# Washington University in St. Louis: Approved Venue Form

**Venue:** Friends A Meeting Place  
**Address:** 710 N Compton Ave St. Louis MO 63103  
**Website:** www.frendsameetingplace.com  
**Phone & Fax:** (314) 535-5800  
**Contact Name & Title:** Jean McClendon, Owner  
**Email:** kkingcl2@aol.com

<table>
<thead>
<tr>
<th>Total Spaces: 3</th>
<th>D/Music Options: Can bring own/option available</th>
<th>Cost: 300-500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Options: Bring B &amp; D</td>
<td></td>
<td>Cost:</td>
</tr>
<tr>
<td>Parking/Buses/Cars: Yes - plenty of space</td>
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## Space # 1

**Name:** Banquet Room  
**Rental Cost:** 1,000 Fri 1,200 Sat 500 wkly  
**Standing Capacity:** 220  
**Banquet Capacity:** 150  
**Theatre Capacity:**  
**Other Capacity:** basic dance floor

**Can outside food/non-alcoholic drinks be brought into this space?:** Yes

**Food Options at Space:** Can be provided, cash bar, drinks $3 Bud Light and $4 Corona

**Minimum Catering Cost:**  
**Deposit:**  
**Bar Tab Requirement:** No  
**Bartender Fee for Cash Bar:** 200

**Number of Entry/Exit Points:** 3  
**Bathroom Access:** Yes, private

**AV Access Available:** Wireless (rent for additional cost)  
**Cost:**  
**Time Restrictions for Start/End of Events:** Liquor 3 a.m.

**Notes/Other:**

## Space # 2

**Name:** Lounge  
**Rental Cost:** Sat afternoon $15-20 pps  
**Standing Capacity:**  
**Banquet Capacity:**  
**Theatre Capacity:**  
**Other Capacity:**

**Can outside food/non-alcoholic drinks be brought into this space?:**

**Food Options at Space:**

**Minimum Catering Cost:**  
**Deposit:**  
**Bar Tab Requirement:**  
**Bartender Fee for Cash Bar:**

**Number of Entry/Exit Points:**  
**Bathroom Access:**

**AV Access Available:**  
**Cost:**  
**Time Restrictions for Start/End of Events:**

**Notes/Other:**
Space # 3

Name: ___________________________ Rental Cost: ___________________________ Deposit: ___________________________

Standing Capacity: ___________ Banquet Capacity: ___________ Theatre Capacity: ___________ Other Capacity: ___________

Can outside food/non-alcoholic drinks be brought into this space?: ___________________________

Food Options at Space: ___________________________

Minimum Catering Cost: ___________ Deposit: ___________ Bar Tab Requirement: ___________ Bartender Fee for Cash Bar: ___________

Number of Entry/Exit Points: ___________ Bathroom Access: ___________________________


Notes/Other: ___________________________


Space # 4

Name: ___________________________ Rental Cost: ___________________________ Deposit: ___________________________

Standing Capacity: ___________ Banquet Capacity: ___________ Theatre Capacity: ___________ Other Capacity: ___________

Can outside food/non-alcoholic drinks be brought into this space?: ___________________________

Food Options at Space: ___________________________

Minimum Catering Cost: ___________ Deposit: ___________ Bar Tab Requirement: ___________ Bartender Fee for Cash Bar: ___________

Number of Entry/Exit Points: ___________________________ Bathroom Access: ___________________________


Notes/Other: ___________________________

Additional Notes: If 100 people, discount facility $300 // If 150 people, free facility

Minimum $1,500 spent on food & beverage, no facility fee

Exec Meeting

Venue Visited By: ___________________________ Date of Visit: ___________________________
http://friendsameetingplace.com

“The facility consists of 9200 square feet of beautifully appointed space. There is an open and airy entrance with a water feature, grand piano, and fireplace. Occassionally, we will consider renting part of the area for smaller parties. The staff is entirely dedicated to making YOUR event a success. There is no additional charge for round tables, certain linens, set up, basic decorations, clean up, and parking.”