

## Rental Rates

Below are the rental rates effective for ALL events after April 18, 2018 for use of the spaces in Powell Hall.

### **Auditorium Seats 2,665**

*(Includes Wightman Grand Foyer and Met Bar)*

The stage has a permanent shell and there is no stage curtain, wing or fly space. All lights and sound are contracted separately. The Powell Stage has a 24'x18' retractable screen available with rental of the Auditorium space.

#### **For-Profit Pricing**

\$10,500

#### **Not-For-Profit Pricing**

\$8,500

*A second event on the same day is 25% off the event rental rate. A third event on the same day is 50% off the event rental rate.*

### **Wightman Grand Foyer**

This elegant space with marble floors and crystal chandeliers can accommodate 140 guests for a sit-down reception or up to 300 guests for a stand-up reception. The numbers can be extended slightly using the carpeted areas and the Grand Tier, which overlooks the Wightman Grand Foyer.

#### **For-Profit Pricing**

\$2,500

#### **Not-for-Profit Pricing**

\$2,000

### **Met Bar**

\$1,250

This space overlooks the Wightman Grand Foyer and can accommodate 32 guests for a sit-down reception or 75 guests for a stand-up reception. This number can be extended by using the Grand Tier. This space includes a private bar with an additional portable bar on the Grand Tier level.

### **Whitaker Room**

\$750

This private space is located in the lower level of Powell Hall. Used as a private lounge for Symphony donors during Orchestra concerts, this room can accommodate 32 guests for a sit-down reception or 50 guests for a stand-up reception. It includes private restroom facilities and private bar.

*The rental fee for the facility includes a complete restorative cleaning after the event, a security guard for the event and an onsite venue liaison. Additional cleaning or security services can be provided for an additional fee. The prices above are for the spaces only. Please call for an exact quote.*

## Additional Costs

*The following costs should be viewed as approximate. Final expenses will be billed after the event but can be estimated at the time of booking.*

### **Setup/Rehearsal Day Fee**

Each additional setup and/or rehearsal day prior to event date	
For-Profit Pricing	\$5,250
Not-for-Profit Pricing	\$4,250

### **Labor**

Stagehands (4 hour minimum call)	\$65/hr/person
Truck Loaders (minimum of 2, paid by the load)	\$85/load/person
Building Engineer (4 hour minimum call)	\$50/hr/person
Usher Service (4 hour minimum call)	\$18.75/hr/person
Bartender(s) (4 hour minimum call)	\$20/hr/person

### **Ticketing**

Ticketing Services (event setup, postage, web and phone sales, etc.)	\$750 + 3% of gross sales
Box Office (day of)	\$500/event

### **House Equipment**

Symphony Piano and One (1) Tuning	\$500
Spotlight (2 available)	\$250/light
House Sound System	\$500
Risers	\$350
Stage Chairs and Music Stands	\$350
Pipe and Drape	\$500
24'x18' Perforated Retractable Screen & Projector	\$500
Truss Mounted Movie Screen (various sizes) and 2 Projectors	\$2,500
Additional Sound, Light, or Electrical Needs	Negotiated separately

*Chairs, tables, linens, catering and parking are negotiated directly with external vendors.  
The SLSO event coordinator can assist you in coordinating with these vendors.*

## Event Photos

<b><u>Photos inside Powell Hall</u></b>	Wightman Grand Foyer, Met Bar and Grand Tier level	\$350 for two (2) hours
	Foyer, Met Bar, and Stage/Auditorium with stage lights	\$750 for two (2) hours

## Wedding Packages

### **Ceremony Package** \$4,500

***Includes:***

Wightman Grand Foyer  
 4 hour event (including setup) + 2 hour rehearsal  
 Stagehands (4 total)  
 Building Engineer (1 total)  
 Truck Loaders (2 total)  
 Sound System  
 Cleaning  
 Security  
 Onsite Venue Liaison

### **Reception Package** \$6,500

***Includes:***

Wightman Grand Foyer  
 6 hour event (including setup)  
 Stagehands (4 total)  
 Building Engineer (1 total)  
 Truck Loaders (2 total)  
 Cleaning  
 Security  
 Onsite Venue Liaison

### **Ceremony & Reception Package** \$10,000

***Includes:***

Wightman Grand Foyer, Met Bar & Grand Tier  
 8 hour event (including setup) + 2 hour rehearsal  
 Stagehands (4 total)  
 Building Engineer (1 total)  
 Truck Loaders (2 total)  
 Cleaning  
 Security  
 Onsite Venue Liaison

***Extras:***

Use of the Met Bar and Grand Tier	\$750
Additional Time	\$500/hr.

*For catering needs, please consult the list of preferred caterers below. For baking, florist and hotel needs, please consult our list of preferred vendors below.*

## Front of House Services

### Labor

Stagehands, ushers, bartenders, and building engineers are on 4-hour minimum calls. Stagehands must have one 30-minute meal break for every 5 hours worked. Any time scheduled for stagehands before 8am or after 12am will result in double the hourly rate. Anytime over 8 hours in one day will result in 1 ½ pay.

### Beverage Service:

All alcoholic beverage service for events is exclusively provided by the SLSO. **NO** donated alcoholic beverage may be served at Powell Hall without prior consent.

Beverage service includes all liquor, champagne, wine, mixers, juices, garnishes, ice, glasses and cocktail napkins. Contact the event coordinator for a complete listing of brands and prices. *(All beverage prices are subject to change without prior notice.)*

There is a bartender fee of \$20 per bartender per hour (4 hour minimum). When hosting an OPEN BAR, one (1) bartender is required for every twenty-five (25) guests. When hosting a CASH BAR, one (1) bartender is required for every fifty (50) guests. If no tip jar, there must be an 18% guaranteed gratuity.

Guests are **NOT** permitted to remove drinks, cans, or bottles from the premises.

**NO** food or drinks are allowed inside the Auditorium.

### Usher Service:

Ushers are required for all events. The number of ushers required for each event should be negotiated with the SLSO. The final number required is up to the discretion of the SLSO's House Manager.

Powell Hall ushers take tickets, direct guests to their seats, assist disabled patrons and oversee the general safety of guests within the hall.

### Merchandise Sales:

**NO** selling of merchandise is allowed without prior consent. The Symphony shall retain a 25% percent commission on all items sold, payable at the conclusion of the event.

## Catering

The SLSO event coordinator will organize any hall rental activities with the client and the vendors. All contracted service representatives must contact the coordinator to set up entry times. A pre-event walk thru with the caterer is highly recommended as there are no kitchen facilities on the premises.

The caterer is responsible for all rental items. The caterer will neatly place all rental items in the area designated by the event coordinator. There is no 220 amp service in the building; therefore, commercial appliances (i.e. ovens, refrigerators, etc.) are **NOT** allowed in Powell Hall. Power needs for caterers must be advanced. Powell Hall personnel are not responsible for any items left by the caterer or any shortages of rented equipment.

Powell Hall has three (3) preferred caterers. Information can be found below. Other caterers will be approved on an individual basis and a surcharge of \$2 per guest will be added to the rental fee.

### **Hendri's Catering**

Contact: Dan Sulz  
4501 Ridgewood Ave  
St. Louis, MO 63116  
314-752-4082  
[www.hendris.com](http://www.hendris.com)

### **Tom Jon's Catering**

Contact: Rick Bialczak  
2660 Chouteau Ave  
St. Louis, MO 63103  
314-865-3800  
[www.tomjonscatering.com](http://www.tomjonscatering.com)

### **Catering St. Louis**

Contact: Carleen Kramer  
2141 59<sup>th</sup> Street  
St. Louis, MO 63110  
<http://www.cateringstlouis.com/>

### **Butler's Pantry**

Contact: Maggie Barton  
1414 Park Ave  
St. Louis, MO 63104  
314-664-7680  
[www.butlerspantry.com](http://www.butlerspantry.com)

### **Ces and Judy's Catering**

Contact: Lizzie Glamore  
10440 german Blvd  
St. Louis, MO 63131  
<https://cesandjudys.com/>

## Preferred Vendors

The following is a list of preferred vendors of the SLSO. Use of these vendors is not required for your event, but in using these vendors you can expect high quality products and service.

### Bakery/Wedding Cakes

#### **Sugaree Baking Company**

Contact: Pat Rutherford-Pettine and Jimmy Pettine (owners)

1242 Tamm Avenue

St. Louis, MO

314-645-5496

[www.sugareebaking.com](http://www.sugareebaking.com)

### Florist

#### **Walter Knoll Florist**

Contact: Charles Knoll

2765 LaSalle St.

St. Louis, MO 63104

314-352-7575

[www.wkf.com](http://www.wkf.com)

### Hotel

#### **St. Louis Union Station Hotel**

201 South 20<sup>th</sup> Street

St. Louis, MO 63103

(314) 231-3900

[www.stlouisunionstation.com](http://www.stlouisunionstation.com)

### Parking

The parking lots adjacent to Powell Hall are owned by Grand Center. The event coordinator will work with you to secure parking for your event with the possibility of an additional fee.

## General Operating Policies

### Operating Hours:

General operating hours are from 9am to 5pm. Activity may extend past 12am midnight or start before 8am; however, all labor time before 8am and after midnight will be doubled the regular rate. All functions are set to end at the scheduled time. The Symphony reserves the right to insist that the renter, guests, caterers and performers leave at this time. A \$250 per hour penalty may be issued to the renter for overtime, plus expenses.

### SLSO Personnel:

SLSO personnel are responsible for the basic preparation of the house. This does **NOT** include any floral or decorating responsibilities (*unless this responsibility falls under union jurisdiction*).

SLSO personnel are **NOT** responsible for dishwashing, removing linens, breaking down any food stations, or removing and breaking down flowers or decorations (*unless these responsibilities fall under union jurisdiction*). These are the responsibility of the contracted vendor.

**SLSO personnel are here to facilitate the event, not to produce the event.**

### Event Timeline:

Event times and setup times should be outlined at the time of the contract.

Setup diagrams are required two (2) weeks prior to event date.

Symphony staffing needs, including ushers, bartenders, engineers, etc. are required thirty (30) days prior to the event date.

### Availability and Booking:

Powell Hall is the home of the St. Louis Symphony Orchestra, which performs from September through June. Due to this schedule, the hall has limited availability during this period.

### Cost Estimate:

Renters can be given an estimate of costs once the needs of the event have been determined.

### Deposit:

A deposit consisting of the rental fee plus 50% of the estimated Additional Expenses is required when the signed contract has been returned. The rental fee and signed contract are required to reserve the date of your event.

### Miscellaneous:

The use of glitter, confetti, rice, bubbles, bird seeds, helium balloons etc. is prohibited.

Candles placed on tables and buffets must be enclosed in votives or similar devices. **NO** open flame is allowed in the facility.

Powell Hall is a smoke-free facility. Guests are asked to smoke outside the building, away from entrances and doors.

Deliveries shall be scheduled in advance at the Symphony's discretion; COD deliveries will not be accepted.