2020 WEDDINGS + PRIVATE EVENTS

Tulsa Historical Society + Museum

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RENTAL AGREEMENT

EVENT DATE__________  EVENT TYPE____________________________  CONTRACT PERIOD__________________________

As a courtesy, the building will be opened at _______ for set-ups, deliveries, and decorating on the day of the event. Hall of Fame is not available for set-ups until 4:00pm Tuesday-Saturday. 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 FEES

The rental fee covers only the specific hours and areas reserved on this agreement and includes all set-up and clean-up time for contract holder and vendors. If additional time is required, prior written arrangements must be made with the Events Director and is subject to availability and additional cost. No portion of the rental fee is refundable if the client arrives late or the event ends early.

Other additional fees may include, but are not limited to, Event Security, additional custodial, early entry, late exit, or excessive setup/clean-up. Failure to limit occupancy and use to the designated areas and specified times will result in additional charges billed after the event. 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.

EARLY ENTRY/POST CURFEW

All “Private Event + Wedding” rates may contract additional hours prior to their entry for $125 per hour. All “Small Gathering + Meeting” rates will be charged an hourly rate based on their rented space.

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

DEPOSIT/CANCELLATION

A NON-REFUNDABLE / NON-TRANSFERABLE deposit of one-half of the total rental fee is required at the time this contract is signed to secure the event date. The deposit is applied to the total rental amount. The final balance payment is due 2 months in advance of the event, or by the final payment date listed above. If the balance is not paid by the day of the event, the card on file will be charged before building access is granted.

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, and the balance is not yet paid, the full and final payment amount will be immediately charged to the card on file.

FLOORPLANS/VENDORS

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

Licensee Initials__________
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. Client may schedule rehearsal time with Events Director 1 month prior to 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. This may include, but is not limited to, event furniture relocation, cleaning of dressing rooms, trash pick-up, bagging of linens, bar breakdown, etc. There will be no re-entry permitted to the ceremony location.

___ Use of Tulsa Historical Society’s 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 client. Any outside event furniture must be brought inside at the end of the event by the contract holder or day-of-coordinator.

___ I understand any rental items (linens, dishes, glassware, draping, etc.) RENTED and/or DELIVERED for my event must be obtained by Licensee, or their caterer / decorator, from Party Perfect Linens & Rentals, 918-258-7568, www.partypartefullinens.com. Any exception to this rule must be filed with Events Director 2 weeks in advance for scheduling purposes. All items outsourced from another rental provider must be delivered and picked up within the client’s contracted event time.

___ 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 have received and understand all “end of event responsibilities” for contract holder/day-of-coordinator, catering, and bar, and understand they must be executed within my contracted time.

___ I understand Tulsa Historical Society will keep a copy of my credit card on file in the event of contract additions, violations, or unsatisfactory clean-up. 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 City of Tulsa property.

Please Initial and Circle the Following

___ 1. ALCOHOL – Licensee will / will not serve alcoholic beverages. All events with alcohol will be charged an additional $200 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* – Licensee will / will not have amplified music played at their event. The Licensee will provide all amplification equipment. THS staff reserves the right to control the decibel level of all amplification.

* 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.

___ 3. EARLY ENTRY – Licensee has / has not requested early entry and understands all fees associated. Early entry must be requested 2 weeks before the event date and is subject to approval. This fee is non-refundable if the licensee does not show up at the contracted time.

___ 4. CURFEW WAIVER – Licensee has / has not requested a curfew waiver past 11:00pm. Licensee understands each hour requires a $250 fee. Curfew Waiver must be requested 2 weeks before the event date and is subject to approval. Curfew may not be extended the night of the event unless prior arrangements were made with Event Director. This fee is non-refundable if the event ends early.

___ 5. “WALK-AWAY” FEE – Licensee will / will not pay $500 to waive the “Guest Contract/Day-of-Coordinator: End of Event Responsibilities” and THS will take care of all responsibilities on this list. This 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.

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 SIGNATURE ___________________________ LICENSOR ___________________________

Events Director

LICENSEE PRINTED ___________________________ DATE OF SIGNATURES ____________________

Operated by Tulsa Garden Center | 2435 S Peoria Ave, Tulsa OK 74114 | eventsetulsgardencenter.org | 918.576.5153
Updated December 2019
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

Operated by Tulsa Garden Center | 2435 S Peoria Ave, Tulsa OK 74114 | events@tulsagardencenter.org | 918.576.5153
Updated December 2019
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 Linneaus 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.
VENUE POLICIES

General

1. Tulsa Historical Society (THS) reserves the right to refuse rental for any activity not in keeping with the following venue policies.
2. All events include a Venue Assistant to help maintain THS’ quality and comfort. The Venue Assistant 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 $200 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.
9. 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 client. Any outside event furniture must be brought inside at the end of the event by the client or day-of-coordinator.

Contracted Space + Time

10. 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.
11. 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.
12. 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.
13. 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. 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.
14. 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.
15. Events and Meetings scheduled on a holiday weekend require an additional $350 fee for holiday labor.
16. 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. There will be no re-entry permitted to the ceremony location.

Mansion Artifacts + Decoration

17. 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.
18. Decorations must be free standing. Fastening anything to the walls, doors, ceilings or light fixtures is prohibited. Garland, 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.
19. Garland, 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.
20. **NO** loose glitter or confetti (of any size or material) may be used as decoration inside or on the grounds.
21. 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.
22. Additional outside rental items (tents, arbors, lighting, tables, chairs, portable heaters/air misters and fans) must be pre-approved by the Events Director.
23. TGS 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, even if material is biodegradable.
24. 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

25. THS management reserves the right to approve or deny all vendors.
26. 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.
27. 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.
28. 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.
29. 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.
30. THS is not liable for any consequences of alcohol use on its property.
31. 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.
32. 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

33. 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.
34. 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.

- **100-120**
  Travis Mansion Room

- **150-175**

- **48-64**
  Hall of Fame

- **45-50**
  A/V Room

- **75-80**
  Theatre Seating

- **100-150**

300
Tennis Pad
Seated Ceremony
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 11:00 pm is an additional fee of $125 per hour. Additional hours past 11:00 pm 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 outsice 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 Venue Assistant.

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 the dock; spaces 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 Venue Assistant. 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 Venue Assistant 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. There will be a minimum $250 excessive clean-up fee charged to the client if this list is not completed.
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

Licensor

______________________________
Events Director

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 Venue Assistant 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

Licensor

Events Director

Date

Date

Operated by Tulsa Garden Center | 2435 S Peoria Ave, Tulsa OK 74114 | eventstulsagardencenter.org | 918.576.5153
Updated December 2019
GUEST CONTRACT/DAY-OF-COORDINATOR: End of Event Responsibilities

Upon event check-in, the contract holder will be handed a list of “end of event” responsibilities, similar to the one below. The contract holder is expected to perform all duties within the set "clean-up" time. Additional hours will be at the cost of the client. The contract holder may be asked to perform clean-up duties, within reason, by the Venue Assistant that are not listed below; the contract holder 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. There will be a minimum $250 excessive clean-up fee if this list is not completed.

All events are given the option to “walk-away” from this list of Responsibilities. THS will take care of all responsibilities on this list for a fee of $500. Designed to keep your night stress-free, this 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.

Guest Contract/Day of Coordinator: 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 ______.
- 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 Events Director.
- Spot sweep/mop problem areas (i.e.: flower petals, spills, trash, etc.)
- Make sure all trash or recycling is taken out and bins are re-lined with appropriate bags.
- 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 Dressing Room 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 Signed

________________________________________________________________________
Licensor, Events Director

________________________________________________________________________
Licensee Printed

_________ Date of Signatures

Updated December 2019
Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

<table>
<thead>
<tr>
<th>Credit Card Information</th>
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<tbody>
<tr>
<td>CardType:</td>
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<tr>
<td>☐ MasterCard</td>
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<tr>
<td>☐ VISA</td>
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<tr>
<td>☐ Discover</td>
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<td>☐ AMEX</td>
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<td>☐ Other: ____________________________</td>
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<tr>
<td>Cardholder Name (as shown on card):__________________________________</td>
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<td>Card Number: ____________________________</td>
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<td>Expiration Date (mm/yy): ____________________________</td>
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<td>CVC Code (on back of card): ____________________________</td>
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<tr>
<td>Cardholder ZIP Code (from credit card billing address): ____________________________</td>
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I, ____________________________, authorize Tulsa Historical Society to charge my credit card in the event of contract additions or violations. These include, but are not limited to: unpaid event balance, misuse of property, unsatisfactory clean-up, additional contract hours, or damages that may occur as a direct result of my contracted event. I understand that I will be notified of pending expenses and will receive a list detailing account charges. I understand that my information will be saved to file for future transactions on my account.

______________________________  ________________________________
Customer Signature  Date