Branson Meadows Events
4210 Gretna Road, Branson, Missouri 65616
(937) 632-3697 · info@bransonmeadowsevents.com

Event Policies & Procedures (SOP)

Updated September 25, 2026

These policies apply to every event held at Branson Meadows Events, 4210 Gretna Road, Branson, Missouri. Your signed rental agreement governs your event; where it differs from this document, the rental agreement controls. Your event coordinator is your single point of contact from first walkthrough to final load-out.

Booking and reservations

- Most Theater and Event Floor rentals are reserved 6 to 12 months ahead. We ask for at least 60 days' notice for any rental.
- A date is held once we receive the hold deposit. Dates are confirmed only by a signed rental agreement.
- The person signing the rental agreement must be at least 21 years old.
- We can host more than one group or event at the same time. Your agreement lists the spaces reserved for your exclusive use.

Deposits and payment

ITEM	AMOUNT	DUE
Hold deposit, Theater or Event Floor	$150 per rental day	When you reserve the date
Hold deposit, meeting room or boardroom	$50 per rental day	When you reserve the date
Rental deposit	Brings total paid to 50% of the estimated total	With the signed rental agreement
Remaining estimated balance	Balance of the estimate	Before your first rental day
Final reconciliation	Staffing, services, and any additional charges	Invoiced within 10 business days after the event, payable within 30 days

- Hold deposits are applied to your final bill.

- A damage deposit may be required before the agreement is signed, based on the event type, attendance, and production needs.

Changes and cancellation

- Changes to dates, spaces, times, or services must be requested in writing and are confirmed only when your coordinator confirms them in writing.
- Hold deposits and rental deposits are non-refundable.
- If you cancel, you remain responsible for any costs already incurred on your behalf, such as crew, catering orders, and rentals.

Insurance

- Every renter must carry general liability insurance of at least $1,000,000 per occurrence.
- Branson Meadows Events must be named as an additional insured.
- Your certificate of insurance is due 30 days before your first rental day.
- Any contractor who works in the building, including outside production companies and caterers approved to work on site, must provide the same coverage and certificate.
- Events serving alcohol must add host liquor liability coverage.

Access, load-in, and load-out

- All equipment, freight, and decor load in and out through the two loading docks. Loading through the front entrance is not permitted.
- Freight may arrive no more than 2 business days before your event and must be picked up within 2 business days after.
- Access times are set in your rental agreement. Your space is available only during the hours you have reserved.
- Anything left more than 48 hours after your event ends may be removed or disposed of at the renter's expense.

Production, staging, and technical

- House sound, lighting, video, and rigging are operated only by the Branson Meadows production crew. The Theater's $180,000 CODA sound system is run by our crew for every event.
- Stage events require a minimum crew of 3 technicians, billed on a 4-hour minimum call, with a meal break every 6 hours.
- Lighting, rigging, and staging plans are due at least 30 days before your event. Anything suspended overhead must be approved by our production team first.

- Outside production companies are welcome and work alongside our crew.
- Recording and livestreaming need advance approval and are scheduled with the production team.

Decor and signage

- No tape, nails, tacks, staples, or adhesives on walls, doors, floors, curtains, or furniture.
- No glitter, confetti, rice, birdseed, or spray-on makeup or body paint anywhere in the Theater. Removal is billed at cost.
- Helium balloons must be secured to a fixed weight. Mylar balloons are not permitted.
- All decor, fabric, and scenic materials must be flame retardant.
- Only venue staff hang anything overhead.
- Signs and decor must be approved by your coordinator before installation.

Fire and life safety

- Room capacities are set by the fire marshal and may never be exceeded. The Theater seats 540; no standing room or extra chairs are permitted in the Theater.
- Keep at least 48 inches clear at every aisle and exit. Nothing may be stored in hallways, exits, or behind the stage.
- Candles, open flame, flash pots, and pyrotechnics are not permitted. Foggers and hazers require advance approval from the production team.
- Floor plans for expos, trade shows, and banquet layouts are due 2 weeks before your event.

Food and beverage

- Branson Meadows Events provides complete food and beverage service, including concessions and bar service.
- Outside food and caterers require our prior written approval, and an approved caterer must carry the insurance listed above.
- Cakes and desserts from an outside bakery are welcome for celebrations and milestone events.

Alcohol

- Alcohol is served only by Branson Meadows Events bar service, arranged in advance. Outside alcohol is not permitted.
- Every guest served must be 21 or older with valid ID. Our servers may refuse service to anyone.
- Alcohol service follows Missouri law and ends at the time listed in your rental agreement.
- Events with bar service require security staffing (see below).

Security

- The venue sets security staffing for each event based on attendance, event type, and whether alcohol is served. Security costs are billed to the renter.
- Security must be paid before doors open. The venue may stop an event that does not follow these policies or that becomes unsafe.

Smoking

- Branson Meadows Events is smoke-free and vape-free indoors. Smoking is allowed only in the designated outdoor area.

Minors

- Guests under 18 must be supervised by an adult at all times.
- Events held for guests under 21 must end by midnight.

Cleanup and damages

- Leave your spaces as you found them: decor removed, trash bagged, and personal items taken.
- Cleaning beyond normal post-event cleaning is billed and may be deducted from your deposit.
- The renter is responsible for any damage to the building, furnishings, or equipment caused by the renter, guests, or contractors. Damage is billed at cost and may be deducted from your deposit.

Music licensing

- The renter is responsible for any licenses needed for music, video, or other copyrighted material performed or shown at the event.

Contact

Your event coordinator: (937) 632-3697, info@bransonmeadowsevents.com. Request a proposal at bransonmeadowsevents.com/venue/rfp.