



## **Rental Guide**

*Updated June 2025*

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



[www.facebook.com/foxtheatereveritcenter](https://www.facebook.com/foxtheatereveritcenter)

## *Table of Contents*

General Terms of Rental Agreement	Page 3
Additional Services	Page 7
Catering & Alcoholic Beverage Service	Page 8
Hotel Bothwell – Exclusive Partnership	Page 9
Limousine Services	Page 10
Floor Plan Layout	Page 11

# *General Terms of Rental Agreement*

## **REQUIREMENTS TO SECURE DATE**

- Description, Purpose and Number of attendees are needed. Should the number of attendees increase or decrease, Fox Theater Event Center should be informed at least 72hr prior to the event. **Maximum capacity for all events is 150.**
- A non-refundable 50% deposit is required to secure your selected date.
- A copy of Licensee's **valid** Driver's License
- A **VALID MAJOR CREDIT CARD** (not debit) is required to guarantee event rental space, available for incidental charges and/or in the event of damage and repair to the facility.
- **Security Requirement:** Use of the Fox Theater Event Center may require security personnel with final determination being at the discretion of management. The cost of security personnel will be due and payable by the Licensee at the time of signing contract and requirement of security personnel will be determined using the following considerations:
  - Total capacity of the event
  - Nature and type of event
  - Whether alcoholic beverages are available for purchase or consumption
  - Total length of time of the event
  - Whether the event is organized by a "for-profit", "non-profit" or private individual
  - Based on a donation agreement of the venue space by the ownership
  - If security is required, a minimum of (2) security officers at \$400.00 (minimum of 4Hr) are required for most events.
  - If, at any time during the event, additional security officers are required, and additional \$50.00/hr. is charged per additional officer.
- **References for Rental:** A minimum of (2) professional references are required for rental of the Fox Theater Event Center. **References are required prior to the signing of the rental contract and failure to submit references will forfeit the contract and offerings.**

## **CANCELLATION**

If a group or individual elects to cancel this agreement for any reason, group or individual agrees to give a 90-day notice or forfeit the complete balance due of the Fox Theater Event Center rental fee.

## **PAYMENT \$695.00**

All deposits and payments should be made payable to Fox Theater Event Center and mailed or delivered along with licenses and all other correspondence to:

Furnell Companies  
% Fox Theater Event Center  
501 S. Ohio Ave, Suite 200  
Sedalia, MO 65301

Final payment is required 14 Days before Event. Access to event venue will not be granted until full payment has been received.

### **Services/Amenities included with Room Rental Payment includes:**

- Includes bar area, coat check, (2) restrooms & use of "Fox" marquee
- Includes use of (8) 5' round tables, (5) banquet tables, (80) chairs

## CLEAN UP

Clients are responsible for all clean up after the event concludes. The client will be given until **7:00a.m.** on the day following the event to complete clean-up efforts. **A \$500 cleaning deposit is to be paid in advance of your event.** Should cleaning extend past this deadline, a \$50/hr. charge will be billed to the Licensee. Should you choose to do your own cleaning, your cleaning deposit will be returned to you pending approval of the property manager. In the event clean-up has not been completed or is not satisfactory, you will forfeit your \$500.00 cleaning deposit. Please inquire regarding pre-selected cleaning services if desired.

### **Clean-Up Checklist –**

- ✓ Empty all trash receptacles (including bathroom) into the dumpster in the alley.
- ✓ Wipe down all windows, tables, countertops, bathrooms & kitchen areas with a cleaning solution (supplied)
- ✓ Put all tables & chairs up against back wall so you can mop
- ✓ Sweep all floors
- ✓ Mop all floors with “Hard Surface Cleaner” (supplied). Floors should NOT be sticky or have visible mud, dirt, etc.
- ✓ All linens are to be placed in the linen bag.
- ✓ Pick up/Remove all litter/trash from sidewalks, parking lot & dumpster area of the Fox Theater Event Center.

Extra cleaning resulting from misuse or abuse to the facility is not included in the cleaning deposit and will be billed to the Licensee

## INSURANCE

If a commercial or temporary retail business rents the **FOX THEATER EVENT CENTER**, a certificate of insurance may be requested.

## CATERING & KITCHEN ACCESS OPTIONS

Please refer to the “Catering” section of this guide.

## ALCOHOLIC BEVERAGE SERVICE

Please refer to the “Alcoholic Beverage Service” section of this guide.

## INITIAL SET UP

**FOX THEATER EVENT CENTER** staff will provide “initial setup” of tables and chairs required of the event. A floor layout must be provided to follow in order to ensure an accurate setup.

## ADDITIONAL DECORATING

Clients are responsible for any additional decorations the event may require. **The following decorations are prohibited in the FOX THEATER EVENT CENTER**

Glitter	Confetti	Fireworks	Smoke or Fog Machine
Staples/Tacks/Glue/Tape on walls, floors or fire protection equipment (i.e. sprinklers, smoke detectors)			

## SMOKING

Smoking is not permitted. A \$500.00 fine will be instated in the event smoking occurs within the **FOX THEATER EVENT CENTER**.

## LODGING

Premiere lodging is available at the historic Hotel Bothwell, located across the court house square. Special group pricing is available as well as honeymoon and romance packages. Ask for the General Manager at (660) 826-5588 to make your reservations. [www.hotelbothwell.com](http://www.hotelbothwell.com)

## PARKING

Public city lots are located within a few blocks at the following intersections:

Corner of 5<sup>th</sup> Street & Osage Ave  
Corner of Ohio Ave & 7<sup>th</sup> Ave

## **ON-SITE RULES & REGULATION:**

The following is a list of rules and regulations to be upheld by the Licensee/and or Agents, which includes all event planners, wedding coordinators, vendors or other unnamed licensees who are involved in the planning and execution of a special event or wedding on the premises of the Fox.

- No foul or abusive language or obscene gestures
- Use of illegal drugs or other illicit substances is not permitted. Violators will be escorted from the premises.
- Physical violence of any kind will not be permitted.
- No use or possession of weapons of any kind.
- No open flames are permitted in or near the Fox area. This includes candles. Caterers should plan for cooking in specially designed self-contained kitchen trailers or off site. Use of propane heaters inside the Fox or other structures is not permitted. Fire extinguishers are provided in the venue area by the Fox. All vendors and caterers are required to be knowledgeable in the use and location of fire extinguishers at our facility. Fox Theater staff will identify locations and use of fire extinguishers.
- All events must end by no later than 12:00AM (midnight)
- Loitering outside the Fox Theater Event Center in City and/or County sidewalks, street or neighboring private property is prohibited.
- Open container alcoholic beverages are prohibited outside the Fox Theater Event Center.
- Littering or the disposal of trash or waste on City, County or neighboring private property is prohibited. Trash receptacles are provided inside the Fox Theater Event Center for Licensee use.
- Public urination inside the Fox Theater or on City, County or neighboring private property is prohibited and punishable by law.
- Disorderly conduct, noise and or nuisance violations is prohibited and punishable by law.
- Licensee acknowledges additional rules and regulations listed in sections, 14, 16, 17, 19, 20, 21, 22 and 23.
- Violations of any of the rules and regulations throughout the contract or violations of federal, state or local laws and ordinances may result in additional fines and fees and immediate termination of event.

***If any Emergency or Law enforcement personnel are called to the event, a \$1000.00 fine will be assessed and payable upon demand. And immediate termination of event with the exception of a life safety issue and/or medical emergencies.***

## **NOISE & MUSIC LEVEL:**

Please be aware that Fox Theater is located near residential properties and therefore neighborhood noise regulations do apply. If Licensee/and or Agents of event creates a disturbance due to high noise volume, Fox Theater manager has full authority to ask the Licensee/and or Agents DJ or live music provider to turn the entertainment volume down and/or off. If repeated disturbances occur, at Fox Theater's sole discretion, Licensee/and or Agents may be expelled from the premises or the offending noise will be ended. In the event of disturbances to the point of expulsion, no portion of the event costs will be refunded to Licensee/and or Agents

Loud music must end by 12:00a.m and is allowed only inside the Fox Theater. DJ's, bands and musicians that abuse our usage rules will not be allowed back. The Licensee/and or Agents is responsible for ensuring that music providers understand these conditions.

## *Additional Services*

### **OPTIONAL AMENITIES**

Additional White Folding Chairs (plastic) .....	\$1.00ea
Additional Tables .....	\$10.00ea
Catering/Kitchen Access .....	\$75.00/use
Arch Way .....	\$75.00
Risers .....	\$25.00/unit
Table Linens.....	\$10.00ea.
Candelabras.....	\$35.00/set
Use of "Fox" Marquee .....	\$50.00/use
Use of Podium .....	\$50.00/use

### **OPTIONAL SERVICES**

Event Clean-Up/Take Down (For Hire)..... Prices Vary

## *Catering & Kitchen Access*

Catering for food and beverage is permitted at the Fox Theater Event Center. Should the Licensee need kitchen access for catering and/or beverage service needs, a \$75.00 fee will be due and payable by the Licensee 72 hours prior to the event.

### **PLEASE NOTE:**

- Details such as server ware, china, table service, etc. should be coordinated with your caterer.
- The **FOX THEATER EVENT CENTER** holds no liability in areas concerning your Contracted caterer.

## *Alcoholic Beverage Service*

### **CASH BAR POLICY**

Alcoholic beverage service is permitted at the Fox Theater Event Center. Should the Licensee require event attendees and/or guests to purchase drinks at the event, Missouri state and local law dictates the requirement of catered alcoholic beverage service by use of a vendor with a valid liquor license. The following vendor is approved by the Fox Theater Event Center for hire:

Ivory Grille Restaurant and Oak Room Lounge  
Contact: Hotel Bothwell General Manager at (660) 826-5588 or  
[info@hotelbothwell.com](mailto:info@hotelbothwell.com)

Please note that proof of contract for catered “purchase by the drink” alcoholic beverage services may be required by Furnell Companies.

Should the License offer alcoholic beverage “at no cost” to event attendees, Licensee may provide their own alcoholic beverages. Licensee acknowledges alcoholic beverages are prohibited from patrons under the age of 21 and agrees to all state, local and federal laws pertaining to the sale or distribution of alcohol to minors

### **CASUAL BAR POLICY**

Should the License offer alcoholic beverage “at no cost” to event attendees, Licensee may provide their own alcoholic beverages. Licensee acknowledges alcoholic beverages are prohibited from patrons under the age of 21 and agrees to all state, local and federal laws pertaining to the sale or distribution of alcohol to minors



### **Group Room Rates**

- Any individual/party who reserves the **FOX THEATER EVENT CENTER** (Suite A, B or both) qualify for the "Group Room Rate" at *Hotel Bothwell* located at *103 E. 4th Street in Downtown Sedalia*
- Please call (660) 826-5588 and ask for the manager of The Hotel Bothwell, to reserve your group room rates.

### **Exclusive Fox Theater Event Center Discount Available**

- Enjoy exclusive savings at the **FOX THEATER EVENT CENTER** when you reserve your event's guests' rooms at the *Hotel Bothwell*:
  - Reserve **10 rooms** at *Hotel Bothwell* and receive a **5% Discount** off your space rental at the **FOX THEATER EVENT CENTER**
  - Reserve **15 rooms** at *Hotel Bothwell* and receive a **10% Discount** off your space rental at the **FOX THEATER EVENT CENTER**
  - Reserve **20 or more rooms** at *Hotel Bothwell* and receive a **15% Discount** off your space rental at the **FOX THEATER EVENT CENTER**



# Call Today To Reserve For Your Special Occasion

## Vintage 1930 Chrysler Imperial 8 Limousine

Climate controlled air conditioning, Automatic Sun  
Roof, CD/Radio player, Seats 2-4 passengers (with  
use of jump seat)



Weddings, Anniversaries, Birthdays, Prom, or  
Just a Night Out On The Town

Contact: Property Manager

660-281-4667

[info@furnellcompanies.com](mailto:info@furnellcompanies.com)

**FOX THEATER**

*Event Center*

*Fox Theater Event Center Floor Plan*

