# Washington University in St. Louis: Approved Venue Form

**Venue:** Sheraton Clayton Plaza  
Website: [www.Sheratonclaytonhotel.com](http://www.Sheratonclaytonhotel.com)

**Address:** 7730 Bonhomme Ave Clayton, MO, 63105  
Phone & Fax: Phone: 636-719-4308 Fax: 636-863-8513

**Contact Name & Title:** Elisa Sandoval, Event Manager  
Email: esandoval@sheratonclayton.com

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**Total Spaces:** 11  
**D/Music Options:** N/A  
**Cost:**

**Security Options:** Students must provide  
**Cost:**

**Parking/Buses/Cars:** Comp cars- pick up and drop off

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### Space # 1

**Name:** Grand  
**Rental Cost:** n/a  
**Deposit:** n/a

**Standing Capacity:** 350  
**Banquet Capacity:** 250  
**Theatre Capacity:** 350  
**Other Capacity:**

**Can outside food/non-alcoholic drinks be brought into this space?:** No

**Food Options at Space:** Catering to be pre-arranged

**Minimum Catering Cost:** $4,000  
**Deposit:**

**Bar Tab Requirement:** N/A  
**Bartender Fee for Cash Bar:** 75

**Number of Entry/Exit Points:** 2  
**Bathroom Access:** Lobby Access

**AV Access Available:** Through AAMVC  
**Cost:** $699+tax  
**Time Restrictions for Start/End of Events:** 6:30-10:30 pm

**Notes/Other:**

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### Space # 2

**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:**

**AV Access Available:**

**Cost:**

**Time Restrictions for Start/End of Events:**

**Notes/Other:**
**Space # 3**

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**Additional Notes:**

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<thead>
<tr>
<th>Venue Visited By:</th>
<th>Date of Visit:</th>
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