



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

Saturday

- **Travis Room** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$2,200**
- **Hall of Fame** | Hall of Fame and Kitchen **\$1,500**
- **Tulsa Historical Society** | Travis Room Package + Hall of Fame **\$3,125**
- **Tent Pad** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$2,200**
Tent rental must be arranged and labored by Lessee
- **A/V Conference Room \$550**

Friday or Sunday

- **Travis Room** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,500**
- **Hall of Fame** | Hall of Fame and Kitchen **\$1,000**
- **Tulsa Historical Society** | Travis Room Package + Hall of Fame **\$2,200**
- **Tent Pad** + West End of the Hall of Fame, Kitchen, and Upstairs Ladies' Powder Room **\$1,500**
Tent rental must be arranged and labored by Lessee
- **A/V Conference Room \$450**

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
- **A/V Conference Room \$300**

CEREMONY ONLY

4 pm – 8 pm | Early entry may be added for an additional \$125 per hour | Curfew extensions are available for \$250 per hour

- **Saturday** Choice of Veranda or Travis Room + Upstairs Ladies' Powder Room **\$1,250**
- **Friday or Sunday** Choice of Veranda or Travis Room + Upstairs Ladies' Powder Room **\$900**
- **Monday–Thursday** Choice of Veranda or Travis Room + Upstairs Ladies' Powder Room **\$600**

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 table

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

Custom Event Diagram All events include a custom event diagram. Specific needs will be submitted to the Events Director no later than 2 weeks in advance of event. Our staff is well versed in the facilities capacities and capabilities and is happy to offer suggestions to ensure the flow and comfort of your event. Use of THS chairs and tables is included in the rental price and our staff will set-up the initial floor plan of THS tables and chairs according to your event diagram.

Venue Assistant All events include a Venue Assistant to help maintain The Mansion's quality and comfort. The Venue Assistant 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.**

Security All events with alcohol are required to contract a minimum of one Security Guard through THS. The Security Guard(s) will monitor the building and surrounding grounds throughout your event, as well as ensure all vendors are licensed. The number of Security Guards will be determined by the Events Director; with a fee of \$200 per Guard.

Parking There are 164 parking spaces available, including handicap spaces. Parking is shared with The Tulsa Historical Society and Museum. In the event there is a previous booking at The Tulsa Historical Society and Museum, valet service is recommended, but not required. Additional parking is available at the adjacent Linnaeus Teaching Garden.

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.

"Walk Away" Fee All events are given the option to "walk-away" from the "Guest Contract/Day-of-Coordinator: End of Event Responsibilities" list and THS will take care of all responsibilities on this list. Designed to keep your night stress-free, this \$500 service must be booked by the final payment due date. We will not offer this service at your event without prior contract and payment; no exceptions.

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



Non Profit Rental Rates

Sunday – Thursday | 4 pm – 11 pm

Rate for Seven Hour Rental | Early entry may be added for \$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.

- Travis Room: \$600
+ West End of the Hall of Fame*, Kitchen, and Upstairs Ladies' Powder Room
- Hall of Fame*: \$400
+ Kitchen
*Not available for set up until 4:00pm Tuesday-Thursday
- Tulsa Historical Society: \$800
Travis Room Package with addition of Hall of Fame
- Asphalt Tennis Pad: \$800
THS tables/chairs/tent are not included; all Tennis Pad rentals must be arranged and labored by Lessee.
- A/V Conference Room: \$200

Sunday – Thursday | 8 am – 11 pm

Rate per hour | Two hour minimum | May contract multiple spaces for one day use

- Travis Room: \$185
+ West End of the Hall of Fame*, Kitchen, and Upstairs Ladies' Powder Room
- Hall of Fame: \$125
*Not available for set up until 4:00pm Tuesday-Thursday
- Tulsa Historical Society: \$270
Travis Room Package with addition of Hall of Fame
- Asphalt Tennis Pad: \$185
THS tables/chairs/tent are not included; all Tennis Pad rentals must be arranged and labored by Lessee.
- A/V Conference Room: \$70

Tulsa Historical Society does not offer Non-Profit Rates on Fridays or Saturdays at this time.