

# the DETAILS

## THE SHELDON BALLROOM

### RENTAL FEE:

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

## THE KONNEKER ROOM

### RENTAL FEE:

- Monday through Sunday
    - 0-349 guests.....\$2,500\*
    - 350+.....\$3,500\*
- (maximum 500 seated/650 standing)*

### RENTAL FEE FOR BOTH OF THE ABOVE INCLUDES:

- Includes up to 50 tables, with 8 to 10 chairs per 66" round table
- 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\*\**
- Audio/Visual equipment available at additional cost
- Upgraded chair rental available upon request at additional cost
- Coatroom Attendant(s)
  - Per attendant, per evening, tip jars allowed.....\$75*
  - Per attendant, per evening, pre-tipped.....\$100*
- After-Hours Rehearsal/Setup
  - 4-hour minimum, 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.

# 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  
*4-hour minimum, 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/Setup  
*4-hour minimum, 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

\*\*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 Konneker Room for dinner and dancing.

## **RENTAL FEE WITH SHELDON BALLROOM RECEPTION.... \$3,500\***

- 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 KONNEKER ROOM RECEPTION**

- 0-349 guests..... \$3,800\*
- 350+ guests.....\$4,800\*  
(maximum 500 seated/650 standing)

## **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 Konneker Room for four (4) hours
- Security in main lobbies

## **ADDITIONAL SERVICES OFFERED:**

- Advanced Technical Services  
4-hour minimum, per call.....\$65/hour\*
- Audio/Visual equipment available at additional cost
- Upgraded chair rental available upon request at additional cost
- Coatroom Attendant(s)  
Per attendant, per evening, tip jars allowed..... \$75  
Per attendant, per evening, pre-tipped.....\$100
- After-Hours Rehearsal/Setup  
4-hour minimum, 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 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.

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**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.**

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## 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/drink
- Premium Bar options: \$9/drink
- Billed to client, plus bartender fees and 18% Beverage Service Fee and Gratuity (\$100/bartender)

## EXTRA BARTENDERS

- \$150/bartender

## PREMIUM OPEN FULL BAR

- \$26 pp / 4-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
- \$32 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, Glen Livet 12-year, Bombay Sapphire, Grey Goose, Disaronno Amaretto, Triple Sec
- Microbrew and Domestic Beers
- Premium Wine Assortment
- Water, cranberry juice, orange juice

## HOUSE OPEN BAR

- \$22 pp / 4- hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
- \$26 pp / 5-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)\*
- Jack Daniels Black Label, Bacardi Light Superior, Dewar's White Label, Beefeater, Tito's, Disaronno Amaretto
- Microbrew and Domestic Beers
- Premium Wine Assortment
- Assortment of sodas, cranberry juice, orange juice

## BEER, WINE, SODA

- \$18 pp / 4-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)
- \$22 pp / 5-hours plus 18% Beverage Service Fee and Gratuity (\$100/bartender)\*
- Microbrew and Domestic Beers
- Premium Wine Assortment
- Assortment of sodas, cranberry juice, 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 juice, 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.

# 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 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 eight 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  
[hendris.com](http://hendris.com)

**Russo's Gourmet Catering**

9904 Page Avenue  
St. Louis, MO 63132  
314.427.6771  
[russosgourmet.com](http://russosgourmet.com)

**The Social Affair LLC**

2232 Thurman Avenue  
St Louis, MO 63110  
314.349.1242  
[thesocialaffairstl.com](http://thesocialaffairstl.com)

**Orlando's**

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

**Concetta's Catering 600**

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

**La Chef**

7169 Manchester Road  
St. Louis, MO 63143  
314.647.5350  
[lacheff.com](http://lacheff.com)

**Butler's Pantry**

1414 Park Avenue  
St Louis, MO 63104  
314.664.7680  
[butlerspantry.com](http://butlerspantry.com)

**David Kirkland Catering**

3224 Locust Street  
St. Louis, MO 63103  
314.240.5157 (restaurant)  
314.704.4405 (cell)  
[davidkirklandcatering.com](http://davidkirklandcatering.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.

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

THE  
**SHELDON**  
Arts Without Borders

# ADDITIONAL POLICIES *and* PROCEDURES

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## **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 setup, duration, and cleanup of the event.  
The charge for a facility manager is \$150 per event.  
The charge for security is \$32 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.**

## **CLEANUP**

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. Smoke and fog machines, as well as 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 first come, first served and is based on the event date as listed in your contract. The Sheldon offers 60 spaces. Additional parking, when available, can be arranged by The Sheldon at the client's expense through Grand Center Parking.

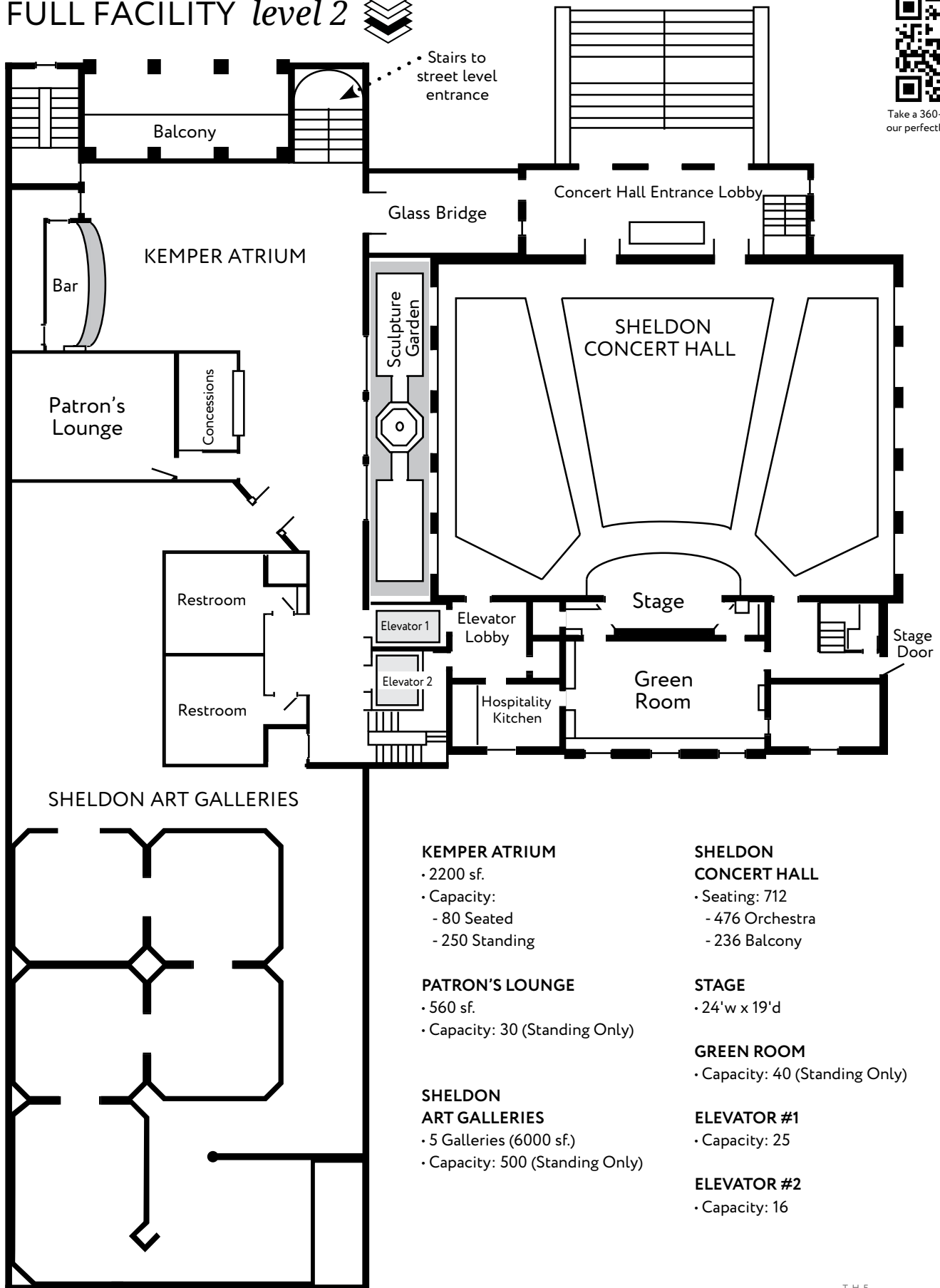
## **INDEMNIFICATION**

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*



Take a 360-degree tour of our perfectly acoustic hall.



**KEMPER ATRIUM**  
 • 2200 sf.  
 • Capacity:  
 - 80 Seated  
 - 250 Standing

**PATRON'S LOUNGE**  
 • 560 sf.  
 • Capacity: 30 (Standing Only)

**SHELDON ART GALLERIES**  
 • 5 Galleries (6000 sf.)  
 • Capacity: 500 (Standing Only)

**SHELDON CONCERT HALL**  
 • Seating: 712  
 - 476 Orchestra  
 - 236 Balcony

**STAGE**  
 • 24'w x 19'd

**GREEN ROOM**  
 • Capacity: 40 (Standing Only)

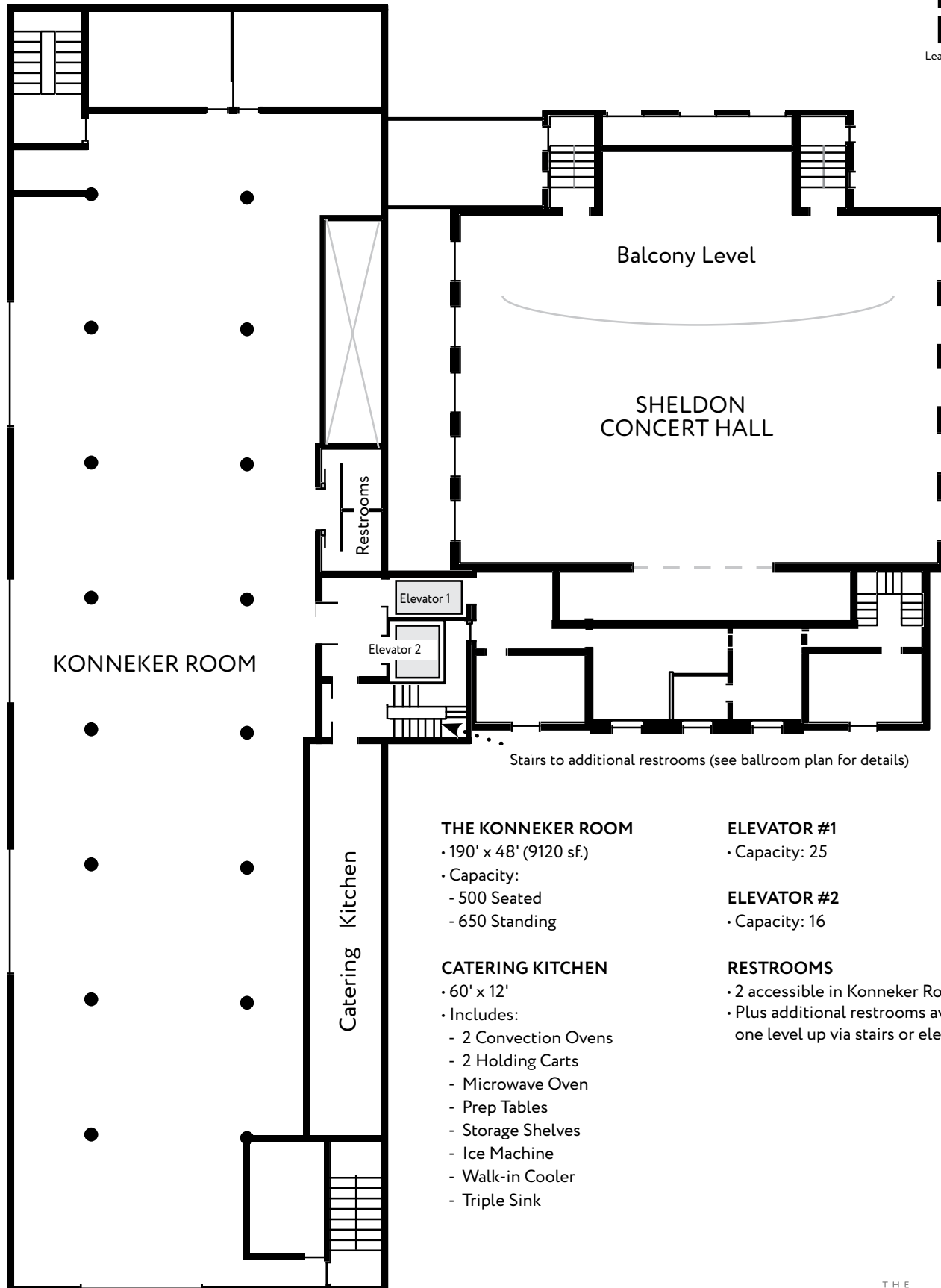
**ELEVATOR #1**  
 • Capacity: 25

**ELEVATOR #2**  
 • Capacity: 16

# THE KONNEKER ROOM *level 3*



Learn more about the space



KONNEKER ROOM

Balcony Level  
SHELDON  
CONCERT HALL

Restrooms

Elevator 1

Elevator 2

Catering Kitchen

Stairs to additional restrooms (see ballroom plan for details)

**THE KONNEKER ROOM**

- 190' x 48' (9120 sf.)
- Capacity:
  - 500 Seated
  - 650 Standing

**ELEVATOR #1**

- Capacity: 25

**ELEVATOR #2**

- Capacity: 16

**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

**RESTROOMS**

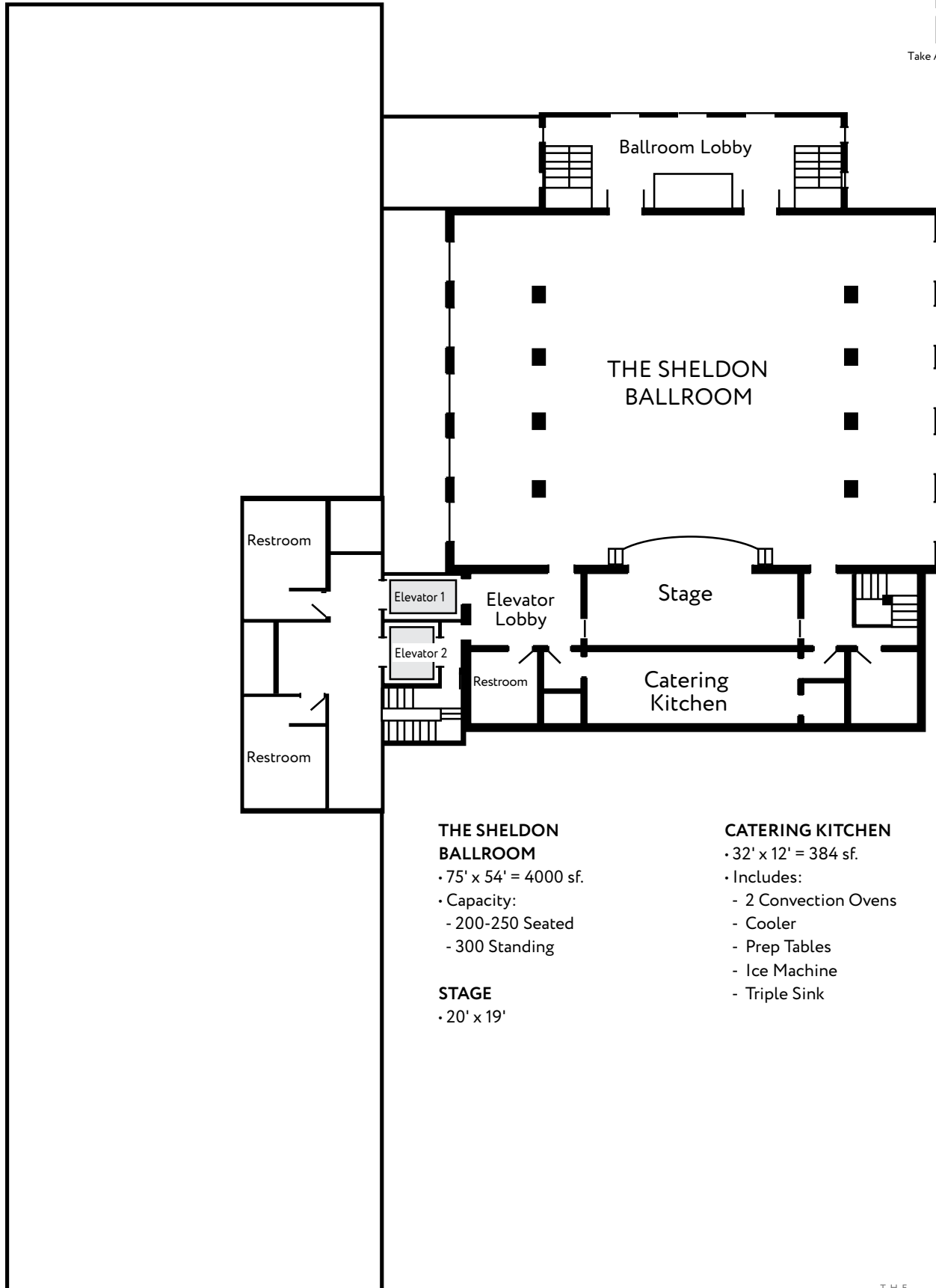
- 2 accessible in Konneker Room
- Plus additional restrooms available one level up via stairs or elevator



# THE SHELDON BALLROOM *level 5*



Take A Virtual Tour of Our Spaces



- THE SHELDON BALLROOM**
- 75' x 54' = 4000 sf.
  - Capacity:
    - 200-250 Seated
    - 300 Standing

- STAGE**
- 20' x 19'

- CATERING KITCHEN**
- 32' x 12' = 384 sf.
  - Includes:
    - 2 Convection Ovens
    - Cooler
    - Prep Tables
    - Ice Machine
    - Triple Sink