



*Meetings & Banquets*



Located on the campus of College of the Ozarks, The Keeter Center is an ideal location for any event.

One can find everything from intimate, elegantly-appointed meeting rooms to state-of-the-art conference facilities, all complimented by on-site four-star accommodations and fine dining.

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## MEETINGS AND SOCIAL EVENTS

### THE ROYAL OAK FORUM

The Royal Oak Forum is designed for a relaxed learning environment with 320 executive-style seats, which include ergonomically-correct lap desks. This room is supported by a powerful T1 wireless connection. The integrated premium sound and lighting system, with rear-screen LCD projection, allow for seamless presentations.



**THE ROYAL OAK FORUM**

### LEADERSHIP CONFERENCE ROOMS

The leadership conference rooms are elegantly-appointed spaces designed specifically for smaller meetings. Views of the Ozark's landscape enhance the atmosphere while state-of-the-art AV systems and wireless internet remind you that you're still in the 21st century.



**LEADERSHIP CONFERENCE ROOM**

### SILVER DOLLAR CITY PARLOR

Our 4,300 square-foot Silver Dollar City Parlor offers the area's most unique setting for banquets or weddings. This elegant space features twin 20 foot stone fireplaces, hardwood floors and French doors leading to a covered 2,700 square-foot veranda, revealing an unprecedented view of the pastoral College of the Ozarks campus and Branson skyline.



**SILVER DOLLAR CITY PARLOR**

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## CATERING PROCEDURES AND ARRANGEMENTS

**GUARANTEES** In arranging private functions, the guaranteed attendance must be specified and communicated to the Catering Office by noon, 72 business hours prior to the function date. Guarantees for functions held on Sunday, Monday and Tuesday are due by noon the preceding Thursday. This number will be considered a guarantee and is not subject to reduction; charges will be made accordingly. Any food and beverage changes submitted within 72 hours of the event will be subject to service fees. If a guarantee is not given to the Catering Office on the date it is due, the lower number on the contract will automatically become the guarantee.

**SERVICE CHARGE AND TAXES** All service charges, unless otherwise specified, are subject to our customary Banquet Service Charge of 20% and Missouri state sales tax. In the event that your organization is tax exempt, we are required by law to have a copy of your Federal tax-exempt certificate on file prior to the event.

**ENTERTAINMENT AND DECOR** The ambiance of your function can be enhanced with flowers, music and specialty linens. We have a wide range of recommended sources for these services. Should you choose to make these arrangements yourself, kindly supply us with a list of your vendors so that we may assist them in servicing your needs. All deliveries must be coordinated through the Catering Office. The Keeter Center will not permit the affixing of anything to the walls, floors, windows or ceilings throughout the property.

**FOOD AND BEVERAGES** The Keeter Center must supply all food and beverage service. No outside items will be permitted. Guest may not remove food or beverage from the premises without signing a waiver of liability.

**AUDIO-VISUAL** For your convenience, we have in-house state-of-the-art audio-visual equipment to satisfy all your needs. All equipment must be supplied by The Keeter Center and an audio-visual technician is required for most applications. Additional fees are applicable.

**FUNCTION ROOMS** Function rooms are assigned by the Catering Office according to the guaranteed number of attendees. The Keeter Center reserves the right to make room changes if another room is more suitable for the group's attendance. Room rental fees are applicable if group drops below the estimated attendance at the time of booking. Additional fees will apply for meetings, wedding ceremonies and events with special set-up requirements.

**OUTDOOR FUNCTIONS** The Keeter Center reserves the right to make the final decision to use indoor facilities in the case of inclement weather on the day of the event. Outdoor entertainment must be pre-approved.

**SIGNS AND DISPLAYS** The Keeter Center reserves the right to approve all signage. All signs must be professionally printed. Signs are not allowed on the guest room levels, elevators or building exterior. All signs must be free-standing or placed on an easel. The Keeter Center staff will assist in placing all signage. Depending on labor and equipment involved, a charge for the services will apply.

**METHODS AND CONDITIONS OF PAYMENT** A non-refundable deposit of 25% is required for all functions, with the balance payable no later than one (1) week prior to the event. Incidental charges that occur during your event must be settled at the conclusion of your event.

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**DEPOSITS** The following deposits are required to reserve banquet space:

~ \$200.00 for groups of 25 - 50 persons.

~ \$500.00 for groups of 51 - 100 persons.

~ \$1,000.00 for groups of 100 or more.

Deposits are refundable if a written notice is received thirty (30) days prior to the event.

**DAMAGE** As a patron, you are responsible for any damages done to the premises or any other part of The Keeter Center or the College of the Ozarks, during the period of time your invitees, employees, independent contractors or other agents are under your control, or the control of any independent contractors hired by you. The Keeter Center may require a certificate of insurance from any subcontractors or agents you engage, providing adequate financial responsibility in the event of loss or damage to any College property. As such, The Keeter Center shall be named as additional insured on the certificate of insurance.

**ALCOHOL, TOBACCO & PETS** Please be advised The Keeter Center and College of the Ozarks prohibits pets and the use of alcohol and tobacco at any of its facilities.

**THE ROYAL OAK FORUM** No food or beverages are allowed in the Royal Oak Forum Auditorium.

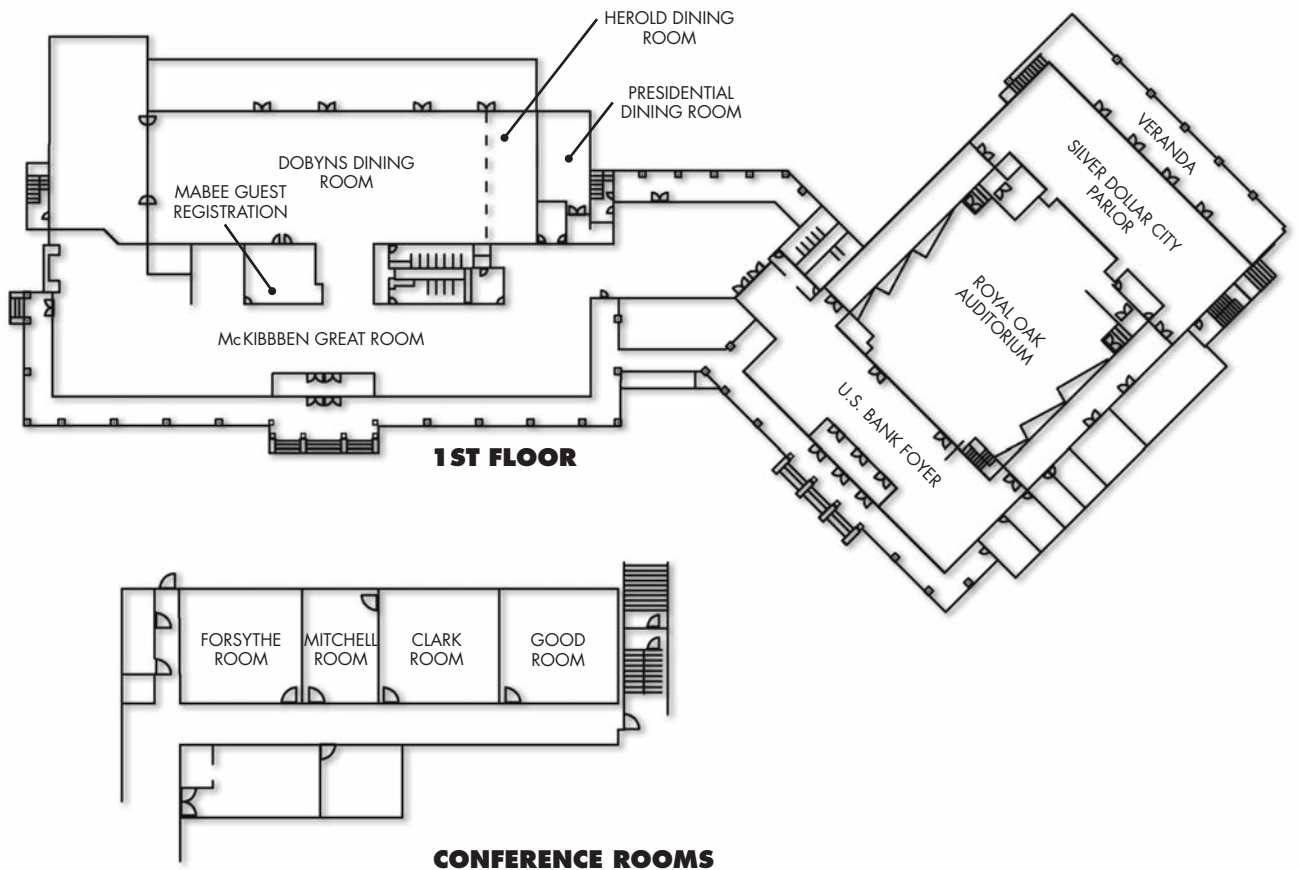
**EVENT RESTRICTIONS** In respecting the student work environment at The College of the Ozarks all events must conclude at 9:00pm Sunday through Thursday and 10:00pm Friday and Saturday.

**LOST AND FOUND** The Keeter Center does not accept any responsibility for the damage or loss of any merchandise or articles left in The Keeter Center, prior to, during or following our patron's event.

**SHIPPING & RECEIVING** All incoming packages should be addressed to your catering and events coordinator and marked with the company's name and date of your meeting. There is a \$5.00 charge per box for each box received at The Keeter Center. Because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. A storage fee of \$15.00/ per day, per box will be applied to any materials shipped earlier than three days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company; your event coordinator can assist you with these arrangements.

This is general information, please contact your Event Coordinator for full terms and policies.

ROOM	CAPACITY	SQ FT	BANQUET	RECEPTION	THEATRE	CLASSROOM
ROYAL OAK AUDITORIUM	60 X 80 X 20	4800	N/A	N/A	500	320
SILVER DOLLAR CITY PARLOR	118 X 34 X 17	4012	220	350	300	150
VERANDA	118 X 23 X 13	2714	150	150	N/A	N/A
U.S. BANK FOYER	118 X 37 X 17	4366	N/A	350	N/A	N/A
FORSYTHE ROOM	26 X 25 X 8	650	32	30	40	27
CLARK ROOM	26 X 25 X 8	650	32	30	40	27
GOOD ROOM	26 X 25 X 8	650	32	30	40	27
MITCHELL ROOM	26 X 15 X 8	390	20	20	24	15
DOBYNS DINING ROOM	157 X 53 X 11	8321	350	350	N/A	N/A
PRESIDENTIAL DINING ROOM	25 X 15 X 11	375	28	28	N/A	28
HEROLD DINING ROOM	25 X 25 X 11	625	60	50	N/A	30



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## DIRECTIONS TO THE KEETER CENTER

### FROM SPRINGFIELD-BRANSON REGIONAL AIRPORT SPRINGFIELD, MISSOURI:

- Turn right from airport onto W. Kearney St./Mo-744 E.
- Turn left onto US-160 W / W. Bypass
- Merge onto I-44 East
- Merge onto US-65 South via exit number 82A
- Exit Business Hwy 65, Hollister
- Turn right. The Keeter Center is 300 yards further, across the street at stop light.

**Total time 1 hour Est. distance 55 miles**

### FROM TULSA INTERNATIONAL AIRPORT TULSA, OKLAHOMA:

- Go south on Airport Dr. towards E. Young Pl.
- Turn right onto E. Virgin St.
- Merge onto OK-11 via the ramp- on the left- towards I-244/ Tulsa/ Joplin
- Take US-412 East.
- Merge onto I-44 East towards Joplin (Portions toll)
- Merge onto James River Freeway via exit number 69 towards Route 60
- James River Freeway becomes US-60 East
- Merge onto US-65 South towards Branson
- Exit Business Hwy 65, Hollister
- Turn right. The Keeter Center is 300 yards further, across the street at stop light.

**Total time 3½ hours Est. distance 218 miles**

### FROM ST LOUIS

- Take I-44 West to Hwy 65, exit 82A
- Turn left toward Branson
- Exit Business Hwy 65, Hollister
- Turn right. The Keeter Center is 300 yards further, across the street at stop light.

**Total time 4 hours Est. distance 254 miles**

### FROM KANSAS CITY

- Take US-13 south to I-44
- Take I-44 east to Hwy 65, exit 82A, toward Branson
- Exit Business Hwy 65, Hollister
- Turn right. The Keeter Center is 300 yards further, across the street at stop light.

**Total time 3½ hours Est. distance 214 miles**

### FROM LITTLE ROCK NATIONAL AIRPORT LITTLE ROCK, ARKANSAS:

- Go south on Annie M. Bankhead Dr./ Bankhead Dr.
- Merge onto I-440 West towards I-30/ Downtown/ Hot Springs/ Texarkana
- Merge onto US-65 North via exit number 138A towards Downtown
- Take the US-65 North exit – exit number 125- towards Harrison
- Turn slight Right onto US-65
- Turn Right onto US-62/ US-412/ US-65. Continue to follow US-65 North towards Branson
- Exit Business Hwy 65, Hollister
- Turn left. The Keeter Center is 350 yards further, across the street at stop light.

**Total time 3 hours Est. distance 173 miles**

### FROM SPRINGDALE, ARKANSAS:

- Take US-412 east toward Harrison
- Turn left onto US-65 toward Branson
- Exit Business Hwy 65, Hollister
- Turn left. The Keeter Center is 350 yards further, across the street at stop light.

**Total time 2 hours Est. distance 95 miles**



## THE KEETER CENTER

**One Opportunity Avenue, Point Lookout, MO 65726**

**417-239-1900 fax 417-335-8140 [www.keetercenter.edu](http://www.keetercenter.edu)**