



FACILITIES USE INFORMATION AND APPLICATION

MTLVERCC

About the Facility

The M.W. Boudreaux Memorial Visitor Center is located at Clarence Cannon Dam and Mark Twain Lake in Northeastern Missouri. It is operated and managed by the U. S. Army Corps of Engineers with support from the Mark Twain Lake Visitors and Educational Resource Center Committee (a non-profit organization). The Visitor Center is located in the M.W. Boudreaux Recreation Area off Highway J, south of Cannon Dam, twelve miles south of Highway 24/36 (Monroe City) and nine miles north of Perry, Missouri. The Visitor Center is open daily 9:00 a.m. to 5:00 p.m. Admission is free. The Visitor Center is closed Thanksgiving Day, Christmas Eve and Day and New Years Day and other winter holidays.

The Mark Twain Lake Visitor and Educational Resource Center Committee invites all interested parties to consider the Center 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 Visitor Center, but must take place after established public hours. 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 Events Manager at 573-565-2112. The Events Manager will assist with 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.

Spaces Available

The Visitor Center is a 6,000 sq. ft. facility consisting of a grand lobby, exhibit gallery, a multi-purpose community room, covered outdoor amphitheater style classroom and large viewing patio just outside the lobby and community room.

Exhibit Gallery and Lobby:

Availability: 5:00 pm to 9:00 pm

Capacity: 75 guests

Fee: \$250 for 4 hours

Multi-purpose Community Room: (seats 75) Meeting space, including use of the small kitchenette with refrigerator, ice maker, sink and microwave.

Availability: 9 a.m. until 9 p.m.

Capacity: 75 guests **Fee:** \$150 for 4 hours; \$250 for 8 hours

Executive Conference Room: Wi-fi available. TV/DVD player available.

Availability: 9 a.m. – 9 p.m.

Capacity: 10 seat conference table **Fee:** \$25 for 4 hours, \$50 for 8 hours

Covered Outdoor Classroom: amphitheater style shelter with fire ring.

Availability: 9 a.m. until 9 p.m.

Capacity: 25-30 guests

Fee: \$50

Active members of the Friends of Recreation and Environmental Stewardship Council (FOREST) at Mark Twain Lake will receive a 50% discount for the facility fees. Approved activities must be established to receive this discount.

Federal, State, and Local Government agencies as well as 501 C 3 organizations may qualify for a waiver of fees.

Special circumstances will be addressed on a case by case basis.

Equipment Use

A limited number of tables and chairs are available for use in the multi-purpose community room, or patio. Any additional equipment and supplies are the responsibility of the applicant.

- 12 - 30 x 96 tables
- 10 - 5-ft. round tables
- 75 stackable chairs

Restrictions

The following restrictions apply to the use of the facility 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, tack or nails on walls
- All decorations must be approved in advance

Important Information

- **Period of Use.** Use of the facilities is limited to the times specified. Setup and cleanup must take place during those times, and is the sole responsibility of the applicant. 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 designated time frames.
- **Receipt of Required Fees.** Fees and deposits must be received by the Committee no later than seven (7) working days prior to the event date. **NO REMINDERS WILL BE SENT.** If use fee deadlines are not met, access to the facility will be denied.
- **Damage Deposit.** A damage/cleaning deposit consistent with the level of facilities use may be required, and will be specified as a special condition. A damage deposit/cleaning of \$250 is standard, however, the amount of the deposit required will be adjusted based on the scope of the event. Damage to public property by the applicant and their guests is the responsibility of the applicant. Cost of repair or replacement of damaged items or facilities shall be deducted from the applicant's damage deposit or billed directly to the applicant if costs exceed the damage deposit.
- **Food and Beverage Restrictions.** *All food and alcoholic beverages must be arranged in advance with the Events Manager's approval.* Alcoholic beverages are limited to beer and wine. 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. The applicant must comply with all applicable health and sanitation standard and codes.
- **Cancellation.** If the event is cancelled, the entire use fee will be refunded if the cancellation is received by the Events Manager 48 hours in advance of the reservation date. If the cancellation is received less than 48 hours before the reservation date, fifty percent (50%) of the use fee will be refunded. Any false information given by the applicant on the application form or non-compliance to the conditions of the application is grounds for cancellation by the Corps or the Committee.
- **Parking.** Parking at the Visitor Center is free; however, parking is strictly limited to the designated spaces in the lot. (total 86 spaces)
- **Security arrangements.** The Committee/Corps shall have a representative available and on site during any event.

- **Transference.** The permission for the use of the facilities may not be transferred or assigned to any other party without the consent of the Committee, in writing.
- **Liability.** Neither the Committee nor the U.S. Army Corps of Engineers are responsible for any personal injuries or damage to personal property and equipment brought onto the premises by the applicant or their guests. Proof of liability insurance may be required.
- **Music.** Music will only be permitted at events held during times when the Visitor Center is not open to the public. If music is to be provided by the applicant, it must be approved in advance of the event. The Committee and the Visitor Center staff reserve the right to regulate the volume of music during the event.
- **Tours:** *Tours of the Visitor Center structure **may** be made available upon request to groups of 25 or less. Tour arrangements must be made in advance.*
- **NATIONAL EMERGENCY.** The M.W. Boudreaux Memorial Visitor Center is a federal facility. 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 an event at the sole discretion of the Mark Twain Lake Operations Manager. In the case of cancellation due to national emergency, the Events Manager shall notify the permittee immediately that the facility will not be available and a full refund of any facility fees or deposits that the applicant 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.