Washington University in St. Louis: Approved Venue Form

Venue: Soulard Preservation Hall
Website: http://www.soulardpreservationhall.com
Address: 1921 South 9th St, 63104
Phone & Fax: 314-241-8181
Contact Name & Title: John Behrand
Email: info@soulardpreservationhall.com

Total Spaces: 3
D/Music Options: Bring in own
Cost:
Security Options: Bring B & D
Cost:
Parking/Buses/Cars: Own parking lot across street -- buses can park

Space # 1

Name: Lounge
Rental Cost: 
Depot:
Standing Capacity: 125
Banquet Capacity: 
Theatre Capacity: 
Other Capacity: 
Can outside food/non-alcoholic drinks be brought into this space?: Yes
Food Options at Space: Can bring in own food and do venue rental & bar (recommended)
Minimum Catering Cost: 
Deposit: 
Bar Tab Requirement: 
Bartender Fee for Cash Bar: 
Number of Entry/Exit Points: 
Bathroom Access: 
AV Access Available: Mic, but no sound system (bring)
Cost: 
Time Restrictions for Start/End of Events: Liquor 1 a.m.
Notes/Other:

Space # 2

Name: Main Room
Rental Cost: 
Deposit:
Standing Capacity: 
Banquet Capacity: 200
Theatre Capacity: 300
Other Capacity: Cocktail 225
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: 3
Bathroom Access: Yes
AV Access Available: 
Cost: 
Time Restrictions for Start/End of Events:
Notes/Other: Large built-in stage, professional lighting inside/color on back wall. Non-smoking. Kitchen on 1st floor (room for catering)
### Space # 3

<table>
<thead>
<tr>
<th>Name: Meeting Spaces</th>
<th>Rental Cost:</th>
<th>Deposit:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Standing Capacity:</th>
<th>Banquet Capacity:</th>
<th>Theatre Capacity:</th>
<th>Other Capacity: Side room 8-10</th>
</tr>
</thead>
</table>

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: Use 1st floor

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### Space # 4

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rental Cost:</th>
<th>Deposit:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Standing Capacity:</th>
<th>Banquet Capacity:</th>
<th>Theatre Capacity:</th>
<th>Other Capacity:</th>
</tr>
</thead>
</table>

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:

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**Additional Notes:** First floor accessible only

- Basement room -- VIP room/dressing room/man cave with rest rooms & coat check -- 29 occupancy
- Can use anyone for catering
- Very flexible!

Venue Visited By: Date of Visit:
Facility Rental Fees

Main Ballroom and Lounge

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday Day</td>
<td>8:00am-4:30pm</td>
<td>$800</td>
</tr>
<tr>
<td>Saturday, Sunday Day</td>
<td>8:00am-4:30pm</td>
<td>$1000</td>
</tr>
<tr>
<td>Sunday-Thursday Evenings</td>
<td>5:30pm-12 Midnight</td>
<td>$1000</td>
</tr>
<tr>
<td>Friday Evenings</td>
<td>5:30pm-12 Midnight</td>
<td>$1600</td>
</tr>
<tr>
<td>Saturday Evenings</td>
<td>5:30pm-12 Midnight</td>
<td>$2400</td>
</tr>
</tbody>
</table>

Includes round tables and chairs for up to 200 plus 10 cocktail tables; additional seating available as negotiated.

Evening functions require minimum beverage sales.
Sunday-Thursday ......$1000  Friday and Saturday ......$2000 (First bartender is included in rental)

Meeting rooms are available
Conference room       $200  2nd Floor Meeting Room $300  Wedding Ceremony Fee $800

To reserve the space 50% of the anticipated rental and beverage sales is required.

An additional $500 damage deposit is required to use the Main Auditorium and/or the Lounge, and will be refunded within 10 days after the conclusion and inspection of the facility. A 2 hour setup time, the day of the event will be coordinated with the Soulard Preservation Hall management. If additional setup time is required, extra charges will apply.

Soulard Preservation Hall is a non-smoking facility.
Beverage Prices

<table>
<thead>
<tr>
<th>Host Sponsored Hourly Bar</th>
<th>House Brands</th>
<th>Premium Brands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Service Bar</td>
<td>$22.00 per person</td>
<td>$25.00/person</td>
</tr>
</tbody>
</table>

Includes Mixed Drinks, Domestic Beer, House Wines, & Soft Drinks

Wine and Domestic Beer Bar  $17.00 per person
Soda Bar/Soft Bar           $10.00 per person

All bar service is 4 hour continuous. Specialty beer, wine and liquor will incur an additional charge. Please speak to the Soulard Preservation Hall management about your specialty wine needs or champagne toasts. Coffee Service and Iced Tea available. Additional bar time is available contact your event manager for costs. A 20% taxable service charge is applied to all beverage service.

Host Sponsored by the Drink Price (House Brands)

- Mixed Drinks  $5
- Domestic Beer $4
- Specialty or Imported Beer  $5
- House Wine by the Glass  $5
- Soft Drinks  $2
- Martinis  $7
- Cordials  $8

All beverages must be supplied by Soulard Preservation Hall. Premium brands at a slightly higher cost.

BEVERAGE LIST

House Brands                  Premium Brands
SMIRNOFF                      STOLI OR GREY GOOSE
GORDONS                       BOMBAY OR TANQUERAY
JIM BEAM                       WILD TURKEY
SEAGRAMS 7                    JACK DANIELS
BACARDI                       BACARDI
CUTTY SARK                    JOHNNIE WALKER
JUAREZ TEQUILLA               JOSE CUERVO GOLD
AMARETTO                      DI SARONNA
CAPTAIN MORGAN                CAPTAIN MORGAN
MALIBU RUM                    MALIBU RUM

Domestic Beers:
BUDWEISER, BUD LIGHT, MICHELOB ULTRA, BUD SELECT, AMBERBOCK, & SCHLAFLY

House Wines:
CABERNET SAUVIGNON, MERLOT, CHARDONNAY, PINOT GRIGIO, & WHITE ZINFANDEL

For individual needs we can obtain many specialty products. Ultra Premium Brands available at additional price.
Preferred Caterers and Catering Guidelines

We have several preferred Caterers that over time have consistently delivered quality food and great service. They have been able to work with each event planner to customize the menu and pricing to fit the needs of each individual party. They have a working knowledge of our kitchen and facility and can assist you in helping you to understand what will make your event successful. All caterers have an up to date insurance policy and business license on file. Please have your catering professional contact us to coordinate details. We encourage you to use one of the following caterers:

**Westwood Catering**
314-965-7428  
www.westwoodcateringstl.com

**Butler’s Pantry**
314-664-7680  
www.butlerspantry.com

**Callier’s Catering**
636-230-0019  
www.callierscatering.com

**Hollyberry Catering**
314-968-9239  
www.hollyberrycatering.com

**Russo’s Catering Company**
314-432-8692  
www.russosgourmet.com

**Hendri’s Catering**
314-752-4084  
www.hendris.com

**Something Elegant**
314-781-7722  
www.somethingelegantcatering.com

**Catering by Orlando’s**
314-638-6660  
www.orlandogardens.com.com

**Gregory’s Creative Cuisine**
314-481-4481  
www.GregorysCreativeCuisine.com

**Catering Your Way by Lisa**
314-481-5500  
www.cateringyourwaybyLisa.com

**Vito’s St. Louis**
314-534-8486  
www.VitosStL_info

1st Floor Plan

1. Lobby  
2. North Lounge & Bar  
3. South Lounge  
4. Toilets  
5. Food Prep.  
6. Wait Station  
7. MultiPurpose Rm (55’x55’)  
8. Stage (16’x30’)  
9. Sound & Lighting Booth  
10. Handicap Entry to Alley

The 2nd floor has a training room (30 people) and conference room (10 people) also available.

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