

Palladium Saint Louis Guidelines & Procedures 2011

Financial Minimums/Room Rental

- Sunday- Thursday
\$1,500 facility rental
\$5,000 food + beverage minimum
- Friday
\$1,500 facility rental
\$10,000 food + beverage minimum
- Saturday
\$3,000 facility rental
\$10,000 food + beverage minimum

•If the food and beverage minimum is not reached a facility rental charge of \$5,000.00 will be incurred.

••Please note the food and beverage minimum does not include 20% service fee or current sales tax.

Deposits

- A non-refundable \$3,000.00 facility rental deposit, signed contract and credit card information on file is required to hold your event date.
- A non-refundable payment of 50% of the estimated total is due 90 days prior to your event date.
- Final and full payment is due 10 business days prior to your event date based on your guaranteed guest count.
- In the event your total cost exceeds the total estimate paid, the difference will be due and processed on the day of your event.

Service Charge

A 20% service charge is added to all food and beverage fees. This fee is used to cover the base cost of service, culinary and support staff. Please feel free to discuss gratuities with your event planner.

Overtime Fee

Our prices as listed are based on a maximum four hours. Should you need to extend your event time, there will be a charge of \$500 per hour. This overtime fee includes use of the facility and staff. Additional fees will be applied to extend bar and food service. Overtime is at the discretion of management.

Guarantee

Guaranteed attendance for your event must be received 10 business days prior to the event date. You will be billed for your guaranteed number, or the number of guests served, whichever is greater.

Ceremonies and Rehearsals

For ceremonies taking place at Palladium Saint Louis, a fee of \$500 will be charged. A fee of \$200 will be added should a rehearsal be desired at a mutually convenient time.

Security Deposit

A security deposit of \$500.00 is required from the contracting party. The security deposit must be received by Palladium Saint Louis with the final payment prior to the event. Security deposit will be returned in full after the event unless damage is incurred. The contracting party is responsible for any damage by any person in attendance, including subcontractors.

Food Tasting

Complimentary tastings for seated + served event packages are provided for 2 guests upon receipt of signed contract and deposit. Complimentary brunch for up to 6 at Café Madeleine is provided for hors d'oeuvre + buffet event packages upon receipt of signed contract & deposit. Tastings are available by appointment only. Tastings may be scheduled Monday – Thursday 10:30a - 3:30p. Consult with your event planner for a mutually convenient time.

Access Time

All outside vendors must be approved. Vendors may have access to the facility 2 hours prior to the event start time. It is your responsibility to have the vendor contact us as soon as possible. Palladium Saint Louis has special delivery + pick-up requirements that need to be communicated. Equipment strike + removal must be completed by the end of your event time. Palladium Saint Louis is not responsible for overnight storage of items left by vendors.

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Outside Food

Palladium Saint Louis will supply, prepare, and serve all food for your event. We will be happy to arrange Kosher meals if needed. Wedding cakes from licensed bakeries may be brought into the facility.

Vendor Meals and Beverages

We are happy to provide vendor meals + non alcoholic beverages at a reduced cost. Please consult with your event planner. All vendors are prohibited from consuming alcoholic beverages at Palladium Saint Louis.

Children's Meals

We are happy to provide a child-friendly meal to children twelve + under at a reduced cost. Please consult with your event planner.

Parking

On-site parking is complimentary. Valet parking and shuttle service are available and may be arranged for at an additional fee.

Security

A security officer will be provided for each event. Additional security officers may be arranged for at an additional fee.

A/V Equipment

Use of the sound system is included in your facility rental. The system will accept your CD or iPod. Other AV items are available for rental through Aries Party Rentals and subject to their rental fee schedule.

Coat Check

Coat check attendants are available at \$100.00 each for the first four hours and \$25.00 each per additional hour.

Signs and Décor

Signs + decorations may not be attached to any surface. Balloons are not allowed unless they are secured. Candles are required to be in secure holders or with surrounding glassware. Confetti may not be used. We reserve the right to approve all decorations.

Celebrate with Care

Palladium Saint Louis staff reserves the right to make decisions on continued service of alcoholic beverages. No "shots" under any circumstances, for any events will be served. We reserve the right to ID guests who appear to be under the age of 30. No alcohol will be served without proper ID. Bar service and music must end 15 minutes before the close of your event. Palladium Saint Louis is responsible for the administration, distribution and service of all alcoholic beverages in compliance with existing liquor laws. It is mandatory that all liquors and wines be supplied by Palladium Saint Louis.

Smoking

Smoking is not permitted inside the building, or within fifteen feet of the entrances. There is a designated smoking area on the west side of the building.

Conduct + Liability

Palladium Saint Louis is not responsible or liable for any injury to persons or damage to property not caused directly by Palladium or its employees. The Patron agrees to and hereby indemnifies and holds harmless Palladium Saint Louis against all claims, liabilities or costs and whether by reason of person injury, death or property damage out of or connected with the Event caused or contributed by the intentional acts or negligence of the Patron, Patron's guests or Patron's subcontractors.

Unforeseeable Circumstances

The performance of this contract by either party is subject to the acts of God, war, terrorism, government regulations, disaster, civil disorder, curtailment of transportation facilities, or other emergencies making it impossible/inadvisable to hold the client's event. In the event that the event is terminated for one of the above reasons, all refunds + fees due will be negotiated.