



RENTAL AGREEMENT:

EVENT DATE _____ CONTRACT PERIOD _____

As a courtesy, the building will be opened at _____ for set-ups, deliveries, and decorating on the day of the event. Contract ending time is _____ . Event should end by _____ , and building cleaned & vacated no later than _____ .

LICENSEE _____

ADDRESS _____

PHONE / EMAILS _____

SPACE RESERVED _____

TOTAL AMOUNT DUE _____

DEPOSIT _____ FINAL _____ on or by _____

Licensor, Tulsa Historical Society, hereby grants to licensee a license to use the area stated above during the contract period. Licensee and his agent(s) shall abide by the attached rules and policies governing the use and operation of the Tulsa Historical Society. Licensee shall indemnify and hold harmless Tulsa Garden Center, Inc., Tulsa Historical Society, and the City of Tulsa from all liabilities, claims, or damages resulting from the actions of their member, guests or agents, including but not limited to any claims arising from the applicable Dram Shop laws of the State of Oklahoma.

RENTAL FEE

The rental fee covers only the specific hours and areas reserved on this agreement. If additional set-up or decorating time is required preceding the event, prior written arrangements must be made with the Events Coordinator and is subject to availability. Additional hours prior to 11:00pm are \$125 per hour. No portion of the rental fee is refundable if the event ends early.

Other additional charges may include, but are not limited to, Event Security, additional custodial, or excessive setup/clean-up. The cost of any repairs resulting from damage incurred during the event will be charged in conjunction with the signed credit card authorization form post event. Failure to limit occupancy & use to the designated areas and specified times will result in additional charges billed after the event.

POST CURFEW FEE (\$250.00 PER HOUR) _____HR(S) @ \$250.00 = \$ _____

Under City Ordinance # 10120, an 11:00 PM curfew is effective for Woodward Park Complex. This curfew may be waived upon approval of a Curfew Waiver and payment of \$250.00 for every hour after 11:00 PM. Curfew fee is NON-REFUNDABLE if the event ends early.

DOWNPAYMENT

A NON-REFUNDABLE / NON-TRANSFERRABLE down payment of (1/2) one-half of the total rental fee is required at the time this contract is signed. The down payment is a reservation for the date of the scheduled event in our facility, and is applied to the total rental amount. The final balance payment is due (2) months in advance of the event, or the final payment date listed above. If the balance is not paid by the event, the card on file will be charged the day of the event.

If the client cancels the event prior to the final balance due date, the down payment will be forfeited. If the event is cancelled on or after the scheduled final balance due date, the full and final payment amount will be immediately due and payable.

FLOORPLANS/VENDORS:

No later than (2) two weeks before the event, the licensee should meet with the Event Coordinator to establish a written floor plan showing placement of tables, chairs and other properties. Additionally, a written list of names, phone numbers and arrival times of vendors & service personnel must be submitted at that time.

Licensee Initials _____



NAME _____

FUNCTION _____ DATE _____

Please Initial the Following:

_____ If an outside or inside ceremony on the premises is planned, a 1 hour rehearsal may be scheduled on the evening before IF the building is available. Every effort will be made to accommodate a rehearsal, but if the opportunity arises to rent the building that evening – the rehearsal will need to be scheduled for early afternoon or another evening. Rehearsal time will be finalized 1 month prior to event.

_____ Use of THS chairs and tables is included in the rental price. THS staff will set-up the initial floor plan of THS tables and chairs. Any moving of tables and chairs during or after the event will need to be handled by the caterer or the client.

_____ Any use of confetti, rice, glitter, birdseed, fireworks (including sparklers), silly string, or other unique materials is strictly prohibited in the mansion or on the grounds. **NO SPARKLERS ARE ALLOWED. NO EXCEPTIONS.**

_____ I understand Tulsa Historical Society will keep a copy of my credit card on file in the event of contract additions or violations. I authorize THS to charge my card in the event of contract modification. If damages or losses occur as a result of actions of members, guests, or agents of licensee, I understand I will be charged for all damages and/or losses to persons and/or the Tulsa Historical Society and surrounding City of Tulsa property.

WAIVERS:

_____ 1. ALCOHOL – Licensee **will / will not** serve alcoholic beverages. **All events with alcohol will be charged an additional \$100 security fee.** If alcohol is served, the Licensee **MUST** hire a state licensed bartender to serve all alcohol from a common bar area. Bartender must have a copy of their license at the event and is not allowed to consume alcoholic beverages during the event. Failure to comply will result in inability to serve and the bar will be shut down. The Events Director reserves the right to determine the number of guards staffed, based on event capacity and needs.

_____ 2. AMPLIFIED MUSIC* – The Licensee **will / will not** have amplified music played at their event. The Licensee will provide all amplification equipment.
**Amplified music outside the facility on the grounds for a sustained length of time is prohibited by City Ordinance; however, amplified music may be played outside for a wedding ceremony on the grounds for a brief time span. THS staff reserves the right to control the decibel level of all amplification.*

_____ 3. CURFEW WAIVER – Licensee has requested a CURFEW WAIVER of _____ hour(s) past Park Curfew of 11:00pm. Each hour requires a \$250 fee. Event will end at _____, and the building will be vacated and locked by _____. Curfew Waiver can be requested up to 1 week before your event date. **THIS FEE IS NON-REFUNDABLE IF THE EVENT ENDS EARLY.**

I acknowledge that I have read the above policy waivers, have supplied correct and truthful information and agree to comply with all Tulsa Historical Society policies.

LICENSEE: _____ LICENSOR _____

Cristen Burdell, Event Coordinator
The Mansion at Woodward Park +
Tulsa Historical Society

DATE OF SIGNATURES _____



Private Event + Wedding

4 pm – 11 pm | Early entry may be added for an additional \$125 per hour | Curfew extensions are available for \$250 per hour
The Downstairs Exhibit Hall may be contracted during your event for an additional \$100 per hour

Saturday

- **Travis Room** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,750**
- **Hall of Fame** | Hall of Fame and Kitchen **\$1,200**
- **Tulsa Historical Society** | Travis Room Package + Hall of Fame **\$2,500**
- **Tent Pad** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,750**
Tent rental must be arranged and labored by Lessee
- **Ceremony Only** Choice of Veranda or Travis Room + Upstairs Ladies' Powder Room **\$1,000**
- **A/V Conference Room** **\$500**

Friday or Sunday

- **Travis Room** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,375**
- **Hall of Fame** | Hall of Fame and Kitchen **\$950**
- **Tulsa Historical Society** | Travis Room Package + Hall of Fame **\$1,950**
- **Tent Pad** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,375**
Tent rental must be arranged and labored by Lessee
- **Ceremony Only** Choice of Veranda or Travis Room + Upstairs Ladies' Powder Room **\$800**
- **A/V Conference Room** **\$400**

Monday-Thursday

- **Travis Room** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,000**
- **Hall of Fame** | Hall of Fame and Kitchen **\$700**
- **Tulsa Historical Society** | Travis Room Package + Hall of Fame **\$1,400**
- **Tent Pad** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,000**
Tent rental must be arranged and labored by Lessee
- **Ceremony Only** Choice of Veranda or Travis Room + Upstairs Ladies' Powder Room **\$600**
- **A/V Conference Room** **\$300**

Small Gathering + Meeting

Monday - Thursday 8am - 11pm | Friday - Sunday 8am - 2pm | Rate per hour | Two hour Minimum

- **Travis Room** **\$260**
+ West End of the Hall of Fame and Kitchen
- **Hall of Fame** **\$200**
+ Kitchen (Not available for set up until 4:00pm
Tuesday-Saturday)
- **Tulsa Historical Society** **\$370**
Travis Room Package + Hall of Fame
- **Tent Pad** **\$185**
Tent rental must be arranged and labored by Lessee
- **Veranda** **\$75**
- **A/V Conference Room** **\$100**



Furniture Included in Rental:

- 250- Black, padded stacking chairs
- *May only be used for Indoor Events*
- 150- White resin folding garden chairs
- 25- 60” round tables
- 13- 8 ft x 30” rectangular tables
- 10- 30” round TALL bistro tables
- 1- 48” round table
- 1- 6 ft x 30” rectangular tables

Audio / Visual Equipment*:

- If contracted prior to event (and available for event) two stand-alone speakers with wireless hand-held and/or lapel microphone may be used at no additional charge
- If contracted prior to event (and available for event) a projector and a portable screen may be used at no additional charge
- If contracted prior to event (and available for event) the Clinton Steinway Grand Piano, including pre-event professional tuning, may be used for \$150

**THS does not provide an on-site A/V technician to connect THS equipment with personal devices and will not be held responsible in the event of non-functioning equipment. Rental clients are subject to charges if equipment is missing or returned in unsuitable condition. Tulsa Historical Society reserves the right to deny rental of equipment.*

For Your Convenience:

Attendant: All events include an Attendant to help maintain Tulsa Historical Society’s quality and comfort. The Event Attendant will act as the steward of The Mansion and may provide necessary assistance to guests and vendors. We do not provide any Day-of-Coordination.

Tent: Tents may be set-up 2 days prior to event and must be taken down 1-2 days following the event.

Parking: There are 164 parking spaces available, including handicap spaces. Parking is shared with The Tulsa Historical Society. In the event there is a Previous Booking at The Tulsa Historical Society, valet service is suggested for the secondary contract, but is not required.

Accessibility: The facility, restrooms, gardens, and grounds are all wheelchair accessible.

Restrooms: Guest restrooms are located on the west end of the Hall of Fame Gallery.

Smoking: Per Title #27, section #658 of Tulsa City Ordinance, no smoking allowed in the building.



Rental Policies

General

1. Tulsa Historical Society (THS) reserves the right to refuse rental for any activity not in keeping with facility policy.
2. All events include an Attendant to help maintain THS' quality and comfort. The Event Attendant will act as the steward of THS and may provide necessary assistance to guests and vendors. We do not provide any Day-of-Coordination.
3. All events serving alcohol will be staffed with at least one THS Security Guard; each security guard is an additional \$100 to the contracted event price. The Events Director reserves the right to determine the number of guards staffed, based on event capacity and needs.
4. All items brought in by the Lessee and their service providers must be removed at the close of the function unless prior arrangements have been made with the Events Director. Any item left at THS after a function will become THS property.
5. Damage to the building structure, grounds, furniture, or kitchen equipment during a function is the responsibility of the Lessee. Lessee or their service providers that need assistance with the operation of kitchen equipment, electrical systems, or plumbing should seek assistance from staff on site. Damages to THS property will result in an appropriate charge; THS will notify Lessee of pending expenses and Lessee will receive a list detailing account charges.
6. Lessee and/or their service providers are responsible for removing all decorations and trash from the building at the end of their contract time. THS strongly supports and encourages recycling. Containers for glass, plastic, and aluminum are located outside the dock door.
7. Smoking is strictly prohibited in the building. Violation of this policy is considered to be a breach of contract.
8. In accordance with fire codes, no means of egress (entrance/exit doors) may be blocked at any time.

Contracted Space + Time

9. The Lessee will restrict use of the building only to the areas leased and the time they are leased. Additional building use will result in additional charges. Contract time includes setup and cleanup time. Ending contract time is when the facility doors are locked.
10. If Lessee desires to obtain early entry to the building prior to their contract time, they must request an early entry approval from the Events Director. Each approved hour of early entry requires additional pre-paid fees (\$125/hour). Please note that early entry may not be possible due to other events scheduled.
11. If Lessee desires to extend their contract time beyond 11:00 pm, they must request a Curfew Waiver from the Events Director - a minimum of 2 weeks in advance of the event. Each approved hour after 11:00 pm requires additional pre-paid fees (\$250/hour). Woodward Park Properties are governed by and must follow all City of Tulsa rules and regulations. Due to a recent Tulsa Park Board ruling, no one under 18 years of age is allowed to remain in any city park after 11:00 pm. An approved event curfew waiver does allow exceptions to this rule.
12. Deliveries and pick-ups outside of contracted hours **MUST** be arranged in advance and approved by the Events Director. Deliveries will not be accepted outside of contract hours unless prior arrangements are made. THS reserves the right to refuse early delivery or late pick-up.
13. Events and Meetings scheduled on a holiday weekend require an additional \$350 fee for holiday labor.
14. If "Ceremony Only" option is booked in conjunction with another Woodward Park venue, all clean-up duties must be executed post-ceremony and a secondary list will be given at the reception venue. This may include, but is not limited to, event furniture relocation, cleaning of dressing rooms, trash pick-up, bagging of linens, bar breakdown, etc.

Mansion Artifacts + Decoration

15. Furniture, hanging pictures, mirrors, curtains, and rugs in the building are not to be removed or moved during a function. No article belonging to THS shall be removed from the premises.
16. Decorations must be free standing. Fastening anything to the walls, doors, ceilings or light fixtures is prohibited. Garlands, ribbons, and bows may be used on the stair railing. **NO** loose glitter or confetti (of any size or material) may be used as decoration inside or on the grounds. Silk or real petals are allowed for inside table-top decoration purposes,

but Lessee is responsible for all clean up. Silk petals are not allowed for outside use. Real rose petals may be used outside if used in moderation, and client assumes all responsibility for clean-up. Use of prohibited items will result in a minimum \$500 clean-up fee.

17. Garlands, ribbons, and bows may be used on the stair railing. Silk or real petals are allowed for inside table-top decoration purposes, but Lessee is responsible for all clean up. Silk petals are not allowed for outside use. Real rose petals may be used outside if used in moderation, and client assumes all responsibility for clean-up. Use of prohibited items will result in a minimum \$500 clean-up fee.
18. **NO** loose glitter or confetti (of any size or material) may be used as decoration inside or on the grounds.
19. Candles for tabletop decoration are allowed but must be in a votive or hurricane holder or be dripless. Freestanding candelabras are allowed but must also hold dripless candles. Lessee is responsible for any damage resulting from the use of candles, including the cleanup of wax spillage.
20. Additional outside rental items (tents, arbors, lighting, tables, chairs, portable heaters/air misters and fans) must be pre-approved by the Events Director.
21. THS does approve the tossing of dried lavender or herbs, a latex balloon release, or use of bubbles **OUTSIDE ONLY**, but Lessee is responsible for all clean up. The release of butterflies, doves, or like birds that return to a common roost, is also allowed.
22. Any use of confetti, rice, glitter, birdseed, fireworks (including sparklers), silly string, or other unique materials is strictly prohibited in the mansion or on the grounds. **NO SPARKLERS ARE ALLOWED. NO EXCEPTIONS.**

Service Providers + Liability

23. THS management reserves the right to approve or deny all vendors.
24. No later than (2) two weeks before the event, a written list of names, phone numbers, email addresses, and arrival times of vendors & service personnel must be submitted.
25. Prior to the event, your catering service must provide proof of general liability coverage, Certificate of Liability, and liquor license of the company and/or event bartender on file. Failure to comply will result in inability to serve.
26. Wedding receptions, and any event that plans for over 75 guests, are strongly requested to retain the services of a professional full-service caterer with adequate wait and clean-up staff. Clean-up will become the responsibility of the lessee if professional services are not acquired.
27. If you wish to serve alcohol at your event, an ABLE licensed bartender must be hired and their license must be on file before the event can proceed. All drinks must be served from a common bar and the bartender may not consume alcoholic beverages during the event. Failure to comply will result in inability to serve and the bar will be shut down.
28. THS is not liable for any consequences of alcohol use on its property.
29. State law strictly prohibits the service of alcoholic beverages to persons less than 21 years of age, transporting open containers from the building, and unattended or self-service alcohol beverage stations. Cash bars and sale of alcohol are not allowed on the premises. Disregard for these laws is considered a breach of lessee's contractual agreement.
30. THS management & staff reserve the right to limit and/or cease alcohol service and consumption on its premises if the situation warrants.

Amplification + A/V

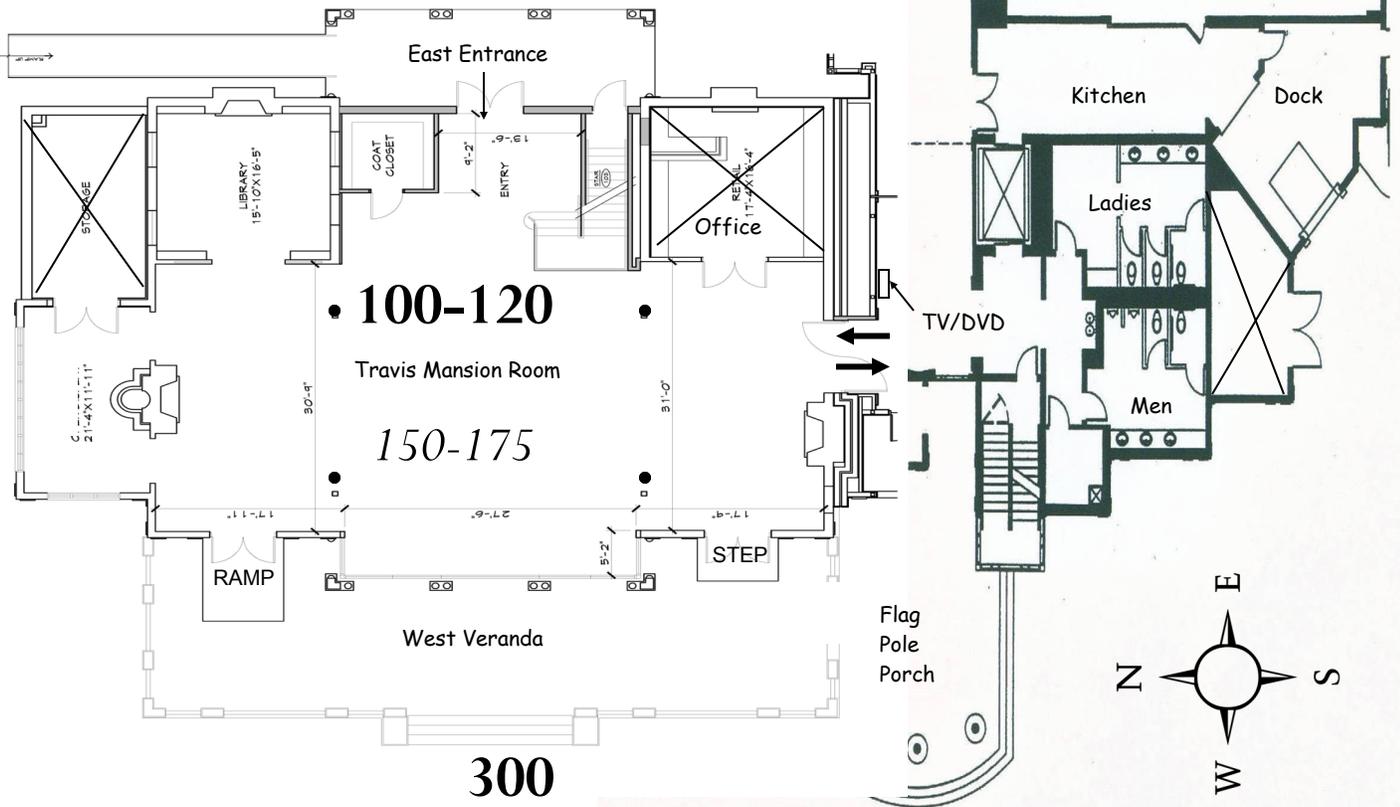
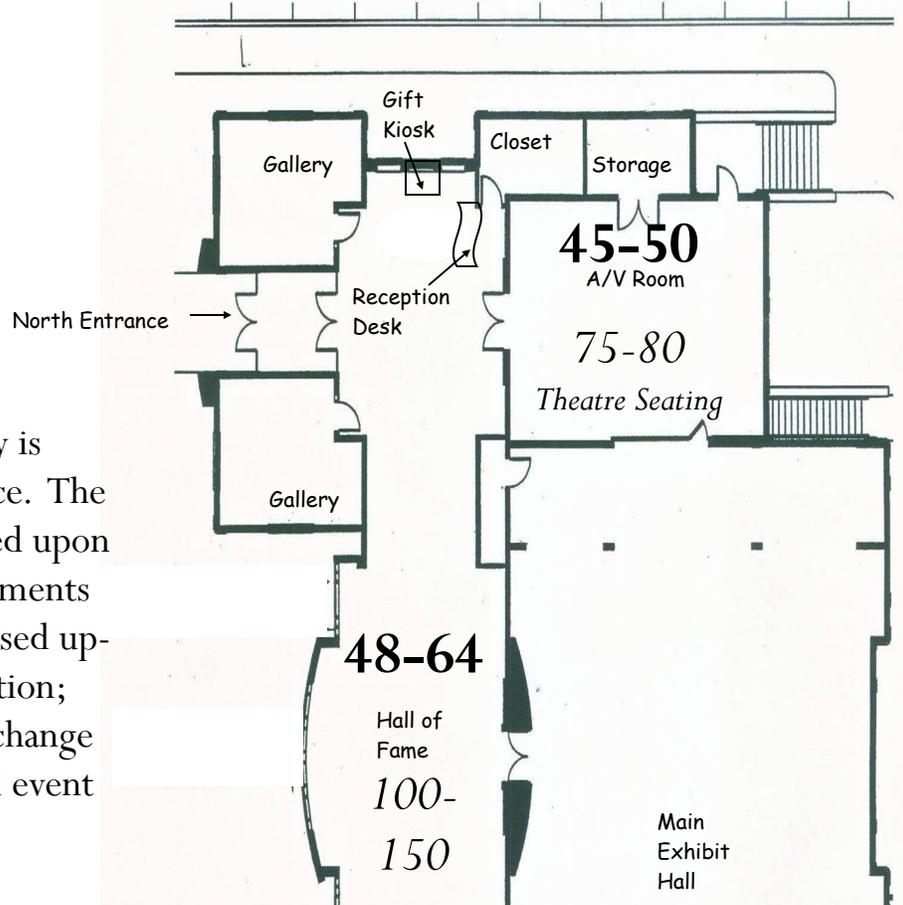
31. Public address systems and amplified music systems shall be monitored, and the volume adjusted as necessary at the discretion of THS staff and management. Amplified music outside the facility for a sustained length of time is prohibited; however, a small PA system may be used on the Veranda for a brief period for wedding ceremonies or small gatherings.
23. Lessee shall provide all amplification equipment, microphones and audiovisual equipment unless otherwise previously contracted through THS.

I acknowledge that I have read the above rules and agree to comply with all Tulsa Historical Society policies.

SIGNED: _____ **DATE:** _____



*Average Room Capacity is detailed in each available space. The number listed in **bold** is based upon comfortable seating arrangements and the number in *italics* is based upon standing cocktail reception; either number is subject to change based upon room set-up and event needs.



300
Tennis Pad
Seated Ceremony



Guest Contract/Day of Coordinator: End of Event Responsibilities

Upon event check-in, the guest will be handed a list of “end of event” responsibilities, similar to the one below. The guest is expected to perform all duties within the set “clean-up” time. Additional hours will be at the cost of the client. The guest may be asked to perform clean-up duties, within reason, by the Event Attendant that are not listed below; the guest is expected to comply with additional duties. If “Ceremony Only” option is booked in conjunction with another Woodward Park venue, all clean-up duties must be executed post-ceremony and a secondary list will be given at the reception venue.

Guest Contract/Day of Coordinator: End of Event Check List: Tulsa Garden Center

- Event ends at _____ and guests/vendors must be packed and out by _____.
- Exit will take place at _____.
- Pack up linens, florals, décor, gifts, etc. and take out of the building. Anything you brought in with you must leave with you this evening- unless previously contracted with Event Coordinator
- Spot sweep/mop problem areas (i.e.: flower petals, spills, trash, etc.)
- Make sure outside areas are cleaned (drinks, “grand exit” accoutrement, cigarette butts, etc.)
- IF used, make sure all outside furniture is brought inside
- IF used: Clean up Bridal Parlor and Dressing Room and take out any accumulated trash
- IF used: Clean up Grooms Area (Basement), empty fridge, and take out any accumulated trash
- Check for personal belongings in restrooms and take out any accumulated trash
- BREATHE and enjoy the rest of your evening!

By signing, I understand and agree to the terms of the guest contract/day of coordinator guidelines and end of event responsibilities.

Licensee

Licensor

Cristen Burdell, Event Coordinator

Date _____

Date _____



Bartending Guidelines

1. A state-licensed bartender (supplied by the contracted caterer or approved by THS management) shall serve all alcohol. Bartender should have a copy of their ABLE license with them during the event, and provide a copy to the Event Coordinator. Bartender should not be a member of the wedding party, a guest, friend or relative of the client. Bartender is not allowed to consume alcohol while working.
2. THS management & staff reserve the right to limit and/or cease alcohol service and consumption on the premises before, during, and after an event if the situation warrants.
3. THS is not liable for any consequences of alcohol use on its property.
4. Oklahoma State Law Strictly Prohibits:
 - Service of alcoholic beverages to persons less than 21 years of age.
 - Transporting open containers from the building. Any opened containers (bottles, cans, etc.) may be removed from the building at the end of the event by catering personnel or by the client (lessee) only. THS staff will dispose of any alcoholic beverages left at THS.
 - Unattended or self-service alcohol beverage stations. This includes kegs of beer, wine carafes, champagne fountains, or wine / champagne bottles on guest tables. Kegs are discouraged, and only allowed on tiled floor areas; Kegs are not allowed on carpeted areas or wood floors. Kegs must not leak, and must be removed from the building immediately after the event. If “Ceremony Only” option is booked in conjunction with another Woodward Park venue, all clean-up duties must be executed post-ceremony and a secondary list will be given at the reception venue.

Bartending: End of Event Responsibilities

Upon event check-in, the bartender will be handed a list of “end of event” responsibilities, similar to the one below. The bartender is expected to perform all duties within the set “clean-up” time. Additional hours will be at the cost of the client. The bartender may be asked to perform clean-up duties, within reason, by the Event Attendant that are not listed below; the bartender is expected to comply with additional duties.

Bartender: End of Event Check List: Tulsa Historical Society

- Event ends at _____ and guests/vendors must be packed and out by _____.
- Begin preparations for last dance at _____. Exit will take place at _____.
- Circle the premises (inside and out) and pick up any extra drinks/empty drink containers
- Take out any trash or recycling accumulated and re-line bins with appropriate bags
- Wipe down bar top and sweep (and mop if spills occurred) around bar area
- Pack equipment and enjoy your evening!

By signing, I understand and agree to the terms of the catering guidelines and end of event responsibilities.

Licensee

Licenser

Date _____

Cristen Burdell, Event Coordinator

Date _____



Catering Guidelines

1. Prior to the event, the catering service must provide proof of general liability coverage and must have a current Certificate of Liability on file in the Events Coordinator's office. All caterers must be professional and licensed, unless a "professional catering liability waiver" is signed in advance of event. THS management reserves the right to approve or deny caterers.
2. The client's beginning contract time is when all service providers may enter the building to set-up and start decorating, and contract ending time is when all clean-up must be completed and the building is vacated. Any special arrangements must be made in advance with the Events Coordinator. Early entry prior to 11:00pm is an additional fee of \$125 per hour. Additional hours past 11:00pm are \$250 per hour.
3. This is a "warm-only" kitchen. There is no oven or stove available for cooking. There is an electric "hot box" available to keep hot foods up to temp. There can be no frying, sautéing, grilling, or open flame of any kind in the building or on property. Butane or propane torches and hot plates are not allowed. Electric coil hot plates are allowed. Chafing dishes warmed with sterno gel are allowed during food service only. Disregard for this rule will result in the removal of the caterer from the "Approved" caterer list, and they will no longer be allowed to work in the building.
4. Candles are permitted inside the building (on tables or fireplace mantles) if they are enclosed in a glass or heat-proof container. Hurricane glasses or tall glass vases are excellent to enclose pillar type candles. Votive candles must also be enclosed in a glass or fire-proof container. All surfaces (tables, fireplace mantles, etc) must be protected from candle wax.
5. There are no garbage disposals on the premises. Do not place any food in sink; this includes coffee grounds.
6. THS does provide a small icemaker. It is not necessary to bring in bags of ice for an event; however, you will find it necessary to outsource ice for larger events.
7. All liquids and ice must be disposed of in kitchen sinks, not in parking lot area or flowerbeds.
8. THS does not supply any linen, dishes, utensils, serving pieces, paper products, aluminum foil, or plastic wrap. The client or the caterer must bring in or arrange for the rental of these items. Remember to bring your own corkscrew, can openers, ice chests, and candle lighters.
9. All rental equipment, dishes, utensils, and serving items must be scraped of food and rinsed completely if they are left in the building following an event.
10. All rental equipment, dishes, utensils, linens, and etc. must be stacked/stored in the loading dock area at the conclusion of the event, unless instructed differently by the Event Attendant.
11. Caterers, bakeries, florists, musicians, and rental supply companies must contact the Events Coordinator if special delivery arrangements are needed for deliveries to THS before an event.
12. All items delivered to THS prior to an event must be stored in either the gold room or the butler's pantry; spaced are based on availability.
13. Rental items may be picked up the following business day between 10:00 a.m. – 12:00 p.m. THS is closed to the public Sunday and Monday.
14. All trash (including linen hangers & plastic bags) and food must be removed from the building at the conclusion of an event. This includes all wine bottles or empty boxes. Trash/recycling should be taken to the appropriate can(s) located on the east side of building, just outside of the kitchen.
15. At the end of the event, new trash liners must be inserted into kitchen trash containers. If you need assistance or more liners, ask the Event Attendant. Do not stack trash cans inside each other.



16. At least one catering staff personnel must remain at THS until the event is over, or until all rental supplies are cleared away, all trash is removed, and kitchen is cleaned. If paper plates, utensils, or cups are used, it is the caterer's responsibility to have all of them disposed of before leaving the facility.
17. If the catering staff leaves before clean-up is completed, it will be the client's responsibility to clean, mop and remove trash.

Catering: End of Event Responsibilities

Upon event check-in, the caterer will be handed a list of "end of event" responsibilities, similar to the one below. The caterer is expected to perform all duties within the set "clean-up" time. Additional hours will be at the cost of the client. The caterer may be asked to perform clean-up duties, within reason, by the Event Attendant that are not listed below; the caterer is expected to comply with additional duties. If "Ceremony Only" option is booked in conjunction with another Woodward Park venue, all clean-up duties must be executed post-ceremony and a secondary list will be given at the reception venue.

Caterer: End of Event Check List: Tulsa Historical Society

- Event ends at _____ and guests/vendors must be packed and out by _____.
- Exit will take place at _____.
- Check hot box- make sure it is off and empty- discard leftovers if not THS employee/affiliate food
- Check catering fridge for leftover event food or ice- discard if not THS employee/affiliate food
- Circle the premises (inside and out) and pick up any extra plates, glassware, and flatware
- Wipe down counter tops and wash excess particles from sink area
- Sweep and mop kitchen and service area (buffet, appetizer spreads, etc.)
- Ensure all glassware, dishes, utensils, etc. are cleaned and packed up. Put in appropriate area for pick-up if next day pick-up is previously arranged
- IF used: make sure all outside furniture is brought inside
- Make sure all trash or recycling is taken out and bins are re-lined with appropriate bags

By signing, I understand and agree to the terms of the catering guidelines and end of event responsibilities.

Licensee

Licenser

Cristen Burdell, Event Coordinator

Date _____

Date _____



PROFESSIONAL CATERING LIABILITY
WAIVER

I have voluntarily decided to hire or use family or friends, or a non-professional catering company with no current Catering Liability Coverage to provide food, beverages, wait staff, & clean-up staff for the event at the Tulsa Historical Society on the _____ day of _____, 20_____.

I have been informed and fully understand that the Tulsa Historical Society does not provide for non-professional catering liability coverage. Licensee assumes all risk & responsibility for catering liability.

As a result of my decision to hire or use family & friends, or a non-professional catering company, I voluntarily agree to abide by all THS Catering Guidelines and Rental Rules in regards to use of facilities, service, clean-up, and liability. I understand that I am responsible for all clean-up, as stated in the Catering guidelines. I understand that I am responsible for making sure my food service provider, hired or volunteer wait staff & clean-up staff are informed of their clean-up responsibilities.

If alcohol of any type is served, I understand that a state-licensed bartender must be hired to provide service to guests. Bartenders assume all responsibility & liability for alcohol service and bar area clean-up. Bartenders MUST have a copy of their license with them during the event.

THS does not provide liquor liability coverage. Licensee assumes all risk & responsibility for alcohol liability.

Please make sure the people involved in your food service & alcohol service are aware of their clean-up responsibilities.

Licensee

Licensors

Cristen Burdell, Events Director

Date _____

Date _____