

Policies and Procedures

Hours of Operations

The SC Events office is open Monday through Friday from 9:00 a.m. to 5:00 p.m.

Event Reservations

Reservations may be made for any of our spaces by calling SC Events at 573.876.7257. If you are interested in making an appointment to see spaces or discuss details, simply call the office or email scevents@stephens.edu. Appointments and tours can be set during office hours only. Full service events may be booked as much as two years in advance, but must be booked at least two weeks prior to the event. Upon reserving the space you will be sent a contract to sign and return with a deposit. All event reservations are subject to availability.

Deposits

To reserve the space you must sign and return this contract along with the deposit due indicated on the “Facilities Use Agreement” section of this contract. All event reservations are subject to availability at the time the signed contract and deposit are received. This non-refundable deposit is 25 percent of the regular room rental or a minimum of \$100. This deposit will be credited towards the room rental.

Deposits may be made payable to:

SC Events
1200 East Broadway, Box 2142
Columbia, MO 65215

Room Rental Pricing

SC Events charges a room rental fee for each event venue. The fees vary depending on the space(s) being used, setup, audio/visual and decoration needs. Catering costs are separate from and not included in the room rental fee. The remaining balance of the room rental is due 3 months prior event date or at first catering meeting with the SC Events Coordinator. The room rental fee also includes clean-up prior and post event. An additional holiday charge of 10 percent may be added to the venue rental, if your event date is on or around a holiday or when Stephens College campus is closed. Please ask for additional information. SC Events reserves the right to charge an additional fee for damaged property, decoration removal, excessive cleanup needed, littered sidewalks or other unusual conditions caused by an event inside or outside the space rented. It is the responsibility of the lessee to obtain “Event Liability & Property Damage Insurance.”

Room Usage & Decorating

The venue will be available by 11am on the day of your event. All events must end by midnight. A venue may be reserved one day prior to an event, for decorating purposes, at 25 percent of the room rental. It is the responsibility of the booking party to supply all labor and materials to decorate your event. Anything of value should be removed at the close of the event. SC Events is not responsible for any item(s) that are lost, stolen or damaged. You may arrange a time for item pick up at a later date with the office of SC Events. Any items left longer than 3 days will be disposed of.

In regards to the FIRESTONE BAARS CHAPEL, no open flames are allowed within the bricks and a maximum of 4 open flame ceremonial candles are allowed at no additional fee. Open flame candelabras require an additional \$50, non refundable, fee. All other open flame candle usage within the Firestone Baars Chapel must be approved by an SC Events Coordinator and a non refundable fee will be assessed. The wooden structure surrounding the organ may not be decorated. Any use of decorations on this structure will result in a \$350 fine. The organ may be played by Stephens College pre-approved organists only. The rental price of the Chapel does not include an organists; prices may vary. Stephens College does not guarantee the service and/or quality of these organists. Stephens College completes regular maintenance on the organ, but does not complete service upon client request.

In regards in the KIMBALL BALLROOM, open flame candles are allowed on the guest seating tables only. Candles are not allowed on the gift tables, and will not be lit if placed there. Any candles or items placed within the window seals will prevent the ability to close the shades.

In regards to ALL OTHER VENUES, open flames are not allowed within the venues unless given prior approval. Please see your SC events coordinator for permission.

Seek special approval for candles being lit within floral arrangements. All open flame candles require platform to prevent wax flow from adhering to linens, tables, woodwork, etc.

Fireworks, including sparklers, and/or luminaries may not be lit on Stephens College's campus.

Decorations and/or activities are not allowed outside the rented venue space unless given prior approval by SC Events.

Glitter, confetti, nails and all adhesives are not allowed, with the exception of painters tape.

Parking

Guests may park in the spots labeled visitor parking and may utilize the student lots during summer months when school is not in session. Ask SC Events for dates and approval. Consult the online Stephens College parking map at www.stephens.edu/scevents.

Vendor Responsibility

It is the responsibility of the client party to ensure that all vendors respect SC Events policy and property. Please instruct your vendors to use proper loading docks and ask that they do not drive or park on sidewalks or grass.

Office of SC Events

Thank you for choosing to have your event at Stephens College. We are here to help you with your venue and catering needs. We are happy to work with your vendors to execute your plans, but please know that we do not plan your event with these vendors or coordinate your details with any external entities. If you would like more information about wedding planners or other vendors, feel free to ask us who we would recommend. If you use a wedding planner, please choose one person to communicate with SC Events.

Your venue coordinator for a reception event is will provide you with room layout and linen options. Additionally, the coordinator will assist you with your reception timeline and is your catering liaison. The venue coordinator will be at catered events one hour prior to guest arrival and will determine departure (decided by SC Events) depending on the event and timeline.

Your venue coordinator for the Firestone Baars Chapel will assist you with access time to the chapel. The coordinator will not be present at the time of your event.

Day of Event Contact

We want to work with you to ensure that your event is as flawless and smooth as it can possibly be. To help us achieve that, we ask that you identify a "point person" who will work with us to resolve any issues, concerns or questions during the event. We will ask that individual to work with us to ensure that we are providing the highest quality and most responsive service, and that all of your guests are enjoying your event in a safe and appropriate way. The day of event contact should be available to be reached in regards to any issues, concerns or questions on the day of the event. These could include setup, vendor, alcohol and/or emergency questions. This person will be responsible for helping ensure the safety of your guests.

Furniture, Linen & China

Tables and chairs for your event will be provided by SC Events, subject to availability. All setup needs must be finalized ten business days before your event. Any changes or additions to the final layout will be subject to an additional fee. A layout adjustment of \$100 may be assessed, and a \$10 charge for each chair, table and/or linen change. All standard linen for food and guest tables, as well as, linen for the gift, cake and DJ tables is provided by SC Events at no additional cost when ordering a full meal for each guest. All standard table linens come in white, ivory or black and all table skirting is white. There is a limited selection of linen napkin colors to choose from – sample swatches can be made available during a meeting with the department. SC Events will supply all service ware (flatware, stemware and china) for your event at no added charge with the choice of a full meal. Al la carte items are subject to additional charges (linens and service ware). One table with up to 10 place settings more than your guest count is included with a full meal, any additional requests will be a \$30 per table charge. All catered events may be

served on either high quality disposable service ware or china. There is no additional charge for disposable service ware. Service ware (plates, glasses, utensils, décor, etc.) may not be removed from the venue. Any items removed must be returned to SC Events within three business days or a \$15 charge will be assessed per item. Event holders who fail to return service ware are liable for the full replacement cost of these items. A \$15 minimum fee will be charged for pick up of items from a secondary location.

Catering Expectations

All food and beverages (including alcoholic drinks) on campus must be provided by the SC Events Catering Department, for all events with the exception of specialty cakes, such as wedding cakes. No “cake cutting fee” will be assessed. Prices in the Catering Guide are meant to serve as a guideline and are subject to change at any time. Any event catered off Stephens College property will be charged a minimum additional fee of \$25.00 or 5 percent of total invoice, whichever is greater. SC Events does not collect any sales tax or accept gratuities.

Menu Selection

You may contact SC Events for menu options and pricing. The prices when purchasing a buffet or served meal include wait staff and standard linens. A la carte items are subject to additional pricing. One complimentary tastings per client is included in the catering contract, when a deposit has been taken for room rental and a full meal is being ordered for every guest in attendance. Complimentary tastings will include water, 3 entrees, 4 sides, 2 salads and 2 appetizers for two people. Please include all special menu requests in your first catering meeting and allow a minimum of four weeks prior to your event to insure availability of your special requests.

Alcoholic Beverages

Alcohol is permitted in Stephens College venues that are approved by SC Events only. Guests should be encouraged to drink responsibly. The safety of your guests is your responsibility. Stephens College must provide the alcohol, bar and serve your guests. The charge for beverage service depends on the bar service selected and is charged per person and per hour; in addition, to the serving fees. Guests are not, under any circumstances, allowed to bring any type (no flasks, coolers, bottles or other containers) of alcohol on the property to be consumed during the event. If these things are found during the event or if guests are consuming alcohol in the parking lot or any other area on the property, the person or persons may be asked to leave. If gifts are alcohol based they will be allowed, however they cannot be consumed on the premises. Any continued infraction, including underage drinking, may result in the close of the bar without refund. Cash bars are not permitted. Alcohol will only be served to those ages 21 and over. Proof of age will be required. We reserve the right to refuse service of alcoholic beverages to anyone and to ask anyone displaying inappropriate conduct to leave the premises. A maximum of two drinks will be served per guest per bar visit. All hard liquor (1oz per drink) must be served with a mixer. No shots are allowed. Bar service must close at minimum 30 minutes before entertainment ends or 30 minutes prior to the event end time, whichever comes first.

All Sunday events require that the bar service ends by midnight. State and local laws apply.

Smoke-free Policy

Stephens College venues are smoke-free. Designated smoking areas are provided outside of buildings to accommodate the needs of guests who smoke. If guests wish to smoke, ashtrays will be provided in specified smoking areas. Please ask guests to keep the area clean. If there is extensive trash due to cigarette or cigar butts, an additional charge may be incurred. Illegal drugs are prohibited on Stephens College property at any time.

Unused and Perishable Food

Food and beverage items provided by the catering department may not be removed from the venue in which it was served. It is also company policy that food displays such as buffets, fruit trays and carving stations may only be displayed for a maximum of 2 hours. We cannot reimburse clients for unopened containers or unused food items.

Guarantee



Upon making the reservation you will be asked for an attendance estimate. Your final count is due ten business days prior to the scheduled event. You will be billed for either the guaranteed number or the actual guest count, whichever is higher.

Confidentiality Clause

SC Events treats all client information as confidential and respects the need for protecting each client’s privacy by enforcing secure information handling procedures. SC Events collects and retains only such client information as needed to effectively conduct business. All information given to a client is for the sole purpose of their contracted event only.

Billing

You will be presented a bill based on your approved menu selection and guaranteed headcount. This invoice will be generated by SC Events. Full payment is due five business days prior to your event. Should any additional charges be incurred on the day of the event, they will be billed on that day, or in special circumstances, the day following the event. All payments are nonrefundable once made. SC Events accepts credit cards and debit cards (American Express, Discover, MasterCard and Visa). We do not currently accept personal checks. Billing inquiries may be directed to SC Events at 573.876.7257. Payments may be made payable to:

SC Events
1200 East Broadway Box 2142
Columbia, MO65215

Cancellations

Any event cancelled within 90 days of the scheduled event will be billed for 30 percent of the final catering bill and the full room charge. Cancellation within 2 weeks of your event will result in the total final catering bill and full room charge being billed to the lessee.

Stephens College reserves the right to cancel any event should conditions such as extreme weather, illness, acts of God, riot, insurgency, or any other condition beyond the College’s control prevent College personnel to provide the services described herein or render the facilities described herein unusable or untenable. Stephens College reserves the right to cancel any event in which the college cannot contact the lessee 90 days prior to the event date. In the event that Stephens College chooses to cancel an event due to any event beyond the control of Stephens College, Lessee will be reimbursed for venue rental and catering services if there is no opportunity to reschedule the event and cancellation insurance was not purchased or applicable.

By signing below you are stating that you understand and agree to the above policies and procedures.

LESSEE: _____

DATE: _____

SC Events Agent: _____

DATE: _____