

# Top Questions

## TOP QUESTIONS

### 1. MAY WE BRING OUR OWN ALCOHOL IN FOR OUR EVENT?

- a. No alcoholic beverages may be brought into or taken from America's Center and/or the Edward Jones Dome. The legal drinking age in Missouri is 21. If you are 30 years or younger, valid identification will be required to be served. Acceptable ID's are: driver's license, military ID with photo, state ID with photo, or passport. No more than two (2) alcoholic beverages will be served to anyone per transaction.

### 2. MAY WE BRING OUR OWN FOOD IN FOR OUR EVENT?

- a. No outside food and beverage may be brought into America's Center and/or Edward Jones Dome. All food and beverage must be purchased from the exclusive caterer, Levy Restaurants.

### 3. HOW FAR OUT CAN I BOOK MY EVENT?

- a. You may book up to 12 months out.

### 4. IS PARKING INCLUDED?

- a. Parking is not included. However, pricing and assigned area can be negotiated for better rates. Your Catering Manager will be happy to assist you with this.

### 5. ARE YOU CONNECTED TO A HOTEL?

- a. No, we are not. However, we do have several properties within walking distance. Please ask your Sales Manager for a list or contact the St. Louis Convention and Visitors Commission.

### 6. EVENT ITEMS THAT ARE INCLUDED:

- a. Tables
- b. Chairs
- c. 90"x90" Linen
- d. Napkins
- e. China
- f. Silverware
- g. Security for events/banquets in the America's Ballroom, Ferrara Theater, and Atrium

### 7. DO YOU OFFER SOCIAL EVENT PACKAGES?

- a. Our standard packages for an evening event included a three-course meal or Chef's Table, four hour bar, space rental, standard table set-up, house linen, china, glassware, basic audio visual, dance floor, guest service, security, tax and service charge.

### 8. PRE-EVENT SET-UP TIME

- a. Standard is 2 hours prior to the Event doors opening
- b. Is subject to change pending on in-house events and if it was previously arranged to be different.

### 9. WHAT ARE THE RULES ABOUT DECORATING?

- a. Nails, screws, and/or any type of tape or adhesive may not be used to hang signs, banners, or decorations on walls, ceilings or painted surfaces.
- b. No decorative or structural items may be attached to or hung from any overhead beam, column, handrail, utility pipe, exterior wall, or fence without prior approval from your assigned Event Manager
- c. Items such as glitter, rice, confetti, birdseed, sand, dirt, moss and mulch are permitted on any carpeted area.
- d. No drilling, nails, screws or holes may be placed in an floor.

### 10. WHAT ARE ACCEPTABLE FORMS OF PAYMENTS?

- a. Event MUST be 100% paid in full 2 weeks prior to the event.
- b. Acceptable forms of payments are: Cash, money order, cashiers check, credit card. NO Personal Checks will be accepted.
- c. A credit card must be on file for additions or last minute charges.

### 11. DEPOSIT/ PAYMENT INFORMATION

- a. Non-refundable deposit of 75% of Estimated Event Price 60 days out and the remaining 25% is due 14 days out. Outstanding Event Prices must be paid within 30 days of the Event provided such privileges have been previously approved by the Director of Operations

### 12. SERVICE CHARGE

- a. 20% on all Food & Beverage and Related Items

### 13. TAXES

- a. City Sales Tax: 8.491%
- b. Tourism Tax: 1.5%

### 14. STANDARDS THAT ARE AVAILABLE AT AN ADDITIONAL CHARGE:

- a. Self or Valet Parking
- b. Audio Visual
- c. Security for the Clubs/ Dome Events, overnights, and special room detail requests
- d. Additional doorman/ supervisors pending the size of the events