

OSAGE CENTRE

MAIN FLOOR & MEETING ROOM RENTAL INFORMATION

573.339.6342

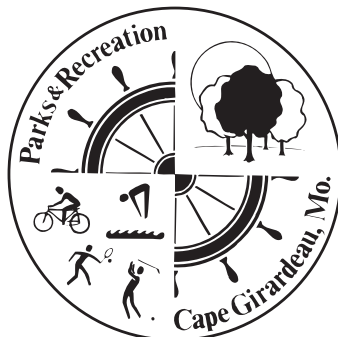
1625 N. Kingshighway, Cape Girardeau MO 63701

www.cityofcape.org/osagecentre

Facility Supervisor, Chris Eastridge

CITY *of* **CAPE**
G I R A R D E A U

PARKS & RECREATION DEPARTMENT



OSAGE CENTRE MAIN FLOOR RENTALS

The Osage Centre offers main floor rentals from 6AM - Midnight. Pricing listed below is per day. Main floor rental rates are offered as commercial rates or non-for-profit rates.

COMMERCIAL rental rates are intended for any group or individual that rents the facility for the purpose of selling merchandise or charging admission with the intent of making a profit for personal or business gain.

NON-FOR-PROFIT rental rates will apply to any organization or individual that is classified by the Missouri Secretary of State's Office as a non-for-profit corporation.

MAIN FLOOR Pricing

Commercial Rental Rate	\$1,500.00
Non-For-Profit Rental Rate	\$1,000.00

MAIN FLOOR & MEETING ROOMS Pricing

Commercial Rental Rate	\$2,050.00
Non-For-Profit Rental Rate	\$1,550.00

EQUIPMENT RENTALS Pricing

Tables	\$4.00 / Table
Chairs	\$0.50 / Chair
Risers	\$5.00 / Riser
Table Skirting (limited amount available)	\$10.00 / Table
PA System	\$52.50 / Day
Pipe & Drape	\$2.50 / Square Foot
Projector	\$75.00 / Day
Electronic Sign	\$45.00 / Event
Bagged Ice	\$1.50 / Bag
Set-Up by Osage Centre (optional)	\$25.00 / Man-Hour
Clean-Up by Osage Centre (mandatory)	\$25.00 / Man-Hour



PRICE SPECIAL!

Book 12 dates and
get a **10% discount**
on total booking!



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OSAGE CENTRE MEETING ROOM RENTALS

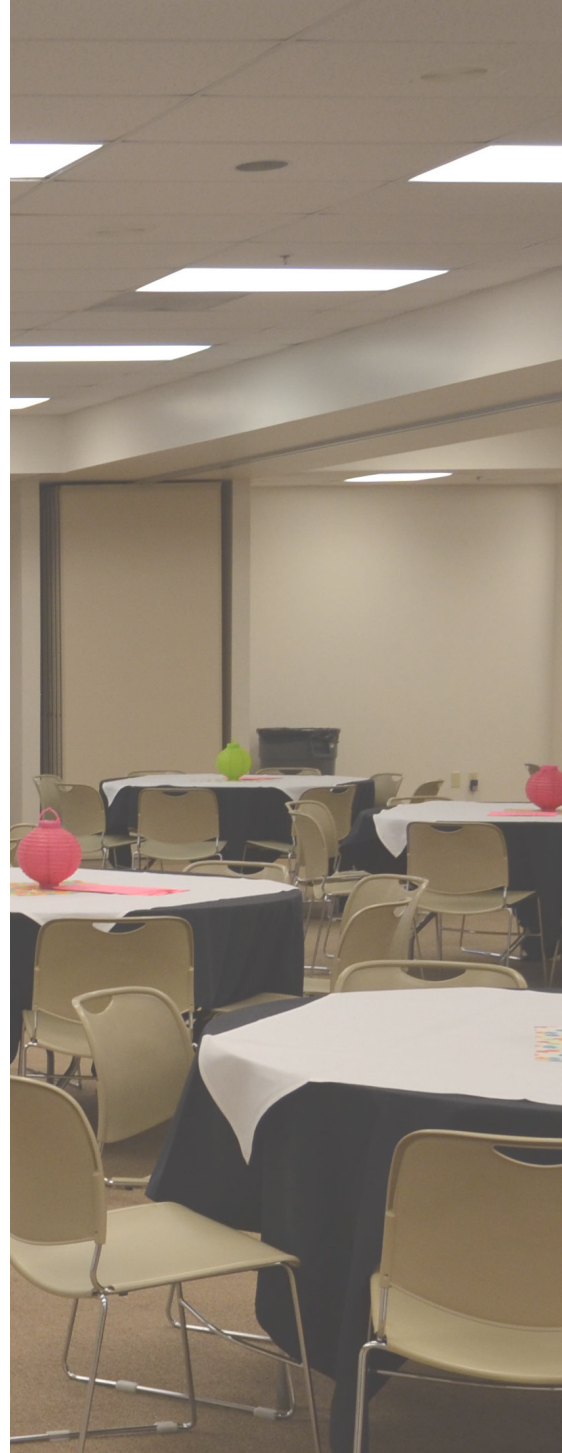
The Osage Centre offers meeting rentals from 6AM - Midnight. Meeting room rental pricing includes set-up, clean-up, tables and chairs. A projection screen, easel, and TV/VCR/DVD combo is available upon request at no additional charge. Complimentary ice water is also available upon request. Please see below for meeting room and additional equipment pricing.

MEETING ROOM	1 Hour	6 Hour	12 Hour
Room 3 - 21' x 23'	\$55.00	\$119.00	\$187.00
Room 2 - 32' x 32'	\$62.00	\$156.00	\$225.00
Room 4A or 4B - 40' x 30'	\$69.00	\$187.00	\$256.00
Room 4AB - 40' x 60'	\$82.00	\$256.00	\$325.00
Room 1A or 1B - 31' x 60'	\$87.00	\$212.00	\$287.00
Room 1AB - 60' x 62'	\$129.00	\$350.00	\$500.00

EQUIPMENT RENTALS

Pricing

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MAIN FLOOR & MEETING ROOM CATERING POLICY

1. Groups or individuals renting the Osage Centre that have an attendance **over 150** must secure a caterer and must adhere to all policies set forth in the food catering policy (no exceptions).
2. For main floor rentals, groups must hire a caterer. A 10% surcharge will be billed to the caterer for food, and a 20% surcharge will be billed to the caterer for food and alcohol. Please inform your caterer of these charges in advance.
3. For meeting room rentals, groups may bring in non-catered food but will be charged an additional 25% fee plus room rental rate.
4. A meal and proof of liability insurance must be provided if alcohol is included for ALL rentals.
5. A list of approved caterers is located to the right.
6. Rentals are eligible to order concessions items in advance from the Osage Centre. A concessions menu is located on the next sheet.

FOOD REQUIREMENTS

1. All catering must be done by an approved caterer. Businesses or individuals meeting the prescribed requirements listed below are eligible to become an approved caterer. Caterers that are already approved are listed to the right.
2. Out of city limit food caterers must pay a \$50.00 building fee per each event.
3. All food caterers must have letter on file with the Osage Centre stating that they are in good standing with the County Health Department where food is prepared.
4. All food caterers must have proof of \$1,000,000 liability insurance in force and on file.
5. All food caterers must pay 10% of all net food sales to the Osage Centre Repair and Replacement Fund within 60 days of the event. Caterers must deliver food with receipt.
6. All food caterers must collect and pay 1% tax to the City of Cape Tourism Fund on all gross food sales. If your business currently does not pay the 1%, it will be collected from the Osage Centre.

LIQUOR REQUIREMENTS

1. All liquor caterers must have a City of Cape Girardeau Liquor by the Drink License and State of Missouri Liquor by the Drink License.
2. All liquor caterers must have an A.T.F. Stamp for the Osage Centre; required by Federal Law to cater alcohol.
3. All liquor caterers must secure proper catering licenses from the City of Cape Girardeau Missouri Division of Liquor Control.
4. All liquor caterers must have proof of \$1,000,000 liability insurance in force.
5. All liquor caterers must pay 20% of all net liquor sales to the Osage Centre Repair and Replacement Fund within 60 days of the event.
6. Liquor pricing will be determined by caterer and building client.
7. All liquor sales must end at 12:00 AM per event, per Missouri State Law.

APPROVED CATERER LIST

Celebrations	573.334.8330
Chartwell's	573.651.2536
Dexter BBQ	573.334.9600
Smokehouse 61	573.625.1190
Fazoli's	573.651.6099
Gordonville Grill	573.243.7431
Great Boars of Fire	618.833.5858
Honey Baked Ham	573.334.1963
Lil Country Store	573.243.7431
McAlisters Deli	573.332.7300
My Daddy's Cheesecake	573.335.6660
Pilot House	573.334.7106
Port Cape Girardeau	573.334.0954
Qdoba Mexican Grill	573.332.1885
Ray's	573.332.1118
Saffron	573.651.1398
Say Grace	573.579.8525
Stooges	573.204.7187
Tractors	573.243.0340
West End Tavern	573.824.5281
Chick-fil-A	573.651.4600

All caterer's subject to Catering Policies.



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MAIN FLOOR & MEETING ROOM

FOOD & DRINK ORDER FORM

DATE _____

☐ ROOM 1A

☐ ROOM 2

☐ ROOM 4B

EVENT _____

☐ ROOM 1B

☐ ROOM 3

☐ ROOM 4AB

TIME _____

☐ ROOM 1AB

☐ ROOM 4A

☐ MAIN FLOOR

ITEM	PRICE	QTY.	SERVING TIME	DESCRIPTION	TOTAL
SODA (Each)					
ICED TEA URN (30 - 10oz. Cups)					
LEMONADE (5 Gallons)					
JUICE (Each)					
BOTTLED WATER (Each)					
HOT CHOCOLATE (Each)					
PUNCH BOWL					
COFFEE 1/2 URN (20 - 8oz. Cups)					
COFFEE FULL URN (40 - 8oz. Cups)					
COFFEE (60 - 8oz. cups)					
DONUTS (1 Dozen)					
DANISHES (Case of 24)					
MEGA MUFFINS (9 Count)					
BAGELS (1 Dozen)					
SUB TRAY (Feeds 25 People)					
VEGETABLE TRAY					
FRUIT BOWL (Seasonal)					
COLE SLAW (Feeds 10-15 People)					
POTATO SALAD (Feeds 10-15 People)					
INDIVIDUAL BAG OF CHIPS (Each)					
COOKIES (1 Dozen)					
CHEX MIX (1 Large Bag)					
DORITOS (Double Bag)					
LAYS ORIGINAL (Double Bag)					
LAYS BBQ (Double Bag)					
TRAIL MIX					
CREAM CHEESE (Plain)					
SINGLE TEA BAG/HOT WATER					
ICE WATER (Small Cups)	No Charge				

Please call for pricing.



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