MISSOURI THEATRE
special events rentals
2013
AVAILABLE SPACES

STAGE
The Missouri Theatre stage is framed by a beautifully restored proscenium arch and red velvet main curtain. With dramatic stage lighting and a view of the baroque rococo-styled theatre, events on the Missouri Theatre stage take on a level of elegance and grandeur unlike anywhere else in Columbia. Please note that any event utilizing both the stage and the auditorium seats will be considered a full-facility rental, and will be priced as such.

Suggested use: weddings, dinners, meetings, and cocktail parties

GRAND FOYER & LOCUST STREET LOBBY
The ornate Grand Foyer welcomes guests with a grand staircase and magnificent 56' wide multi-dimensional mural. The Grand Foyer is home to the Missouri Theatre History Lounge, a large concession stand with refrigerated display case, and the Missouri Theatre box office. The foyer also connects to the Columbia Art League gallery, increasing the potential area of your event.

Suggested use: dinners, fundraisers, award ceremonies.

capacity: 130 seated at tables; 400 standing
rental fee: $150/hr (4 hour minimum)

MISSOURI THEATRE LOUNGE
This mezzanine level lounge overlooks the Grand Foyer & Locust Street Lobby. The beautiful chandeliers and elegant furniture create an ambiance perfect for intimate events. The Missouri Theatre Lounge features a large bar-style concession area, with lots of counter space for serving delicious University Club cocktails.

Suggested use: private receptions, cocktail parties

capacity: 100 standing
rental fee: $150/hr (4 hour minimum)

eventpros.missouri.edu
RENTAL FEES

Rental Fees include basic lighting, heating, cooling, and normal maintenance for the building. Other amenities include permanent bars, in-house furniture, and restrooms.

Additional fees may include, but are not limited to, catering and catering fees, linens or additional furniture, marquee/marketing, audio/visual, entertainment, custodial, labor, security, event management fees or damage.

ESTIMATES AND DEPOSITS

The facility manager will work with you to provide an estimate of all anticipated charges. Please note: estimates are based on our “best” knowledge and Missouri Theatre is not responsible for unanticipated costs, requirements or requests. A deposit (50 percent of the rental fee) is required within 10 business days of holding a date. If a deposit is not received within 10 days, your date will be released. If a date is cancelled within 60 days, your deposit will be refunded. A portion of your deposit may be withheld if you cancel less than 60 days before your event. Please make checks payable to the University of Missouri.

INSURANCE

All rentees must obtain Special Events Insurance in the amount of $1,000,000 that indemnifies the University of Missouri and its Curators. A copy of insurance must be provided at least one week prior to the event.

TICKETING & BOX OFFICE

University Concert Series operates the Missouri Theatre box office. Their box office resources include online publicity and ticket sales, 11,000 email newsletter subscribers, complimentary tickets, and more. For performance events, rentees are recommended to work with the Missouri Theatre box office. If rentees choose to sell their own tickets, or use an outside ticketing service, they will not be able to sell tickets from the box office windows. ADA seating is limited and stage configurations may affect the number of tickets you may sell. Please consult the facility manager or event coordinator before selling tickets.

CATERING & BAR SERVICE

University Club & Catering is the exclusive in-house caterer and concessionaire for Missouri Theatre. University Catering offers a full-service menu of plated dinners and horderves, and bar service. Service fees, gratuity and other fees (bartender or wait staff) will be applied. University Club manages all bars and concessions stations located at the Theatre. As such, only University Club & Catering personnel are allowed to access the concession stands.

SIGNAGE & DECORATIONS

Banners, graphics, or other signage displayed in Missouri Theatre must be approved in advance and at the discretion of Missouri Theatre. Certain restrictions apply.

Decorations must be approved by Missouri Theatre and must be hung with a representative present. Decorations must be hung with painters or masking tape, or 3-M command strips. Any damage or repair costs will be billed to the rentee. No confetti, glitter, stickers, silly string, loose streamers, tinsel or paint will be allowed.

No open flames including candles, votives, sparklers, or similar items. The theatre has a selection of designer LED wax candles for a nominal fee.

No obstruction of hallways, entrances or exits.

PARKING & ACCESSIBILITY

There is a 15-minute loading zone in front of the theatre. This may be used for patron drop off & pick up or loading/unloading supplies.

The alley located south of the building may also be used for loading/unloading, however vehicles cannot park in the alley during an event.

There is no designated parking for Missouri Theatre guests. Meter parking is available around the theatre, with meters running from 8am-6pm, Monday – Saturday. The closest garage is the Hitt Street Garage on the University of Missouri campus, which is free after 5pm.

Please contact the Special Events Coordinator with any questions about accessibility.

In certain instances, meters may be reserved through the City of Columbia for a low daily fee. Only a limited number of meters around the building may be reserved in this fashion. Please contact the Special Events Coordinator to discuss your options.
GENERAL POLICIES & GUIDELINES CONT.

INTERNET ACCESS
Wireless internet service is provided by Mizzou Wireless. University guests may obtain the guest wireless internet password from the Special Events Coordinator or Technical Director.

IMPORTANT: University policy prohibits the processing of credit card transactions over the Mizzou Wireless network. Any merchandise or ticket transactions must plug into our network via hardline.

COAT CHECK
Coat check service may be provided at minimal cost. If interested, please inquire about this service with the Special Events Manager.

MARKETING & ADVERTISING
Fees apply for use of the marquee, outdoor poster cases, and web/email promotion. Length of display and content must be agreed upon with the Special Events Coordinator. The venue shall be referred to as “Missouri Theatre” in all other marketing and promotional materials.

GRAPHIC DESIGN
Missouri Theatre employs a team of skilled in-house graphic designers who may be commissioned to create posters, flyers or other graphics for your event. Please contact the Special Events Coordinator to inquire about these affordable services.

ABOUT
On the National Register of Historic Places, the Missouri Theatre is central Missouri’s only remaining pre-depression era movie palace and vaudeville stage. Built in 1928, the theatre’s interior is an ornate baroque and rococo style of the Louis XIV and XV periods. Designed by the Boller Brothers Architects of Kansas City, the theatre was modeled after the Paris Opera House. Architectural details include Belgian marble wainscoting, plaster reliefs, stained glass art panels, and an 1,800-pound Italian chandelier featuring crystal prisms and etched panels.

The Missouri Theatre is operated by Event Production Services, a department of Business Services in the division of Administrative Services at the University of Missouri. Event Production Services also operates Jesse Auditorium, a 1,732-seat theatre in the heart of the Mizzou campus. Our experienced staff includes full-time and part-time professionals and students.

CONTACT MISSOURI THEATRE

MANAGER
booking & availability
John Murray
573.884.9044
MurrayjS@missouri.edu

SPECIAL EVENTS COORDINATOR
event advancing
Sarah Powers
573.882.3753
PowersSM@missouri.edu

MISSOURI THEATRE

eventpros.missouri.edu
The Missouri Theatre rooftop patio is Columbia’s premier outdoor party space. Overlooking Ninth Street in the District, options for the patio include a portable sound system for small bands, DJs, and karaoke, and modern balloon lights for evening events. The patio can be configured for a variety of events.  

**capacity:** 140 seated at tables; 300 standing  
**rental fee:** $150/hr (4 hour minimum)

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### ADDITIONAL FEES

The following list includes standard charges for various services provided for your event. The types of charges applicable to your event will be determined by Missouri Theatre to ensure that the needs of your event are fully met. An experienced full-time Technical Director & part-time stagecrew are trained to operate the audio, video & lighting equipment. A full-time event coordinator will be at your assistance while you plan your event. Most charges are non-negotiable, when they apply. Additional charges not listed below may be assigned at the discretion of Missouri Theatre depending on the needs of your event.

#### GENERAL FEES

- **CLEANING**  
  min. $150/day
- **HOUSE MANAGER**  
  $50/day
- **REHEARSALS**  
  for-profit: $500/day  
  non-profit: $400/day
- **MERCHANDISE**  
  15% of gross sales
- **MARKETING**  
  $200  
  includes three-week marquee rotation, outdoor display signage, social marketing

#### SPECIALTY ITEMS

- **INFLATABLE OUTDOOR BALLOON LIGHTS** $100
- **LED WAX CANDLES** $20/day  
  varies
- **GRAPHIC DESIGN SERVICES**

#### PHOTO SHOOTS

ENGAGEMENT, WEDDING, GRADUATION, PROM & MORE $100/hr  
additional charges may apply for use of stage lighting or curtains

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**TECH**

- **AUDIO PACKAGE**  
  for events in the auditorium  
  $300-$1,500 depending on needs
- **PORTABLE PA SYSTEM**  
  for events in lobbies & patio  
  $250
- **SOUND BOARD OPERATOR**  
  $25/hour
- **LIGHT BOARD OPERATOR**  
  $25/hour
- **STAGEHANDS, LOADERS, TECH STAFF**  
  $15/hour
- **SPOTLIGHT OPERATOR**  
  $50/event or rehearsal
- **PROJECTOR**  
  $100
- **ROBERT MORTON THEATER PIPE ORGAN**  
  $200
- **CHOIR RISERS**  
  $100
- **ACOUSTIC SHELL**  
  $100
- **YAMAHA GRAND PIANO**  
  $100
- **PIANO TUNING**  
  $85

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**MISSOURI THEATRE**

Rent the entire facility, including the 1,189-seat theatre, at a convenient daily rate.  

- **non-profit** rental fee: $1,600
- **for-profit/individual** rental fee: $2,500

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**EVENTPROS.MISSOURI.EDU**