



Special Events

Ceremonies | Elopements | 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**

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





Ceremony | \$950

- 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 (ceremony set-up not guaranteed)
- Private reservation of one of our premium locations: one Glassberg Pavilion, Glassberg Pavilion ceremony nook, Bascom House lawn, lakeside by Cypress Lake, or Crescent Knoll Overlook (limited to 40 guests)
- Classic white folding chairs for your expected number of guests
- Optional access to Ready Room located in the Bascom House
- Access to electricity (Glassberg Pavilion and Bascom House lawn only)
- Guest general admission to Shaw Nature Reserve included
- Reservation of one Glassberg Pavilion as rainy day back-up
- Parking reserved for attending guests
- Tickets for one free visit for up to 5 guests to take second look after booking
- All A/V equipment and supporting materials must be provided by the renting party

Ceremony chairs will be picked up by Shaw Nature Reserve 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 4 p.m.*



Lunch or Cocktail Reception | \$300

Optional add-on to ceremony package

- **Maximum of 60 guests**
 - **8 picnic tables included in price**
 - **Rectangle tables and chairs available at additional cost of \$500. Ask us about our suggested reception layouts**
- **Full day rental from 9 a.m.–4 p.m. for ceremony and reception**
- **Access to electricity**
- **All A/V equipment and supporting materials must be provided by the renting party**

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 4 p.m.*



Elopement | \$400

Cannot be scheduled more than 2 months in advance.
Scheduled based on availability.

- Up to 20 guests
- 20 classic white folding chairs
- Reservation of one pre-approved location for two-hours (excluding the Glassberg Pavilions, Glassberg Pavilion ceremony nook, Bascom House front lawn, and Crescent Knoll Overlook)
- Private signage to reduce visitor traffic
- Guests general admission to Shaw Nature Reserve included
- Additional rentals, rehearsal, ready room, and rainy-day back-up not available

Full details of rental policies and guidelines will be available in the rental agreement. *Elopement rentals may start no earlier than 9 a.m. and conclude no later than 4 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. A kitchen is not available on site. A catering tent may be made available at an additional cost. Catering tables may be available depending on availability of reception layout. Caterer may bring their own tables.

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 | \$300

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

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

Table rental for ceremonies, based on availability, at \$30 each. *Table and chair rental for receptions available for up to 60 guests at \$500. Ask us about our suggested reception layouts.*

- **Cocktail tables**
4 available
(31" diameter, 43" tall)
- **8 ft. rectangle tables**
- **6 ft. rectangle tables**
- **6 ft. round tables**

Renters will need to provide their own table linens, A/V equipment, and extension cords. Renters are responsible for all coordination with vendors.

CATERING TENT | \$150

Weighted 10'x10' tent that may be used for catering outside of the Glassberg Pavilion or for other pre-approved use.

Photography Backdrop | \$100

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

- **Reservation of one pre-approved location for one hour with signage to reduce visitor traffic.**
- **Easy bulk payment system for up to 20 people**

Drones are not permitted at Shaw Nature Reserve unless a licensed operator submits a liability and insurance application. 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.

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, balloons, 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 **shawnature.org**



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 14 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

Ceremony and reception rentals must be scheduled at Shaw Nature Reserve at least 3 months in advance. If your event is sooner than 3 months, ask us about our elopement package.

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?

Yes! There are multiple outlets in both of the Glassberg Pavilions and a ground outlet at the Bascom House lawn. Renting party must provide all necessary extension cords and power strips.

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

Renters understand that they are planning an outdoor event. Shaw Nature Reserve does not have a indoor location for large special events. The Glassberg Pavilions will give ample amount of cover during light rain. Refer to your rental agreement for specific inclement weather details.

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?

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. Please no fresh flower petals, rice, birdseed, potpourri, glitter, balloons, or and plastic confetti.

HOW EARLY CAN WE COME IN TO DECORATE?

Your decoration time is included in your rental time frame. To respect our staff's time setting up for your event, please do not arrive earlier than your rental time frame. If you need more time, ask about purchasing additional hours.

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 late October to March. The area around the Glassberg Pavilions will be reserved without prescribed fire as a back-up throughout November. By late April, vegetation is already growing back and is around shin-high!

ARE WE ABLE TO BRING DRONES FOR PHOTOGRAPHY?

Drones are not permitted at Shaw Nature Reserve unless a licensed operator submits a liability and insurance application.

DOES THE 100 GUEST LIMIT INCLUDE THE WEDDING PARTY?

Due to our limitations on parking, we ask that rentals keep their event attendance as close to 100 as possible. We encourage guests to carpool. Maximum attendance for ceremonies with the wedding party included is 110 people with 100 chairs provided. Maximum attendance for receptions is limited to 60 people total.

CAN WE COME FOR A SECOND VISIT?

Absolutely! If you would like to take a second look at your reserved locations after officially booking, we offer one free visit for up to 5 guests prior to your rental date. Tickets must be registered through your Shaw Nature Reserve Event Coordinator. All future visits will need to include purchasing a general admission ticket to Shaw Nature Reserve.





SHAW NATURE RESERVE

307 Pinetum Loop Rd. | Gray Summit, MO 63039

(314) 577-9555 | shawnature.org

© 2022 Missouri Botanical Garden

Photography by Matilda Adams, Baillie Kleekamp, and Bailee Starr.