIERING ROOM RECEPTION

0-249 guests . . . . . \$3,300\*

250-349 guests . . . . . \$3,500\*

350-500 guests . . . . . \$4,500\*

### RENTAL INCLUDES:

- Green Room and Dressing Rooms prior to ceremony
- Rehearsal during normal business hours, upon availability
- Concert Hall for wedding ceremony
- Atrium Lobby for one (1) hour
- Ballroom or Louis Spiering Room for four (4) hours
- Security in main lobbies

### ADDITIONAL SERVICES OFFERED:

- Advanced Technical Services  
Minimum 4-hour charge, 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  
Minimum 4-hour charge, per call . . . . . \$150/hour

*\*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](http://www.hendris.com)

RUSSO'S GOURMET CATERING  
9904 Page Avenue  
St. Louis, MO 63132  
314.427.6771  
[www.russosgourmet.com](http://www.russosgourmet.com)

THE SOCIAL AFFAIR LLC  
2232 Thurman Avenue  
St Louis, MO 63110  
314.735.5527  
[www.thesocialaffairstl.com](http://www.thesocialaffairstl.com)

ORLANDO'S  
4300 Hoffmeister  
St. Louis, MO 63125  
314.638.6660  
[www.orlandogardens.com](http://www.orlandogardens.com)

CONCETTA'S CATERING  
600 S. 5th Street  
St. Charles, MO 63301  
636.946.2468  
[www.concettas-stcharles.com](http://www.concettas-stcharles.com)

LA CHEF  
7169 Manchester Road  
St. Louis, MO 63143  
314.647.5350  
[www.lachef.com](http://www.lachef.com)

BUTLER'S PANTRY  
1414 Park Avenue  
St Louis, MO 63104  
314.664.7680  
[www.butlerspantry.com](http://www.butlerspantry.com)

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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

*The Sheldon offers you and your guests the finest 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 The 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.

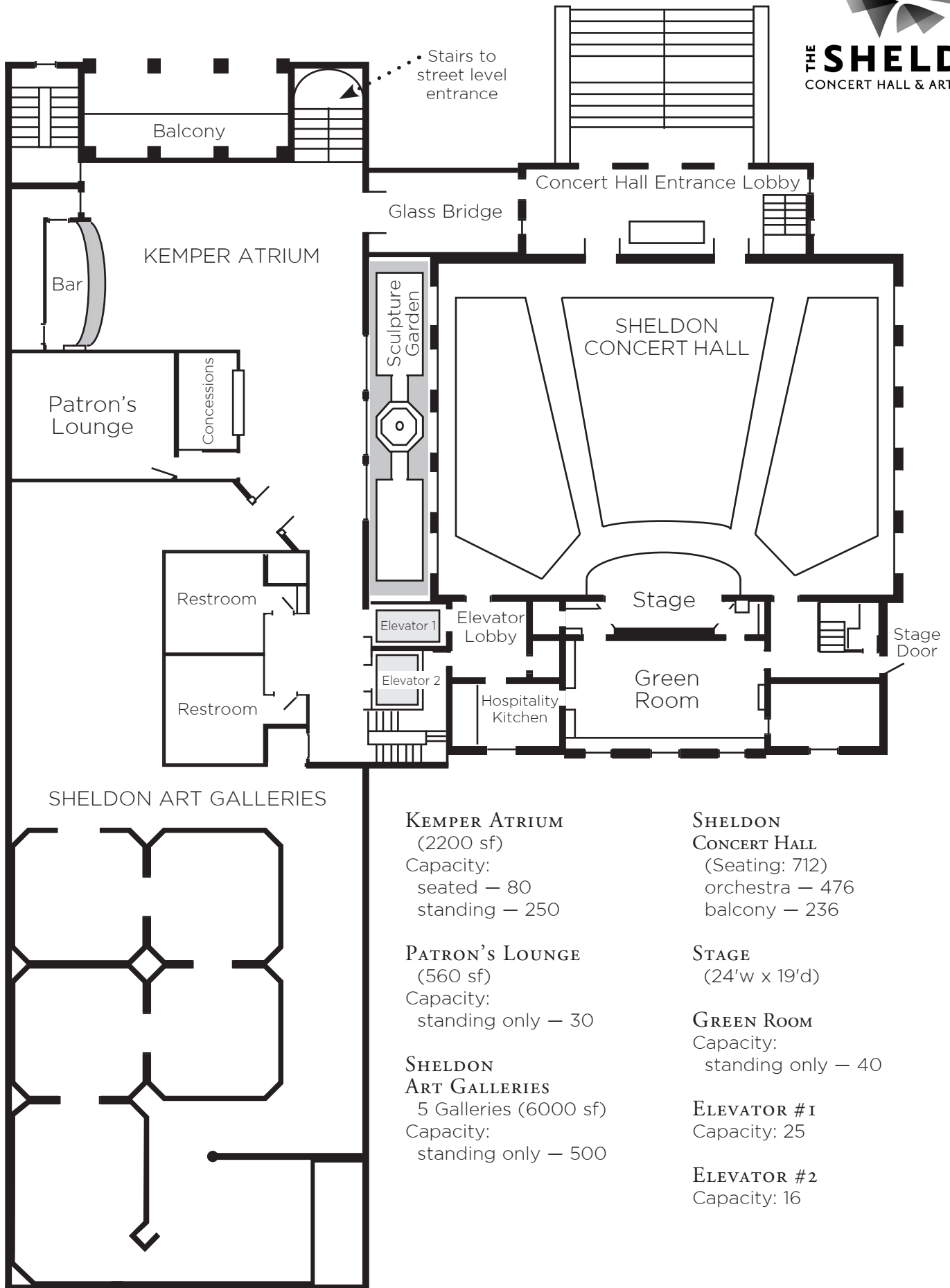
### INDEMNIFICATION

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

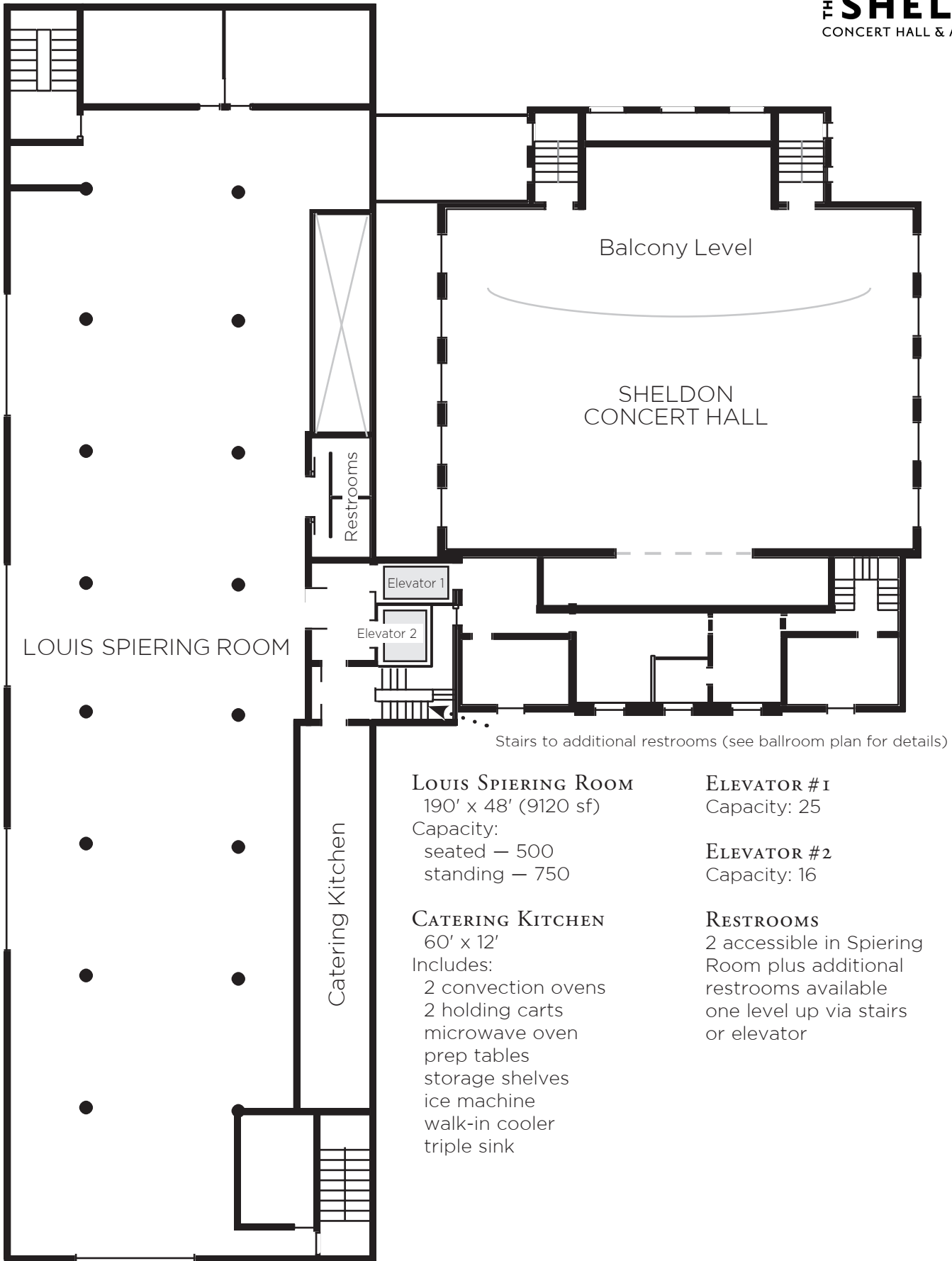
**STAGE**  
(24'w x 19'd)

**GREEN ROOM**  
Capacity:  
standing only — 40

**ELEVATOR #1**  
Capacity: 25

**ELEVATOR #2**  
Capacity: 16

# LOUIS SPIERING ROOM *Level 3*



**LOUIS SPIERING ROOM**  
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

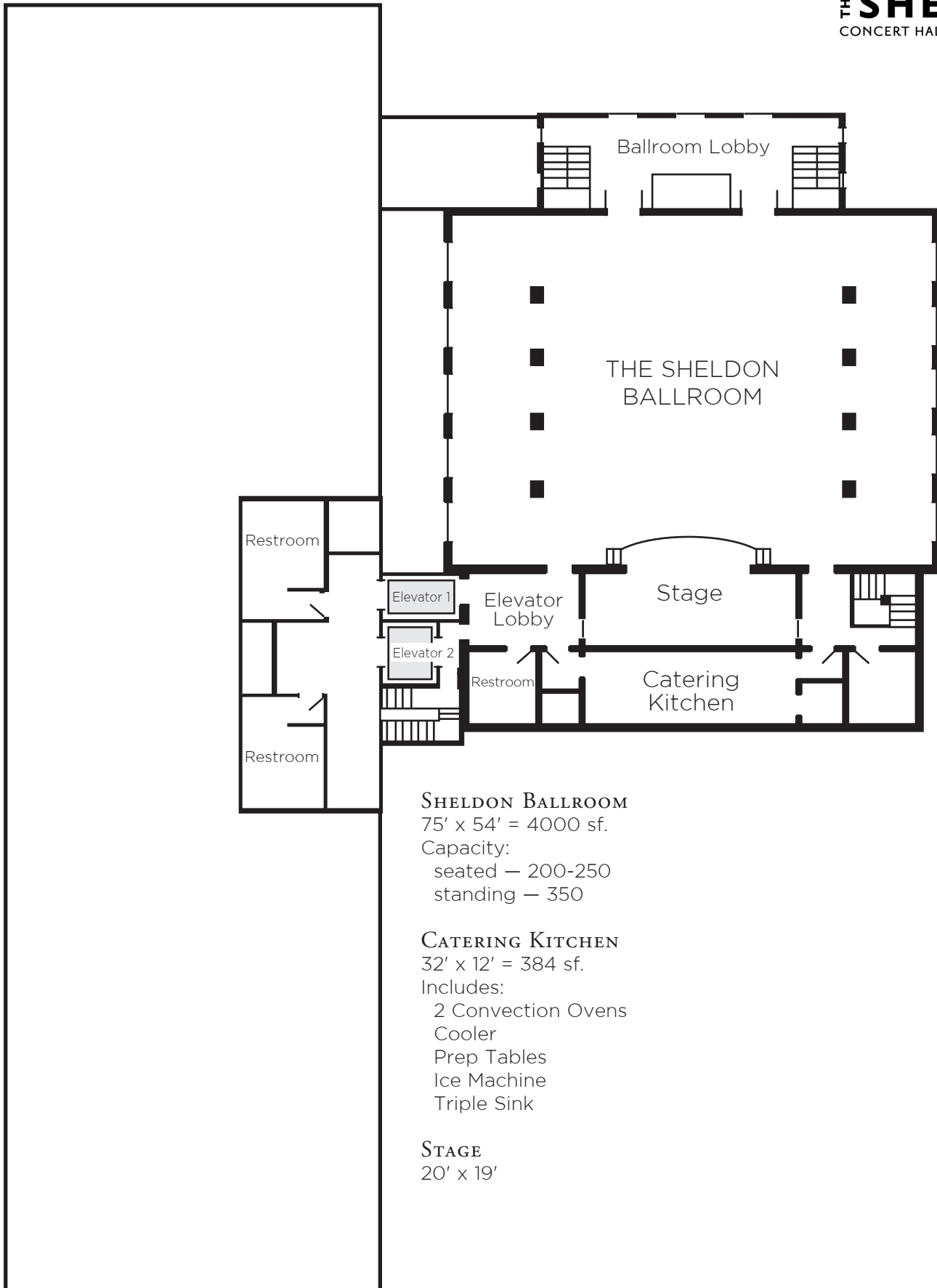
Stairs to additional restrooms (see ballroom plan for details)



# 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'