

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 a year 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 flat room rental fee for each event venue. The fees vary depending on the space(s) being used. 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. 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 1am. A venue may be reserved one day prior to an event, for decorating purposes, at 25 percent of the room rental. Other special arrangements can be made one week prior to the event date. 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 candlelabras 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.

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 waxflow from adhering to linens, tables, woodwork, etc.

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

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

SC Events is responsible for reserving and processing your event, coordinating your venue details and acting as a liaison to the catering department. They will work with your vendors to execute your plans, but do not plan your event with these vendors or coordinate your details with any external entities.

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 fees. 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. All la carte items are subject to additional charges (linens and serviceware). 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 non-alcoholic drink 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 on Catertrax 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 visit www.stephenscatering.catertrax.com for menu options and pricing. The prices on the website when purchasing a buffet or served meal include waitstaff and standard linens. All la carte items are subject to additional pricing. Tastings are not included in the catering contract, however special arrangements may be made, additional charges apply. 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

Stephens College may serve alcohol, but does not hold a license to sell alcohol. The customer is responsible for purchasing any alcohol to be served at the event and obtaining any permits or licensing required. Stephens College must provide the bar and serve your guests. The charge for service depends on the alcohol selected and is charged per person. Alcohol may be dropped off one business day prior to the event and unopened containers may be picked up within two business days after the event. Cash bars are not permitted. 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. We recommend all organizations and individuals with alcohol utilized methods available to reduce the possibility of alcohol abuse or misuse. All Sunday events require that the bar service ends by midnight. State and local laws apply.



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 nonrefund once made. Billing inquiries may be directed to the SC Events at 573.876.7257.

Payments may be made payable to:
SC Events
1200 East Broadway, Box 2142
Columbia, MO 65215

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 can not 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: _____