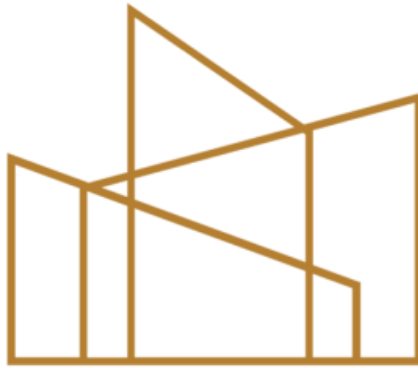


# GREENWOOD CULTURAL CENTER RENTAL AGREEMENT



GREENWOOD  
CULTURAL CENTER

322 N. GREENWOOD AVE  
TULSA, OKLAHOMA 74120  
(918) 596-1020  
[www.greenwoodculturalcenter.org](http://www.greenwoodculturalcenter.org)

# RENTAL POLICIES & CONTRACT

## AVAILABLE SPACES & RATES

### **OPAL L. DARGAN RENAISSANCE HALL**

The Opal L. Dargan Renaissance Hall, located inside the Greenwood Cultural Center, is one of the most popular rental venues in Tulsa. With 10,000 square feet of meeting or banquet space, we can accommodate 700 banquet style or 1,000 theatre style. Custom set-up is available. Our rates are based on number of people and amount of space needed.

#### **Number of People:**

<b>Banquet</b>	<b>Theater</b>	<b>Room</b>	<b>Cost</b>
700	1000	Entire Hall	\$2,200
300	500	West Hall	\$1,400
200	250	East Hall	\$1,200
100	125	North Hall	\$1,000
100	125	South Hall	\$1,000

### **GOODWIN/CHAPPELLE GALLERY**

The perfect room for small receptions, dinners, and meetings. The space will accommodate up to 70 people banquet-style and 80 people theater-style.

Cost: \$600

### **FOYER**

The open area will seat 100 people banquet-style and 200 people theater-style.

Cost: \$700

### **PATIO**

Cost: \$600

Greenwood Cultural Center  
322 North Greenwood Avenue Tulsa, Oklahoma 74120  
918.596.1020  
[www.greenwoodculturalcenter.org](http://www.greenwoodculturalcenter.org)  
Office Hours: Monday – Friday, 9AM-5PM  
Contact Person: Frances Jordan-Rakestraw, Executive Director  
[francesjordan@greenwoodculturalcenter.com](mailto:francesjordan@greenwoodculturalcenter.com)

**RENTER INFORMATION:****DATE OF EVENT:** \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Space Required: \_\_\_\_\_

Number of People: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Set-Up Time: \_\_\_\_\_

**FEES DETAILED:**

Room Rental Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

_____ Additions:	_____ Commercial Bar	\$35.00
	_____ Ice Machine	\$35.00
	_____ Screen	\$150.00
	_____ Projector	\$150.00
	_____ Reduce or Remove Stage	\$150.00
	_____ Create Runway	\$100.00
	_____ Additional Microphones	\$50 each
	_____ Sound Equipment	\$400.00
	_____ Sound Tech	\$75.00 per hour
	_____ Lavalier Mic	\$125.00
	_____ Rehearsal/Additional Set-up	\$100.00 per hour
	_____ Bistro Tables	\$10.00 each
	_____ Light Board & Lights	\$150.00
	_____ Dressing Room	\$100 each
	_____ Kitchen	\$200

Cleaning Fee: \_\_\_\_\_

Tax (8.517%) \_\_\_\_\_

Security Officers # of officers x \$25.00 per hour x \_\_\_\_\_ hours

Total: \_\_\_\_\_

Less \$300.00 Deposit: \_\_\_\_\_ **TOTAL BALANCE:** \_\_\_\_\_

## RENTAL CONTRACT

This contract for the rental of a venue is made this day, \_\_\_\_\_, by and between Greenwood Cultural Center ("GCC"), and \_\_\_\_\_, hereafter referred to as the Renter. Whereas the Renter desires to temporarily rent, occupy, and make use of the GCC's venue, and Whereas, GCC agrees to such rental, occupation, and use in consideration of certain payments and covenants herein enumerated; Now, therefore, the parties agree to the following terms and conditions:

1. The Renter shall pay to GCC the sum of \$\_\_\_\_\_ no later than \_\_\_\_\_. Of this amount, **\$300.00 is a refundable deposit that will be applied to rental charges upon final settlement of accounts.**
2. The Renter shall have access to and use of the venue from \_\_\_\_\_ o'clock on \_\_\_\_\_, to \_\_\_\_\_ o'clock on \_\_\_\_\_. **(A maximum of six hours).**
3. Renter shall remove all personal property, centerpieces, linens and other items that were not present in the venue when Renter took control of it. 6. Upon Renter's completion of his/her obligations under (1) and (3), the Owner shall return to Renter the security deposit minus any amounts deemed necessary to repair damages inflicted upon the venue by Renter and/or Renter's associates, guests, and invitees.
4. If Renter fails to pay the balance due within the time period agreed upon in this contract, renter shall be liable to owner for any legal fees, court costs, and other expenses associated with collection.
5. Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur because of the actions of Renter or any of Renter's guests while Renter is in control of the venue and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. **Greenwood Cultural Center is a smoke-free facility.**
6. GCC shall not be responsible for any rental supplies. It is the renter's responsibility to make sure that rental items are pickup up in a time agreed upon by the renter and GCC.
7. Security: Events taking place after 6PM require at least one security officer per event. It may be determined by GCC that more security is required based on the type of event, number of event patrons, age of event patrons or experience. **Security is billed at \$25 per hour per officer.**
10. Rental requests are not confirmed until a contract is signed, and a deposit is made. **All costs are required to be paid in full (30) days prior to the event.** Management reserves the right to refuse events that will not project the image necessary for the continued growth and enrichment of the facility.

**(Please initial each line item)**

Each room comes with tables and chairs. We have 72" tables that seat 10 and 60" tables that seat 8.

DATE HALF OF BALANCE IS DUE: \_\_\_\_\_ DATE TOTAL BALANCE IS DUE: \_\_\_\_\_

Linens, china, silverware, and decorations are not provided.

There is an additional charge of \$500 for concerts.

You may choose your own licensed caterer and/or bartender.

Security is required for events after 6PM. One security officer is required for every 100 people and is billed at \$25 per hour per officer. More may be required for concerts and other special events at the discretion of GCC.

Events can last up to 6 hours.

### **INDEMNIFICATION AND LIABILITY:**

To the extent permitted by law, user agrees to indemnify and hold the Greenwood Cultural Center ("GCC") harmless from all claims of liability damage, injury, penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property damage which in any way relates to the use of said premises by user; and if any suit shall be brought against GCC on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by the use of activities on said premises, including the parking area whether by third parties, employees, agents, invitees, licensees, or guests of user, or any other person, the user, at its sole expense, will defend the same, and will pay any judgments which may be recovered against GCC.

This contract is binding. There will be no changes to type of event once the contract is signed by both parties. **Prices are subject to change.**

### **Cancellations:**

**There are no refunds after deposit is made if the event is cancelled.**

**Deposits are not transferable to other dates.**

**Events cancelled after payment of any or all of the balance due will forfeit 100% of any amount paid.**

In witness of their understanding of an agreement to the terms and conditions herein contained, the parties affix their signatures below.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Greenwood Cultural Center: \_\_\_\_\_ Date: \_\_\_\_\_