

THE  
**PAVILLION**  
IN DOWNTOWN SEDALIA

**Rental Guide**

*Updated April 2024*

The Pavilion is Owned and Operated by  
Furnell Companies  
501 S. Ohio Ave | STE 200  
Sedalia, MO 65301 | (660) 827-2213  
[www.furnellcompanies.com](http://www.furnellcompanies.com)

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# 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, The Pavilion should be informed at least 72hr prior to the event
- A non-refundable 50% deposit is required to secure your selected date.
- A copy of Licensee's *valid* Driver's License or State-Issued I.D.
- 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 a minimum of **14 days** prior to events 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 \$90.00 per hour are required for most events.
  - If, at any time during the event, additional security officers are required, and additional \$45.00/hr. is charged per additional officer.
- **References for Rental:** A minimum of (2) 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 Licensee elects to cancel for any reason other than termination for cause, Licensee agrees to give a 120-day notice or forfeit the rental fee. Please note that inclement weather is not considered a “cause” and Licensee accepts events are to be held rain or shine. The 50% is non-refundable no matter the reason for cancellation.

## **PAYMENT**

**Rental Cost of The Pavilion: \$135/Hr with a min. of 4Hr (\$540.00) 8Hr or More = \$800.00/day**

All deposits and payments should be made payable to The Pavilion and mailed or delivered along with licenses and all other correspondence to:

Furnell Companies  
% The Pavilion  
501 S. Ohio Ave, Suite 200  
Sedalia, MO 65301

Full payment is required on the scheduled event date. Access to event venue will not be granted until full payment has been received.

Amenities included with Rental Payment includes:

- Prep kitchen, dressings rooms, restroom
- Includes setup and use of (8) tables and (60) chairs

## **CLEAN UP**

Licensee's 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 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.*
- ✓ *Put tables & chairs in the Pavilion storage room.*
- ✓ *Wipe down all countertops, bathroom, prep kitchen surfaces, inside and outside of mini-refrigerators and kitchen sinks with a cleaning solution (supplied).*
- ✓ *Sweep all floors*
- ✓ *All linens are to be placed in the linen bags*
- ✓ *Pick up/Remove all litter/trash from sidewalks, parking lot & dumpster area of the The Pavilion.*
- ✓ *All trashcans located under the covered portion of The Pavilion, in dressing rooms, restrooms, prep kitchen and trash cans located on the grounds must be emptied and taken to the dumpster.*
- ✓ *Ensure all doors to The Pavilion restrooms, storage rooms and prep kitchen areas are secured and locked.*

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

## **KEYS**

You will be assigned a set of keys for The Pavilion venue and grounds. This

same set of keys must be returned after your event. As security for the return of the key set, a **\$50 Key Deposit** is required for all events. If keys are returned the deposit will be refunded. **For any reason the keys are NOT returned or a balance is left, the deposit will be forfeited.**

## **INSURANCE**

If a commercial or temporary retail business rents The Pavilion, a certificate of insurance may be requested.

## **CATERING**

Catering is not a provided service of The Pavilion and each Licensee will be responsible for reserving and managing their event's catering. All caterers are required to follow local and state health codes.

## **ALCOHOLIC BEVERAGE SERVICE**

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

## **INITIAL SET UP**

Pavilion 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. This setup must be received 24 hours in advance of the event or setup cannot be guaranteed.

## **ADDITIONAL DECORATING**

Clients are responsible for any additional decorations the event may require. The following decorations are *prohibited* in The Pavilion.

**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 Pavilion.

## **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). See page 8 for additional information.

## **PARKING**

The Pavilion offers private parking Osage Avenue as well as ample city street and public lot parking.

## **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 Pavilion.

- 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 Pavilion 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 Pavilion or other structures is not permitted. Fire extinguishers are provided in the venue area by the Pavilion. All vendors and caterers are required to be knowledgeable in the use and location of fire extinguishers at our facility. The Pavilion staff will identify locations and use of fire extinguishers.
- All events must end by no later than 12:00AM (midnight)
- Loitering outside the Pavilion in City and/or County sidewalks, street or neighboring private property is prohibited.
- Open container alcoholic beverages are prohibited outside The Pavilion.
- Littering or the disposal of trash or waste on City, County or neighboring private property is prohibited. Trash receptacles are provided inside The Pavilion for Licensee use.
- Public urination inside The Pavilion 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, 15, 17, 18, 20, 21, 22, 23 and 24.
- 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 The Pavilion is located near residential properties and therefore neighborhood noise regulations do apply. If Licensee/and or Agents event creates a disturbance due to high noise volume, The Pavilion 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 The Pavilion'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 Pavilion. 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 Chairs (plastic) .....	\$1.00ea
Additional Tables (2 sizes available)	
8-foot banquet (seating 8 guests).....	\$5.00ea
5-foot rounds (seating 6 guests).....	\$7.00ea
Arch Way .....	\$75.00
Risers .....	\$25.00/unit
Table Linens .....	4.00/ea.
Cloth/Linen Napkins .....	\$.30/ea.
Candelabras .....	\$35.00/set
Use of Podium .....	\$50.00/use

### **OPTIONAL SERVICES**

Event Clean-Up/Take Down (For Hire) .....	Prices Vary
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## *Alcoholic Beverage Service*

### **CASH BAR POLICY**

Alcoholic beverage service is permitted at The Pavilion. 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 Pavilion 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.

### **CASUAL BAR POLICY**

Should the Licensee 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



### **HOTEL BOTHWELL GROUP ROOM RATE DISCOUNT**

- Any individual/party who reserves The Pavilion qualify for the "Group Room Rate" at *Hotel Bothwell* located at *103 E. 4th Street in Downtown Sedalia*
- Please contact the Hotel Bothwell General Manager at (660) 826-5588 to inform them of your rental of The Pavilion and inquire as to available group room rates.

### **EXCLUSIVE DISCOUNTS TO RENTERS OF "THE PAVILION"**

- Enjoy exclusive savings at The Pavilion when you reserve your event's guests' rooms at the *Hotel Bothwell*:
  - Reserve **10 rooms** at *Hotel Bothwell* and receive a **10% Discount** off your venue space rental of The Pavilion
  - Reserve **15 rooms** at *Hotel Bothwell* and receive a **15% Discount** off your venue space rental at The Pavilion
  - Reserve **20 or more rooms** at *Hotel Bothwell* and receive a **20% Discount** off your space rental at The Pavilion

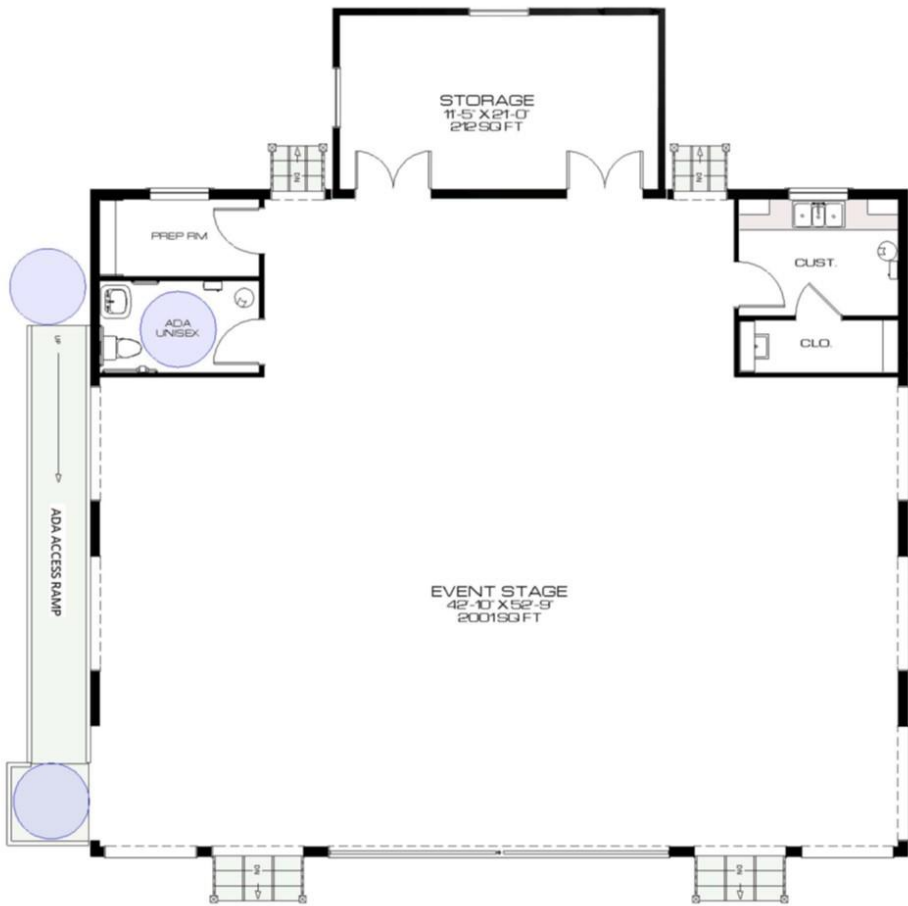
#### **PLEASE NOTE:**

To qualify for the above mentioned "group room rates", the group room block must include the minimum number of rooms required for the desired rate and be on file at the Hotel Bothwell on the date of the signing of The Pavilion Rental Agreement.

If the group block is not reserved, with guaranteed payment, with the required number of rooms within two weeks (i.e. 14 days) of event date outlined in The Pavilion Rental agreement, the Licensee agrees to pay the full rental rate of the Pavilion and will not qualify for the discount.



# THE PAVILION



GENERAL SEATING

IN HISTORIC DOWNTOWN SEDALIA

OHIO AVENUE



2nd STREET

OSAGE AVENUE