



# **EVENT ADMISSION CONTRACT**

(580) 237-1907 x221 F: (580) 234-1055; Email: csrhcinfo@okhistory.org

Name: \_\_\_\_\_  
 Org. Name: \_\_\_\_\_  
 Event Date: \_\_\_\_\_  
 Event Type: \_\_\_\_\_  
 Area: \_\_\_\_\_  
 No. Attendees: \_\_\_\_\_  
 Start Time: \_\_\_\_\_  
 End Time: \_\_\_\_\_  
 Rehearsal Time: \_\_\_\_\_  
 Set-up Time: \_\_\_\_\_

Event Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Caterer: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 \_\_\_\_\_ OK Health Certificate  
 \_\_\_\_\_ Certificate of Ins.  
 \_\_\_\_\_ Off-Site Liquor License

## **Estimated Event Fees**

All terms and conditions set forth on additional pages are part of the contract.

Area Fee (4 hr. event)	\$ _____	<b>EST. TOTAL</b>	\$ _____
Add. Area Fee	\$ _____	<b>LESS DEPOSIT</b>	\$ _____
Security Fee	\$ _____	<b>EST. BALANCE</b>	\$ _____
		(Balance to be paid in full by event date)	

**\$200 Cleaning Deposit- Separate Check Held**

**Please note: If actual costs fall below or exceed contract agreement, fees will be adjusted accordingly. Fees subject to change based on services rendered and equipment provided. \*\*TBD = To Be Determined**

### **Indemnification and Liability**

User agrees to indemnify and hold the Cherokee Strip Regional Heritage Center harmless from all claims, liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way result from the use of said or to premises by User; and if any suit or proceeding shall be brought against CSRHC on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by servants, invitees, licensees, or guests of User, or any other person, the User, at its sole expense, will defend same, and will pay any judgments which may be recovered against CSRHC. CSRHC representative has the authority to terminate event at any time if client is non-compliant to agreement. Agreed to by:

### **Photo Release**

I also authorize that photographs of my event may be taken by Heritage Center staff and used and published for marketing and promotional purposes by the Cherokee Strip Regional Heritage Center.

\_\_\_\_\_  
 Signature & Initials\*of Individual or Officer of Organization (User)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of CSRHC Representative

\_\_\_\_\_  
 Date

## EVENT RENTAL POLICIES AND PROCEDURES

### DEPOSITS AND PAYMENTS

1. A deposit in the amount of 50% of the base rental price and a signed contract is required to guarantee the facility space. The deposit will be applied to the final bill. The remainder of the rental fee plus additional charges for security, admission, etc. is due on or before the day of the event. **Make checks payable to: Cherokee Strip Regional Heritage Center  
507 S. 4<sup>th</sup> Street  
Enid, OK 73701**
2. Additional forms of payment are: Visa, MasterCard, Discover and American Express.

### PREMISES AND PROPERTY

1. **Events are limited to four hours in duration. Events that continue after the four-hour limit will be charged an additional \$50 per half hour. One hour for clean-up is allowed following the event. All events must conclude at 11 p.m.** All attendees, caterers, entertainment, etc. must vacate the property so the premises can be secured no later than midnight.
2. The CSRHC has the right to deny any activity or equipment usage that could damage the facility or its contents.
3. Activities will be confined to the area dedicated to the event. All additional space allowances are subject to additional fees.
4. The use of tents for shade are recommended for daytime events. Tents to be used on the Plaza must be secured with weight; water barrels, blocks, etc.
5. Weapons of any kind are not permitted at the Heritage Center. Exceptions include law enforcement and licensed security guards on official business. Further exemptions are granted to unloaded weapons used in education programs and living history demonstrations.
6. User shall not use the premises or property of the CSRHC for any purpose, activity or business other than what has been agreed upon in writing.
7. User shall not deface or damage the CSRHC premises or property and will be responsible for any damages to the property by User or User's guests or representatives. CSRHC will determine final costs of damages incurred. User agrees to conduct its activities at the CSRHC so as not to endanger any person or property.
8. CSRHC assumes no responsibility for any loss or damage to any property owned by User, its guests, or other parties either in the CSRHC or on the CSRHC grounds.
9. **The Heritage Center is a smoke-free facility. No smoking is allowed on the property.** Should an event participant activate the fire alarm, a \$300.00 fine will be charged and the full cost of resetting the system and all related services or fees will be charged to the sponsor or person(s) responsible.
10. No set-up closer than 5 feet from any work of art or exhibit.
11. **No food or beverage in exhibit gallery.**
12. **No alcohol in dressing areas.**

### SECURITY

1. **Two security officers are required for all evening events and other events as determined by the CSRHC.**
2. Arrangements for security will be made by the CSRHC.
3. A \$40.00 per hour, per officer security fee will be assessed for the duration of the event.
4. Security will be present until entire event is over and everyone associated with the event, including caterers, bands, DJs, event staff, etc. are off the premises and the premises can be secured.

## CATERING

1. User will provide its own licensed caterer. CSRHC management reserves the right to approve all caterers. Please advise the Administration Office of your choice before final contracts are signed.
2. The caterer must provide the CSRHC with copies of Oklahoma State Department of Health Certificate, a certificate of Insurance for General Liability (\$1,000,000) and Off-site Liquor License in compliance with the State of Oklahoma liquor laws.
3. **Alcohol can be served at “invitation only” events.** Alcohol cannot be displayed or consumed in areas of the CSRHC open to the general public.
4. **Liquor must be served by a licensed bartender.**
5. **No red wine allowed in any interior area.**
6. All food and beverages must remain within the event area and are strictly prohibited in the exhibit gallery.
7. The caterer or the User will be responsible for cleaning catering area, floor, other spaces utilized for the event and removing all trash incurred by activities of the event. Trash will be taken to the dumpsters located in the parking lot north of the property.
8. CSRHC reserves the right to refuse access to any caterer who violates these policies.

## DECORATIONS

1. **No stapling, taping or tacking of banners, decorations or other materials to any CSRHC fixtures, furnishings or any area of the building.**
2. **No fire or combustible materials - no flame candles, water related displays (such as fountains), smoke or fog machines allowed in the facility.**
3. **Flowers to be used for events inside the facility must be brought in by a licensed florist only.**
4. **No tinsel, glitter, confetti or rice may be used on the premises of CSRHC.**
5. **All decorations or items not owned by the CSRHC must be removed from the premises immediately following the event.**

## ENTERTAINMENT

1. All entertainment must schedule delivery/set-up/special needs with the Administration Office.
2. Additional charges may apply for special electrical requirements.
3. All music must conclude 30 minutes prior to the end of the event.
4. CSRHC will not be responsible for any equipment brought in by an outside source (instruments, music stands, sound system, etc.).

## DELIVERIES

1. Event deliveries cannot be made through the main entrance of the Heritage Center.
2. All event deliveries must first be scheduled through CSRHC Administration Office. No delivery will be accepted without pre-approval from the CSRHC Administration Office.
3. All deliveries must be made within 48 hours of the event and picked up during business hours on the day following the event.
4. Liquor/Alcohol deliveries must take place on the day of the event. User must take delivery of liquor/alcohol and liquor/alcohol must remain in User’s custody until the event.

Initials Required: \_\_\_\_\_  
User                      CSRHC

**COMPLIANCE**

1. The User agrees that all activities will be conducted in compliance with all laws, regulations, and ordinances of the State of Oklahoma.
2. The CSRHC reserves the right to remove from the premises any person(s) who is/are demonstrating unruly or disruptive behavior.
3. To ensure the safety and security of the CSRHC and its contents as well as minimize liability to the User, all non-event areas are off-limits to User and User’s guests, unless advance arrangements, in writing, have been made for entry to the exhibit gallery or other areas of the facility.

**CANCELLATION POLICY**

1. If the reservation is cancelled at least 30 days prior to the event date, one-half of the deposit will be refunded. The full deposit will be forfeited if event is cancelled less than 30 days from the event date.
2. If both parties agree that the event cannot be held outside due to bad weather, the deposit will be refunded in its entirety.
3. If it becomes necessary for the Heritage Center to cancel the event due to circumstances beyond the Center’s control, the deposit will be refunded in its entirety.

**I have read the above rules and regulations and agree to comply. I will inform all vendors and staff associated with this event of same.**

User Signature	Date
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CSRHC Signature	Date
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**PAYMENT BY CREDIT CARD**

Visa, MasterCard and American Express cards are accepted.

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVC \_\_\_\_\_

Signature \_\_\_\_\_