



Edmond Historical Society & Museum  
Gallery Rental Agreement

The following information details our offerings for the Edmond Historical Society & Museum Gallery. Please direct all questions and inquires to Jill at [jcourter@edmondhistory.org](mailto:jcourter@edmondhistory.org) or 405.340.0078.

**CURRENT EVENT RATES**

<u>Type</u>	<u>Times</u>	<u>Capacity</u>	<u>Price</u>
Weekday/Daytime Event	T-F 10:00a-4:00p Sat. 1:00p-3:00p [3hr. increments]	30 people	\$150
Peak Time Event	T-Sat. 5:00p-8:00p Sat. 10:00a-1:00p [3hr. increments]	100 people	\$300
Children’s Party Non-Peak Time	T-F between 10:00a-4:00p or Sat. 1:00p-3:30p [2 hr. increments]	20 children	\$125
Children’s Party Peak Time	T-F after 4pm or Sat. before 1pm [2 hr. increments]	20 children	\$150

**BOOKING & PAYMENT POLICY**

To guarantee and book your event date we will need:

1. Signed Rental Agreement
2. Reservation Rental Fee Down Payment of 50% or Payment in Full if event is less than 14 days out.
3. Copy of current credit card and ID to be kept on file. All pending rental charges and accrued fees will be charged to the credit card on file.
4. Failure to meet any payment deadline may result in cancellation of Rental Agreement.
5. Damage charge. Renter agrees to pay for any and all damages to the facility and for any damages to or loss of any property or equipment of the facility, or through the negligence or other acts of the Renter, his/her agents and employees, or any person or persons participating in the event. Renter will be notified of any damages found and the damage fee will be charged to the renters’ credit card.

**RENTAL AGREEMENT**

1. This Rental Agreement for use of the facility shall be issued and signed by Museum Management. Management may require the rental applicant to provide information necessary to determine facilities, arrangements and any other special services that may be required for the proper management of any Event scheduled at the Edmond Historical Society & Museum. Management may also require such information to be set forth in writing prior to the issuance of a Rental Agreement or at such time before the coordination of the Event. No person may use the facility without first having obtained a written Rental Agreement from Museum Management. No verbal agreement for the use of the facility is acceptable.
2. Rental fees include the facility rental, tables, & chairs.

3. Rental must abide by the following rules:
  - a. No Agreement violations
  - b. Appropriate cleanup
  - c. No damages to the facility
4. Renter will be responsible for:
  - a. Table cloths, linens, decorations
  - b. Favors
  - c. Food and beverage catering
  - d. Removal of ALL items brought into the museum.
5. Renter is prohibited from using:
  - a. Candles (with the exception of birthday candles)
  - b. Alcohol, unless provided through a caterer.
  - c. Fog machines
  - d. Smoking and animals are strictly prohibited anywhere in the facility.
  - e. Any other items management believes to be harmful or not in the best interest of the facility.
6. Management reserves the right to refuse to schedule an event for any reason that is not in the best interest of the Edmond Historical Society & Museum.
7. Renter and their guests, agents, and employees shall, at all times, conform to the rules and regulations for the use, occupancy and operations of the facility. Any violation of such rules and regulations by any of the persons mentioned shall subject such person or persons to immediate expulsion from the facility and the forfeiture of all rental fees paid under the Rental Agreement for the full term thereof.

#### **CANCELLATION POLICY**

- No refund of deposit will be made if event is canceled within 14 days of event date.
- The Edmond Historical Society & Museum is not liable in the event that the facility cannot be occupied on the reserved date due to vandalism, fire, act of nature, or any damage beyond the Museum's control. In the event of such an emergency, any money paid will be refunded.

#### **EVENT ACCESS**

- 30 minutes of setup prior to the event is permitted with rental.
- Events must be concluded, cleaned and all guests out of the facility 30 minutes after the scheduled conclusion time. If Renter doesn't comply, an additional charge of \$75 will be charged to the credit card on file for each extra hour the event is in session.

IT IS IMPERATIVE THAT ALL PERSONS INVOLVED IN THE PREPARATION AND EXECUTION OF THE EVENT BE MADE AWARE OF THESE POLICIES, TERMS AND CONDITIONS. ANY DEVIATION FROM THESE POLICIES, TERMS, AND CONDITIONS WILL RESULT IN FORFEITURE OF DEPOSIT AND/OR FEES.



Edmond Historical Society Gallery Rental Agreement

Completion of this form, copy of current credit card, ID and payment of Half of Rental Fee are required to secure your event. The remaining half of the Rental Fee is due 14 days prior to your event.

Your reservation is NOT valid until the EHS&M Events Coordinator has confirmed all of the required information has been received. Rates and services are subject to change. Rates are only guaranteed by signed contract.

Renter's Name: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

1. This is an agreement between the Edmond Historical Society & Museum and \_\_\_\_\_ . The event will happen as stated above and have a total cost of \$ \_\_\_\_\_ , noting a deposit of \$ \_\_\_\_\_ received on \_\_\_\_\_. The total balance of \$ \_\_\_\_\_ is due 14 days prior to the event.
2. Payment may be made in cash, check, or credit card. Make checks payable to EHS.

**YES, I have received and reviewed The Edmond Historical Society & Museum event policy agreement and agree to all terms and conditions.**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Edmond Historical Society & Museum Representative

\_\_\_\_\_  
Date

Edmond Historical Society & Museum  
431 S. Boulevard, Edmond, OK 73034  
Phone: 340.0078 | Fax: 340.2771