



THE OLD POST  
OFFICE PLAZA  
EVENT RENTAL PACKET

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Name of Applicant/Authorized Client Representative

\_\_\_\_\_  
Organization Name/Client

TYPE: (circle one)

Promoter Agency Individual Organization

\_\_\_\_\_  
Co-Promoters Involved in this Event

\_\_\_\_\_  
Date(s) Requested

\_\_\_\_\_  
Area(s) Requested

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Cell/Page

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Insurance Provider

\_\_\_\_\_  
Company Phone

Event Information

Purpose of Event \_\_\_\_\_

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Principal Beneficiary (ies) of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

\*Client is required to rent an area that is adequate for the size of the audience and required equipment.

Timing Detail:

Load-in Begins \_\_\_\_\_

Event Begins \_\_\_\_\_

Event Concludes \_\_\_\_\_

Load-out Begins \_\_\_\_\_

Load-out Complete/Off Site \_\_\_\_\_

Is this event open to the public, free of charge? YES NO

Is any portion of this event closed to the public? YES NO

Is this a fundraiser? YES NO

Will a celebrity be present? If so, please name celebrity: YES NO

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Will sales occur during your event? YES NO

If yes, circle type:

Food Beverage Other

Will alcohol be served during the event? YES NO

If so, will it be sold? YES NO

Is there an Admission/Entry Fee?

YES

NO

If yes, list rate:

\_\_\_\_\_

Please list equipment, signage, and/or props to be brought on-site by applicant for event, includes load-out. (Please indicate provider of item).

Who will you be using for security at your event?

N/A

Certified Event Security

St. Louis City Police

Will you require electricity?

YES

NO

Will there be amplified sound?

YES

NO

If yes, circle one:

Music

PA

BOTH

Are sponsors involved?

YES

NO

If yes, please list sponsors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be sponsor visibility/signage?

YES

NO

Will information/goods/promotional materials be distributed?

YES

NO

Will a new product or business be introduced?

YES

NO

How will the event be promoted? (Circle all that apply)

Radio TV Print Posters Promo Other

Detail:

\_\_\_\_\_

Do you expect future sales and/or income from this event?

YES

NO

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Event Planner/Authorized Client Representative (Print Name)

On-Site Designated Person(s) in Charge

\_\_\_\_\_  
On-Site Designated Person(s) in Charge

On-Site Designated Person(s) in Charge

\_\_\_\_\_  
Emergency Contact Person

The Old Post Office Plaza is privately managed for public enjoyment by Downtown Now!

I UNDERSTAND THAT CHANGES TO THE ABOVE DETAILED PROGRAM CONTENT REQUIRE IMMEDIATE NOTIFICATION OF OLD POST OFFICE PLAZA PRODUCTION STAFF. I HAVE READ AND UNDERSTAND POST OFFICE PLAZA POLICIES AND PROCEDURES.

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Signature of Applicant/ Authorized Client Representative

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Date

Approval, denial or inclusion of restrictions and/or special conditions of Event Use Permit is at the sole discretion of Post Office Plaza Management.

YOU WILL BE NOTIFIED OF YOUR APPLICATION STATUS WITHIN 10 DAYS FROM RECEIPT OF APPLICATION.

Section 2  
Payment Page

APPLICATION FEE NON-REFUNDABLE  
\$25.00 or WITHIN TEN BUSINESS DAYS OF EVENT: \$50.00

Method of Payment:

A. Credit: Visa, MasterCard, or American Express #:

\_\_\_\_\_

Exp. Date:

\_\_\_\_\_

Card Security Code (CSC)  
(3-4 digit code on front or back of card):

\_\_\_\_\_

\_\_\_\_\_

Name on Card:

\_\_\_\_\_

Billing Address:

Billing City/State/Zip Code:

\_\_\_\_\_

B. Check Make Payable to Downtown Now!  
Checks will be accepted no later than (2) weeks prior to your payment due date.  
Is check enclosed with this application? YES NO

- The budget needs to be approved and signed no later than 60 days before the event date.
  - 50% of the estimated budget costs for equipment and service fees is due 30 days prior to the event date.
  - Client acknowledges that the permit total does not always represent total event costs. Any additions and/or deletions to the Client's estimated event budget will be accounted for in the final settlement. Additional charges will be detailed on a final settlement invoice, which is due 10 days after the event.
- All application/processing and event fees are outlined on pages 6-8.

Rental Policies and Procedures  
Section 3

APPLICATION/PROCESSING FEES

- An application fee of \$25.00 must accompany all applications. If the application is received within 10 business days of event, the fee is \$50.00
- Application Fees are non-refundable and non-transferable. Date selection will not be transferred upon request.
- Permits will be issued upon acceptance, client provided information included in the submitted application.

RESERVATIONS/DEPOSIT

- Reservations for events are allowed up to one year in advance.
- Upon approval of the application, client must remit a security deposit and no less and 20% of the rental fee to hold the date (see page 8). An invoice for the remaining amount will be due a minimum of 15 days prior to the event.

CANCELLATIONS

- Cancellations for all events must be received at least 60 days in advance of the event to qualify for a full refund of the deposit, less any actual costs incurred by Old Post Office Plaza.
  - If cancellation occurs less than 60 days prior to the day of the event, 1/2 the deposit shall be forfeited.
  - If the cancellation occurs 14 days or less prior to the date of the event, all deposit shall be forfeited.

FEES

- Rental fee is based upon activity classification. (See page 8)
- Upon approval of the application, client must also submit a \$500 security deposit which will be refunded upon inspection after conclusion of the event. Client must also remit no less than 20% of the deposit and the certificate of insurance/additional insured endorsement letter, for a permanent calendar hold to be placed. Client must submit deposit and required initial approval paperwork immediately not to exceed 10 business days.
- Late charges shall accrue at a rate of 1 1/2% per month after a ten-day period.
- The Client, and/or its Authorized Representatives and/or Co-Promoters cited in this approved application will be held financially and legally responsible for all expenses incurred by the event.
- If a Client's check is returned from the bank for any reason, Client will be charged a \$30.00 check return fee along with amount of check. Client will be required to pay this amount with either a certified check or a Credit Card.
- All legal costs are at the client's expense.
- If any invoiced charges are unpaid the client forfeits the ability to rent Old Post Office Plaza for any future use.

PAYMENTS

- Downtown Now!, via The Partnership for Downtown St. Louis, will accept Visa, MasterCard, American Express, Cash or Certified Check on the due date of payment.

PERMITS

- An Event Use Permit will be issued for signature upon submittal of the following executed documents:
  - Approved Application
  - Sitemap
  - Insurance Documentation
  - Full Payment of the Estimated Event Budget amount
- All Old Post Office Plaza event-related permits will be issued to the client upon the Client's successful completion of Old Post Office Plaza's Rental Policies and Procedures (including providing Old Post Office Plaza with copies of any other permits, addressed in the Special Conditions below, necessary for Client's event) prior to the event.
- The insurance certificate (see sample certificate for detail) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage as approved on the application and must be on file at Old Post Office Plaza in order for a permit to be issued.
- The Client, its Authorized Representatives and Designated Persons in charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.
- The Old Post Office Plaza permit is subject to all applicable provisions of the City of St. Louis Code and Rules and Regulations governing Old Post Office Plaza.

#### SPECIAL CONDITIONS

- There may be additional requirements depending upon the nature of the event.
- Old Post Office Plaza must approve all sale items.
- Old Post Office Plaza reserves the right to require, at the client's expense:
  - Certified security personnel
  - Certified alcohol monitoring personnel
  - Storage Fees for items left on-site pre and post event.
  - Cleaning or damage assessments as a result of client's action.
- It is the client's responsibility to comply with all City, County and State requirements. All permits and/or inspections are the client's responsibility to acquire at the client's expense. Client must provide to Post Office Plaza copies of all other permits issued prior to receiving the Post Office Plaza event Use Permit. Below are some of the permits and/or inspections which may be required:
  - Noise permit/Public Assembly Permit/Vehicle Access/Security
  - Missouri Liquor Control Commission Permit/Health Department

If Client is bringing food vendors as part of their event, Client must approve the food type through Old Post Office Plaza event planning staff and present the vendors license to do business in the City of St. Louis.

**Section 4**

**Rental Information**

**Event Classification**

**Rate 1**

No Sales  
No Fees  
No Sponsors  
Hosted by Non-Profit  
Open to the Public

**Rate 2**

Open to the public  
Event includes one or more of the following:  
Concessions  
Sales Fees  
Donations/Auctions  
Sponsors

**Rate 3**

Closed to the Public

**Full day rates:**

Entire Plaza: \$600  
The Square: \$300  
Portion of Plaza: TBD

**Full day rates:**

Entire Plaza: \$1000  
The Square: \$500  
Portion of the Plaza: TBD

**Full day rates:**

Entire Plaza: \$1600  
The Square: \$800  
Portion of Plaza: TBD

**Six hour rates:**

Entire Plaza: \$300  
The Square: \$150  
Portion of Plaza: TBD

**Six hour rates:**

Entire Plaza: \$500  
The Square: \$250  
Portion of the Plaza: TBD

**Six hour rates:**

Entire Plaza: \$800  
The Square: \$400  
Portion of Plaza: TBD

These fees do not include any additional equipment. All furniture and A/V rental must be coordinated with an outside vendor.

**Security Deposit** (will be returned after the conclusion of the event provided the space is left in its pre-existing condition): **\$500**

**Insurance:**

Applicable policy endorsement(s), executed by an authorized representative of each insurer, and Certificates of Insurance from the client, their vendors and the vendor's agents must be sent to the Partnership for Downtown St. Louis at least two weeks prior to the event. These must show full compliance with the Partnership's insurance requirements.

All vendors must list Downtown Now! as additional insureds, unless prohibited.

All vendors shall maintain commercial umbrella liability with a limit of no less than \$1,000,000

All vendors shall maintain commercial general liability insurance, including liquor liability (if required), with a limit of no less than \$1,000,000 for each occurrence.

All vendors shall maintain business auto liability insurance with a limit of no less than \$1,000,000 for each occurrence.

Worker Compensation, if required by the Missouri statute, all policies placed with insurers rated A VIII or better.

**Security & Maintenance**

The name and address of the security firm that will provide security services to the special event and the name and addresses, as well as telephone numbers of the responsible person at such a firm must be given. Furthermore, security firms must present a license to do business and approved insurance documentation. A trash pick-up and recycling plan for the special event must also be given.