



City of St. Louis

Office of Special Events
ROOM 418 CITY HALL
1200 MARKET STREET
ST. LOUIS, MISSOURI 63103-2807
PHONE: (314) 589-6640
Fax: (314) 612-1696

City Hall Rotunda Use INFORMATIONAL ONLY

Events using the Rotunda area of City Hall must be scheduled (including set-up and clean up) so that normal business is not interrupted.

An Elected Official residing in the City of St. Louis must request news conferences, public or political announcements and the like.

This office must approve displays of governmental or civil organizations.

Solicitations of any kind are specifically prohibited in City Hall.

The City provides a limited number of services, upon request, with your permit to use the Rotunda facilities, which are as follows:

Heat/Air Conditioning

The Rotunda area has limited perimeter heating around the area and in the hallways. Normally, with a crowd of people, this is adequate. No other heating is available. No air conditioning or fans are available in the rotunda areas, so hot weather use is not advisable.

Electrical Services

A multiple outlet box (6 duplex, 110-volt and two 220-volt) is available, for a fee of \$150.00, located in the hallway at the Southeast corner of the Rotunda. Any additional electrical service including any on the second level will have to be arranged for in advance and will be provided for by the City at an additional fee of \$150.00. The applicant or their contractors may not provide this service.

Catering Facilities

No catering facilities (kitchens, steam tables, ovens, etc.) are available. All catering facilities must be brought in. See the attached listing of preferred catering companies. Any other company will require approval prior to consent of permit.

Coat Racks

A limited number of coat racks (2) are available, but without coat checks. The applicant must provide coat-checking service.

Trash Barrels

A limited number of trash barrels with liners are available. Caterers should provide for their needs. Trash can be disposed of in the dumpsters outside the West side of City Hall. Security will give caterers and clean-up people access.

Alcoholic Beverages

Alcoholic beverages may be served; however, you have to contact the Excise Commissioner, Mr. Robert Kraiberg (622-4191) about any needed permits.

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Service Contractors

Access to City Hall for caterers, rental contractors (tables, chairs, etc.), florists, decorators, etc., is available from the basement level via the tunnel on the northwest side of the building. A freight elevator is available in the center of the South side. No other access is to be used. Deliveries must be scheduled so that business of City Hall is not interrupted. All catering equipment, tables, chairs, decorations, trash, etc., must be removed immediately after the event. See attached listing of preferred companies.

Cleaning Service

Caterers and other service contractors are expected to remove all equipment, etc., as specified above. St. Louis City Housekeeping will be assigned to the event at a rate of \$20.00 per hour, the number of housekeeping staff will be determined by the size of the event, i.e. one staff personnel for each 100 guests. If the event does not have food or beverage included with the permit an inspection of area will be made following the event, if the area is found to need housekeeping service, the City will perform a special cleaning project and invoice applicant for this service.

Security

At least one Security Officer/City Marshal will be on duty during your event. Please contact him upon arrival. Additional security is required based on the number of people attending the event. See attached listing of preferred companies.

Flag Removal (Only if more than one floor is reserved)

If more than the 1st floor rotunda is reserved and you request the flags to be removed, there will be an additional \$50.00 charge.

Parking

There is no free parking on the lot adjacent to City Hall. **Please contact Don Luczak (622-5667)** in the Treasurer's Office to make parking arrangements. Parking ranges from \$5.00 - \$20.00 per spot. **(See attached City Hall Parking Lot Lease Policy and Application for the Parking Lot)**

Insurance

Please note the insurance requirements for the applicant and any service providers. This office must receive these requirements at least fifteen (15) days prior to the event or the event may be cancelled. I would suggest you secure these certificates at the earliest possible date.

Deposit

A non refundable deposit of no less than 20% of the rental fee will be required. The deposit should be returned with the permit application. If the permit request is denied the deposit will be returned to the applicant. You will be invoiced for the total amount due following the acceptance of your request. This amount will be due a minimum of 15 days prior to the event.

ROTUNDA PERMIT FEE SCHEDULE

OFFICIAL FUNCTIONS

NO PERMIT FEE

Mayor’s Office, Comptroller’s Office, President-Board of Aldermen, City Programs, Civil Groups, Mayor’s Office sponsored civic functions, Judicial Inaugurations, Legislature member’s receptions, Police Department receptions, etc.

WEDDING CEREMONIES ONLY

PERMIT FEE \$150 (99 people or less) -\$200 (100-199 people)

Maximum time allowed for ceremony will be two hours (including rehearsal & photos). **No food or drinks allowed.** If there is a wedding of 200 or more people, please see Normal Private Rental. Rehearsal time & photo time must also be scheduled if outside of the two hours.

CHARITABLE/CIVIL ORGANIZATIONS

PERMIT FEE \$400 (PLUS 2ND FLOOR \$500)

Church charities, other charitable or not for profit organization functions. Proof of not-for-profit status required.

PRIVATE RENTAL

PERMIT FEE \$950 (PLUS 2ND FLOOR \$1,200)

Dinner parties, receptions including wedding receptions, organization’s receptions; dinners/dances; company receptions, dinner/dances.

In any case where a personal check is returned for insufficient funds, this office will take immediate steps to collect fee plus a \$20 service charge. Payment to be made by cashier’s check or money order only. If after two attempts to collect fail by this Department, the Law Department will be notified.

INSURANCE REQUIREMENTS

The permit applicant (and only the applicant) must provide the following insurance coverage:

1. General Liability covering personal and contractual, broad form liability, property damage and medical expense in a combined single limit of at least \$1,000,000. Such coverage shall not exclude liquor liability if alcoholic beverages are to be furnished or sold.
2. Automobile Liability covering bodily injury and property damage in a combined single limit of at least \$500,000 if the applicant is furnishing transportation to guests or participants in the event.

Any service provider (catering, cleaning, security, production company, rental company) shall provide the following insurance coverage:

1. General liability covering company and contractual, broad form liability, property damage, medical expense and products liability if providing food and beverages in a combined single limit of \$1,000,000. Such coverage shall not exclude liquor liability if alcoholic beverages are to be furnished or sold.
2. Automobile Liability covering bodily injury and property damage in a combined single limit of at least \$500,000. Coverage should include all delivery and service vehicles to be used for the event.
3. Worker’s Compensation Insurance at Section B, statutory limits.

Evidence of these insurance requirements must be provided via a standard Certificate of Insurance form submitted at least fifteen (15) days before the event to:

City of St. Louis
Director of Special Events
1200 Market Street Room 418
St. Louis, MO 63103-2807

The City of St. Louis shall be named as an additional insured on all coverage. At least ten (10) days notice shall be given prior to any cancellation or change in any of the policies.