



# SHAW NATURE RESERVE

MISSOURI BOTANICAL GARDEN



## *Special Events*

**Weddings | Ceremonies | Receptions**

Let the 2,400 acres of Shaw Nature Reserve provide a beautiful backdrop for your next special event.

**307 Pinetum Loop Rd. | Gray Summit, MO 63039  
(314) 577-9555 | [shawnature.org](http://shawnature.org)**

Thank you for considering Shaw Nature Reserve, a division of the Missouri Botanical Garden, to host your upcoming wedding or special event. Established in 1925, the Nature Reserve is dedicated to restoring native Missouri habitat while providing enriching educational opportunities. Located in Gray Summit, just 30 minutes from St. Louis and right off of Interstate 44, the Nature Reserve offers comfortable amenities surrounded by nature.

Shaw Nature Reserve is an ideal location for those looking to hold a special event in an outdoor setting. We are currently able to accommodate up to 100 people for a ceremony at multiple outdoor locations, as well as a reception at our covered Glassberg Pavilions.

If you are interested in scheduling an event at Shaw Nature Reserve or if you have any questions after reviewing this packet, please contact:

**Bailie Kleekamp, Events and Outreach Coordinator**  
**(314) 577-9529 or [bkleekamp@mobot.org](mailto:bkleekamp@mobot.org)**



## *Ceremony* | \$800

- Up to 100 guests
- Four-hour rental (includes, set-up, ceremony, and take-down) with the option to purchase additional hours
- One-hour for rehearsal the day before for up to 20 people (set-up not included)
- One Glassberg Pavilion reserved OR lakeside by Pinetum Lake OR Crescent Knoll Overlook OR Bascom House lawn
- Classic white folding chairs for your expected number of guests
- A unique gate access code to share with your guests
- Optional access to Ready Room located in the Bascom House
- Access to electricity (Glassberg Pavilions only)
- Guest general admission to Shaw Nature Reserve included

All A/V equipment must be provided by the renting party. Ceremony chairs will be picked up by SNR staff one-hour after ceremony begins. If used, Ready Room needs to be cleared of items one-hour after ceremony begins. Full details of rental policies and guidelines will be available in the rental agreement. Ceremony rentals may start no earlier than 9 a.m. and conclude no later than 5 p.m.

## *Lunch or Cocktail Reception* | \$250

Optional add-on to ceremony package

- Up to 100 guests (enough seating for 40 guests at picnic tables included in price)
- Up to 60 guests seated at alternative tables and chairs at additional cost
- Four-hour rental of one Glassberg Pavilion
- Access to electricity

All A/V equipment must be provided by the renting party. Additional rectangle or circle tables may be provided at an additional cost. Full details of rental policies and guidelines will be available in the rental agreement. Reception rentals may start no earlier than 9 a.m. and conclude no later than 5 p.m.

# Catering

All catering scheduling is to be provided by the event party. It is up to the event party to provide accurate information regarding the reception site and amenities.

Alcohol is only permitted when served by a licensed, approved caterer.

Please be conscientious about waste and dispose of trash in proper receptacles.

## Additional Rentals

### TRANSPORTATION | \$200

Golf cart transportation for guests and bride to ceremony site available for one hour before and 30 minutes following ceremony.

### TOSSABLE ITEMS

Choose from tossable leaf confetti, or individual vials of bubbles:

\$10 per 10 units

### WEDDING FAVORS

"Let Love Grow" seed packet with Missouri native seeds to take home and grow:

\$15 per bundle of 10 seed packets

### YARD GAMES | \$100

Enjoy yard games set up at your reception site. Giant checkers, yard Jenga, giant Connect Four, and one cornhole set.

### WEDDING ARBOR | \$100

A gorgeous arbor created from re-purposed honeysuckle removed for ecological restoration.

### TABLES

- **Cocktail tables**

4 available: \$25 each

- **8 ft. rectangle tables**

6 available: \$30 each

8 chairs included for receptions

- **6 ft. rectangle tables**

6 available: \$30 each

6 chairs included for receptions

- **6 ft. round tables**

6 available: \$40 each

6 chairs included for receptions

*Renters will need to provide their own table linens*



# Photography Backdrop | \$100

Included in ceremony rentals at no extra cost (photographer not included)

- **Reserve one scenic location for an hour with signage to reduce visitor traffic.**
- **Easy bulk payment system for up to 20 people**
- **Upon payment, you will receive a unique gate access code to share with your party members (included in wedding and other ceremony rentals at no extra cost)**

Parking is allowed only in designated areas. Please do not pull over and park along the side of any roads. Horticulture staff works diligently in creating manicured garden beds; we ask that you be respectful and do not pick plants and stay on the walking paths. Shaw Nature Reserve does not allow the use of large props or furniture. Contact your Event Coordinator to discuss ideas on fitting locations for photoshoots. Upon arrival, one party member will need to check-in at the Visitor Center. All other vehicles may proceed to the lift arm gate and use the shared access code.

## Policies and Regulations

Please be aware of the following policies and regulations.

**The renting party is responsible for sharing this information with all guests.**

- No open flame candles or fire. Smoking, including electronic cigarettes, is not permitted anywhere at Shaw Nature Reserve.
- Please be advised that there is limited water availability at the Glassberg Pavilions for your reception and no access to a kitchen. We encourage you to bring water jugs pre-filled with water.
- Decorations cannot be hung with any type of nail, tack, or adhesive. Decorations can only be tied with string to existing structures.
- All wedding attendees must exit property by posted closing time unless otherwise planned with Events Coordinator.
- The use of rice, birdseed, potpourri, glitter, and plastic confetti is strictly prohibited. This includes synthetic flowers/pedals. Please ask your Events Coordinator for recommendations on acceptable items to be tossed.
- Shaw Nature Reserve has a no-pet policy; only leashed service animals are permitted.
- View the list of Shaw Nature Reserve policies at [missouribotanicalgarden.org/visit](http://missouribotanicalgarden.org/visit)



# *Suggested Planning Schedule*

## **10–18 MONTHS**

We can schedule special events 18 months before their intended date.

Schedule a site visit to choose your location and discuss details with the Shaw Nature Reserve Events Coordinator.

## **8–10 MONTHS OUT**

Send in your signed Special Event Agreement to the Nature Reserve Events Coordinator.

Send in non-refundable deposit within 7 days of signing agreement.

Review recommendations for your caterer, photographer, florist, music, and officiant.

## **4–8 MONTHS OUT**

Finalize details with your photographer, florist, music, and officiant.

## **2–4 MONTHS OUT**

Mail your invitations including directions to Shaw Nature Reserve provided by the Events Coordinator.

Finalize “additional rentals” with the Events Coordinator.

## **1–3 MONTHS OUT**

The balance of your invoice is due a month before event date (no exceptions).

Finalize itinerary for the rehearsal and event day and send to Events Coordinator.

## **1 WEEK OUT**

Designate a backup person to relay information or make decisions on your behalf on your event day.

## **DAY BEFORE**

Attend one-hour rehearsal at the Nature Reserve.

Make sure all necessary decorations and ceremony/rehearsal items are packed.

Get a good night's sleep.

## **DAY OF**

Take a deep breath and relax, you've got this.

Most importantly, enjoy your special day and soak up every minute. Congratulations!

# *Frequently Asked Questions*

## **IS THERE ELECTRICITY AT THE GLASSBERG PAVILIONS?**

Yes! There are multiple outlets in both of the Glassberg Pavilions. Renting party must provide all necessary extension cords and power strips.

## **WHAT IF THE WEATHER IS NOT LOOKING GOOD FOR OUR SCHEDULED EVENT?**

Unfortunately, Shaw Nature Reserve is currently unable to provide an indoor space for large special events. The Glassberg Pavilions will give ample amount of cover during light rain.

## **CAN WE BRING IN OUR OWN ALCOHOL?**

Only alcohol provided and served by a licensed caterer is permitted at Shaw Nature Reserve.

## **CAN WE PUT UP DECORATIONS AT THE GLASSBERG PAVILIONS?**

Yes! Decorations must be hung by string only; no nails, tacks, or adhesive. Renting party must provide their own ladder to decorate. Please be mindful of the gardens and plantings at the Pavilions and surrounding areas.

## **ARE WE ABLE TO DECORATE THE GLASSBERG PAVILIONS THE DAY BEFORE OUR EVENT?**

We do not encourage decorating for your event the day before. Shaw Nature Reserve is open to the general public and we cannot guarantee the safety of your personal property. You are allowed to decorate within your agreed upon rental time.

## **HOW LONG WILL MY GATE ACCESS CODE WORK?**

Your gate access code will work only on the day of your event.

## **CAN WE BRING OUR OWN TABLES AND CHAIRS?**

Yes! You may bring your own tables and chairs. These items will only be allowed on the concrete patio under the Glassberg Pavilions and may only be set up during within your reservation period. All items must be taken home within your reservation time-frame.

## **WHAT TIME OF YEAR IS BEST FOR AN OUTDOOR CEREMONY/ RECEPTION? WILL PRESCRIBED BURNING BE AN ISSUE?**

Shaw Nature Reserve is beautiful year-round! Being a nature reserve, there is active management practices to ensure our habitats stay healthy. This could include prescribed burning. Burning typically occurs later November to late February. By late April, vegetation is already growing back and is around shin-high!





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