

## Other Information

- **No Smoking Policy:**

No smoking allowed in building

- **Parking:**

There are 178 parking spaces available, including 9 handicap spaces

- **Accessibility:**

The facility, restrooms, vintage gardens and grounds are all wheelchair accessible

- **Restrooms:**

The restrooms are located on the west end of the Hall of Fame Gallery



Non-profit rates, & weekday rates for meetings, luncheons, & small events are available for Sunday—Thursday.



Outside caterers are welcome at THS, with Event Coordinator approval. A recommended Caterer list is available.

Alcohol is permitted in the building, only if served by a THS Approved state-licensed bartender. A list of Approved bartenders is available.

No self-serve is allowed.

A Security Attendant is scheduled if alcohol is served at your event. Those fees are included in the rental fee.



## Museum Hours:

Tuesday-Saturday:  
10:00 a.m.- 4:00 p.m.

Sunday and Monday:  
Closed



Tours of the venue can be arranged by appointment during open hours.

Please contact Event Coordinator for more information, or to schedule a visit.

EMAIL: [events@tulsagardencenter.com](mailto:events@tulsagardencenter.com)  
(Please email for fastest response.)



## Tulsa Historical Society



## Building Rental and Event Planning Information

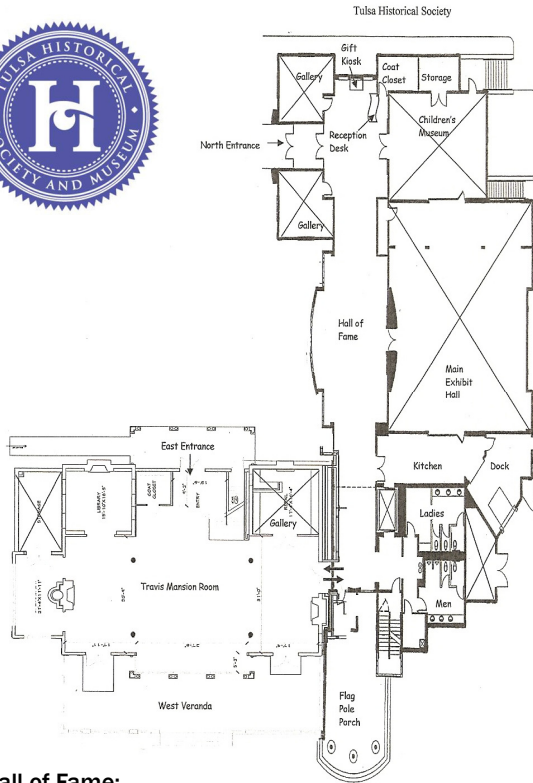
2445 S. Peoria Ave  
Tulsa, Oklahoma 74114

[www.tulsahistory.org](http://www.tulsahistory.org)

Janet Gaither  
(918) 746-5133

[events@tulsagardencenter.com](mailto:events@tulsagardencenter.com)  
(Please email for fastest response.)

## Building Layout and Accommodation:



**Hall of Fame:**  
Seated dining—48 to 64 guests maximum  
Standing cocktail reception—100-150 maximum  
(Due to various exhibits during the year, the HOF may not be available.)

**Travis Mansion Room:**  
Seated dining—100-120 guests maximum  
Standing cocktail reception—150-175 maximum

Outside west veranda may be used for guest seating.

**Inside ceremonies:**  
Hall of Fame—75-100 theater-style chairs  
(Due to various exhibits during the year, the HOF may not be available.)

**Travis Mansion Room—150-175 theater-style chairs**

Outside ceremonies can accommodate up to 200 on the west lawn tennis pad.

# Pricing and Contract Details



- Travis Mansion is \$1,500 for 7 hours
- Hall of Fame area is \$1,000 for 7 hours
- Rental for both Travis Mansion and Hall of Fame is \$2,300 for 7 hours
- Rental of asphalt tennis pad for tent set-up is \$1,500 for 7 hours. (You supply the tent, tables & chairs, and set-up / take-down labor.)

Signed contract and a down payment of half the total rental fee is required to reserve a date. The down payment is non-refundable and non-transferable .

Events scheduled on Holiday weekends require an additional \$300 Holiday Labor fee.

When the building is rented for the reception, an outside wedding ceremony set-up requires an additional \$500 fee .  
Up to 150 white chairs are provided and set-up.

When the building is rented for the reception, an Inside wedding ceremony set-up requires an additional \$250 fee.  
Up to 150 white chairs are provided and set-up.

The building and grounds are not rented for only a wedding ceremony on Fridays and Saturdays. On Sunday—Thursday, just a ceremony may be booked for \$1,000.00 for 4 hours.

Early entry is \$100 per hour. **Please note: Hall of Fame area cannot be set-up or decorated until the museum closes to the public at 4:00pm.**

Each hour after curfew (11:00 p.m.) is an additional \$200 for a curfew waiver.

Tents may be set-up 2 days prior to event and must be taken down 1 day following the event. Rental of the asphalt pad includes security guard and event attendant for the 7-hour rental period, plus access to the kitchen & restrooms during your event only.



### Furniture Available:

- 250 - Black, padded stacking chairs (inside use only)
- 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
- 2—6 ft x 30" rectangular tables

### Equipment Available in Hall of Fame Gallery:

- 1—Wall-mounted 42" flat-screen TV with DVD player

### Equipment Available in Travis Mansion Room:

Travis Mansion is not equipped with any built-in audio or visual equipment.



Limited public wi-fi is available in the Travis Room & Hall of Fame.

There is a stand-alone speaker / wireless mic system available to rent for use at events.

Rental fee is \$125.

This system has 2 speakers & a wireless hand-held mic

The Clinton Steinway Grand Piano may be rented for events. Cost is \$150.00, which includes a professional tuning.

