

NATIONAL GREAT RIVERS MUSEUM

FACILITIES USE INFORMATION

About the Facility

The National Great Rivers Museum is located at the Melvin Price Lock and Dam in Alton, Illinois. It is operated and managed by the U. S. Army Corps of Engineers with support from the Meeting of the Rivers Foundation (a non-profit organization). The Museum is located on the Great River Road, Route 143, which is a National Scenic Byway, two miles east of the Clark Bridge and six miles north of the Lewis and Clark Interpretive Center in Hartford, Illinois. Driving time is approximately 30 minutes by car from the Arch in downtown St. Louis and 45 minutes from Forest Park, the St. Louis Science Center and the Zoo. The Museum is open daily 9:00 am to 5:00 pm and admission is free.

The Meeting of the Rivers Foundation invites all interested parties to consider the Museum for your next social or business function. This information is provided as a helpful guide in your planning efforts.

Types of Events

- Holiday Gatherings
- Business Meetings
- Social Functions
- Graduations
- Conferences and Seminars
- Suggestions for other events will be considered

Major events not open to the general public may be held at the Museum, but must take place after established public hours. The Meeting of the Rivers Foundation serves as the contact for obtaining a Special Use Permit for activities within the Museum or on its grounds. Any individual, group, society or organization willing to assume responsibility for the activity may apply for use of the facility.

Who to Contact

Please contact the Meeting of the Rivers Foundation Events Manager at 618-462-6979 between the hours of 9:00 am and 5:00 pm, Monday through Friday except holidays. The Events Manager will assist your group in the completion of an application form. Keep in mind that the U. S. Army Corps of Engineers must review all applications, and that an application is not accepted without their approval. If the application is accepted, a Special Use Permit containing additional conditions will be forwarded to your group for signature by the responsible representative. You will also be notified if your request cannot be approved.

Spaces Available

The Museum is a 12,000 sq. ft. facility consisting of a 7,000 sq. ft. exhibit gallery, a multi-purpose classroom, a 100-seat theater and a large promenade area just outside the Museum and adjacent to Mel Price Locks and Dam.

Exhibit Gallery: (7,000 sq ft) Exhibit area only.

Availability: 5:00 pm to 9:00 pm

Capacity: 100 guests

Use Fee: \$250 for 4 hours

Multi-purpose Room: (1168 sq ft) Meeting space, including use of the small kitchenette with refrigerator, ice maker, sink and microwave.

Availability: 9 am until 9 pm

Capacity: 75 guests theater style; 50 guests classroom style

Use Fee: \$150 for 4 hours; \$250 for 8 hours

Theater: 100 seat conventional theater, including use of audiovisual equipment.

Availability: 9 am until 9 pm

Capacity: 100 guests

Use Fee: \$150 for 4 hours; \$250 for 8 hours

Promenade: Outdoor venue, partially sheltered, available for use from April through October, weather dependent.

Availability: 9 am until 9 pm

Capacity: 250 guests

Use Fee: \$250 for 4 hours; \$500 for 8 hours

Picnic Shelter: Located along the esplanade leading to the Museum. Restroom facilities are located adjacent to the shelter. There are 8 picnic tables in the shelter available for use. This shelter is available on a first-come, first-serve basis to anyone unless reserved through this process.

Availability: 9 am until 5 pm

Capacity: 50 guests

Use Fee: \$50 for 4 hours

Combinations of any of the above facilities are available for the sum of the individual prices less a \$50 discount. Not-for-profit groups will be charged half-price rates (proof of non-profit status required).

Equipment Use

The Museum has available a limited number of tables and chairs listed below for use in the multi-purpose room, exhibit gallery or promenade. Any additional equipment and supplies are the responsibility of the permittee.

- 20 6 x 2-ft. tables seating a maximum of six each
- 10 6-ft. round tables seating six each
- 200 stackable chairs

Restrictions

The following restrictions apply to the use of the Museum and its grounds. This list is not intended to be all-inclusive, other restrictions may apply. In addition, specific conditions may be enforced on a case-by-case basis.

- No smoking
- No candles or open flames
- No animals (except assistance dogs)
- No confetti or helium/mylar balloons
- No tape or tack on walls
- All decorations must be approved in advance

Important Information

- **Period of Use.** Use of the facilities is limited to the times specified on the permit. Setup and cleanup must take place during those times, and is the sole responsibility of the permittee. Entrance to the facility will not be permitted prior to the specified arrival time, and the premises must be vacated by the specified departure time. An additional charge of \$100 per half hour or fraction thereof will apply for occupancy exceeding the permitted timeframes.
- **Receipt of Required Use Fees.** Use fees and deposits must be received by the Foundation no later than seven (7) working days prior to the event date. **NO REMINDERS WILL BE SENT.** If use fee deadlines are not met, the permit will be null and void.
- **Damage Deposit.** A damage deposit consistent with the level of facilities use will be required, and will be specified as a special condition of the approved permit. A damage deposit of \$100 is standard, however, the amount of the deposit required will be increased based on the scope of the event.
- **Food and Beverage Restrictions.** *All food and alcoholic beverages must be arranged through the Foundation.* With the exception of the use of the Picnic Shelter, food and beverages may NOT be supplied directly by the permittee. A list of approved caterers is available upon request from the Foundation. Alcoholic beverages are limited to beer and wine. The permittee or their guests shall not bring alcoholic beverages onto the premises. Strict compliance with all federal, state and local laws and regulations with respect to the serving of alcoholic beverages must be observed. Under no circumstances will minors be served alcoholic beverages while on the premises.
- **Cancellation.** If the event is cancelled by the permittee, the entire use fee will be refunded if the cancellation is received by the Foundation 48 hours in advance of the rental date. If the cancellation is received less than 48 hours before the use date, fifty percent (50%) of the use fee will be refunded.
- **Parking.** Parking at the Museum is free; however, parking is strictly limited to the designated spaces in the Museum lot.

- **Security arrangements.** The Foundation shall have a representative available and on site during any event.
- **Liability.** Damage to the property of the premises by permittee and their guests is the responsibility of the permittee. Cost of repair or replacement of damaged items or facilities shall be deducted from the permittee's damage deposit or billed directly to the permittee if costs exceed the damage deposit. Neither the Foundation nor the U.S. Army Corps of Engineers are responsible for the personal property and equipment brought onto the premises by the permittee or their guests. Proof of liability insurance may be required.
- **Music.** Music will only be permitted at events held during times when the Museum is not open to the public. If music is to be provided by the permittee, it must be approved in advance of the event. The Foundation or Museum staff reserves the right to regulate the volume of music.
- **Tours:** *Tours of the Lock and Dam structure may be made available upon request to groups of 25 or less. Tour arrangements must be made in advance.*
- **NATIONAL EMERGENCY.** Melvin Price Locks and Dam and National Great Rivers Museum are federal facilities. Immediate complete or partial closure of the grounds may be required in the event of a national emergency, threats to public safety or due to a heightened alert required to safeguard federal security. This may require cancellation of the permitted event at the sole discretion of the Operations Project Manager, U. S. Army Corps of Engineers. In the case of cancellation due to national emergency, the Foundation Events Manager shall notify the permittee immediately that the facility will not be available and a full refund any facility fees or deposits that the permittee has advanced will be made. This information is provided to you as a courtesy for your consideration in choosing between this venue and other alternatives.

NATIONAL GREAT RIVERS MUSEUM FACILITIES USE APPLICATION FORM

Please fill out the information below.

NAME: _____ TELEPHONE: (____) _____

ORGANIZATION: _____ FAX: (____) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

REQUESTED DATE(S): _____ TIME: _____

Number of people expected: _____ Age range: _____

DESCRIPTION AND PURPOSE OF ACTIVITY (Be Specific):

Will food be served? Yes____ No____ Will alcoholic beverages be served? Yes____ No ____

IMPORTANT NOTE: *All food and alcoholic beverages must be arranged through the Foundation. With the exception of the use of the Picnic Shelter, food and beverages may NOT be supplied directly by the permittee.*

Lock and Dam Tour requested? Yes____ No____

FEES: (See facilities use information for specific fees):

	Hours	Unit Cost	Total
Exhibit Gallery			
Multi-purpose Room			
Theater			
Promenade			
Picnic Shelter			

Minus \$50 combination discount (if applicable)

Deposit due: _____

Total Amount Remaining: _____

Make check payable to **Meeting of the Rivers Foundation** and send with this application form to:

*Meeting of the Rivers Foundation
National Great Rivers Museum
PO Box 337
Alton, IL 62002*

I have read and understand all the information presented in the handout entitled “Facilities Use Information” and will follow all guidelines and restrictions, as well as any conditions of my Special Use Permit. I also confirm that I am authorized to act on behalf of the organization listed above.

Signature _____ *Date*