



**Edmond Historical Society & Museum
Rodkey House Event and Education Annex**

The following information details our offerings for the 1900's Painted Lady Victorian Rodkey House Event & Education Annex, located at 410 S. Littler, Edmond, OK 73034. Please direct all questions and inquiries to Jill at jcourter@edmondhistory.org or 405.340.0078.

CURRENT EVENT RATES

- Monday, Tuesday, Wednesday, Thursday
 - \$150.00 | 4 hour access BEFORE 5pm
 - \$225.00 | 4 hour access AFTER 5pm
 - \$500.00 | 10 hour access

 - Friday, Saturday, Sunday
 - \$300.00 | 4 hour access
 - \$900.00 | 10 hour access
- All rates allow 4 or 10 hour access, including set up, gathering, and tear down.
• Additional time is available for an additional charge of \$100.00 per hour.
• The Rodkey House Occupancy is Max 49 persons.

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 Rodkey House Event and Education Annex. 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. All events require a contractual start and end time.

2. You and your guests agree to hold harmless the Edmond Historical Society & Museum, the Rodkey House Event and Education Annex, the Board of Directors, employees, volunteers, and agents for any damage to persons or property resulting from accidents, injury, or other incidents resulting from the use of the facilities.
3. Museum staff has authority over all activities at the House or on the grounds of the House and reserves the right to remove any individual engaging in improper conduct.
4. 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 or the Rodkey House Event and Education Annex.
5. All events must end by MIDNIGHT [as to allow completed clean up by 12:30a.m.]
6. Events must be concluded, cleaned and all guests out of the facility at the contractual end time. If Renter doesn't comply, an additional charge of \$75 will be charged to the credit card on file for each extra hour event is in session. The charge will be incurred after 10 minutes of over-time and each additional hour after.
7. Your event cannot disrupt the operations of Stephenson Park. A use permit does not allow the user or event to restrict other visitors from use of the grounds adjacent to the Rodkey House. Use and rental of the pavilion or any other amenities in the park must be arranged separately by contacting the City of Edmond, Parks and Recreation Department.
8. Rental fees include the facility rental, tables and chairs, use of the TV/VCR and sound system, and kitchen appliances. If not pre-arranged with the Event Coordinator, Renter will be responsible for said items.
9. Table cloths, cloth napkins, dishes, glassware, flatware, and microphones are available for an additional fee. Assistance with serving may be available if requested. Photographs of available items to rent can be viewed online at edmondhistory.org/home/rentals (Linens fee \$35, Dishes/glassware/flatware \$25, microphone \$15, servers \$15/hour)
10. EHS&M does not provide favors, food and beverage catering, or removal of items brought into the facility.
11. Private events require a set-up diagram to be signed off on by both the Event Coordinator and the client. The final set-up diagram is due one week prior to the event and submitted to the Event coordinator.
12. The final guest count must be submitted 72 hours prior to the event.
13. Scheduling of deliveries must be coordinated between the Renter and the Event Coordinator and cannot interfere with other events scheduled at the House.
14. All decorations, rental equipment, flowers, trash etc. must be removed at the conclusion of the event. Personal and/or rented items may not be left after the conclusion of the event for any reason. In the event that decorations, packing materials, trash, etc. are left at the Rodkey House Event and Education Annex, a \$200.00 cleaning fee will be charged to the client.
15. EHS&M is not responsible for any gifts, keepsakes, flowers, personal items, etc. that are left behind at the conclusion of any event.

16. EHS&M & Rodkey House owned décor and/or fixtures may not be moved or removed for any reason without the consent of the Event Coordinator
17. No attachable décor such as banners, signage, lighting, floral arrangements, etc. may be used in or on the grounds of the Rodkey House without written approval from the Events Coordinator on placement and/or method of attachment.
 - a. No decorations or other items stapled or tacked to fixtures or furnishings of the facility.
 - b. No banners, signs, or other materials may be attached to the walls, ceilings, or floors of the facility
18. The use of glitter, confetti, artificial flower petals, rice, bird seed fog machines or any similarly compared materials are strictly prohibited inside or outside the facility. Bubble machines and real flower petals may be used at least 6 feet from the house.
19. No water fountain displays, popcorn machines, or food grills inside or within 6 feet of the exterior
20. No open flames (with the exception of birthday candles and LED candle lights).
21. No smoking or use of any tobacco product is allowed in the facility or within 6 feet of the House.
22. No animals other than service animals are allowed inside the House.
23. No alcohol, unless provided through a caterer. Usage of alcohol outside the House is discouraged.
24. Users must provide constant supervision of children attending their events.
25. Parking at the Rodkey House Event and Education Annex is available on first-come-only basis and is not unlimited. The user is responsible for securing additional parking and providing shuttle service if needed.
26. 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 and all applicable federal, state, and local regulations. 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

- The client may have access to the Rodkey House Event & Education Annex 4 or 10 hours total, dependent upon contracted time, this time includes set up, gathering, and tear down. All events must end by midnight. Additional time is available for an additional charge of \$100.00 per hour.

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.



Rodkey House Event and Education Annex 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 Rodkey Rental Fee is due 14 days prior to your event. Payment in full of All Rodkey item rentals is due at time of reservation of such items.

Your reservation is NOT valid until the EHS&M Events Coordinator has confirmed all of the required information has been received. The Rodkey House is available by appointment only. 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 Rodkey House Event and Education Annex 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