



T U L S A  
**GARDEN  
CENTER**

2435 SOUTH PEORIA TULSA, OK 74114 918-576-5153 [events@tulsagardencenter.com](mailto:events@tulsagardencenter.com)

### Rental Rules for Tulsa Garden Center

1. Smoking is strictly prohibited in the building. Violation of this policy is considered to be a breach of contract. Guests may smoke outside on the west veranda, or east side of the building. Cigarette urns are in those locations.
2. Furniture, hanging pictures, mirrors, curtains, and rugs in the building are not to be removed or moved during a function.
3. No article belonging to TGC shall be removed from the premises.
4. In accordance with fire codes, no means of egress (entrance/exit doors) may be blocked at any time.
5. The Lessee will restrict use of the building only to the areas leased. Additional building use will result in additional charges.
6. TGC reserves the right to refuse rental for any activity not in keeping with facility policy.
7. TGC requires general liability insurance certificates for all service providers. Special Events liability insurance is **STRONGLY ADVISED**.
8. **Contract time includes setup and cleanup time. Ending contract time is when the facility doors are locked.**
9. If Lessee desires to extend their contract time beyond 11:00 pm, they must request a Curfew Waiver from the Events Coordinator - a minimum of 2 weeks in advance of the event. Each approved hour after 11:00 pm requires additional pre-paid fees (\$250/hour). Tulsa Garden Center, Tulsa Rose Garden, Tulsa Historical Society, and Woodward Park are governed by and must follow all City of Tulsa rules and regulations.
10. If Lessee desires to obtain early entry to the building prior to their contract time, they must request an early entry approval from the Events Coordinator. Each approved hour of early entry requires additional pre-paid fees (\$125/hour). Please note that early entry may not be possible due to other events scheduled.
11. Decorations must be free standing. Fastening anything to the walls, doors, ceilings or light fixtures in the Mansion area is prohibited. The ceiling in the Auditorium may be draped or decorated. Garlands, ribbons, and bows may be used on the stair railing. **No loose glitter, small rocks, gems, crystals or confetti are allowed as tabletop decorations or any other use inside or on the grounds.** Silk or real petals are allowed for inside table-top decoration purposes, but Lessee is responsible for all clean up. Silk petals are **NOT** allowed for outside use. Real rose petals may be used outside **IF** used in moderation, and client assumes all responsibility for clean up. TGC management reserves the right to approve all decorations.
12. Any use of confetti, rice, glitter, birdseed, fireworks (including sparklers), silly string, or other unique materials is **strictly prohibited** in the mansion or on the grounds. **NO SPARKLERS ARE ALLOWED. NO EXCEPTIONS!**
13. TGC **does** approve the tossing of dried lavender or herbs, a latex balloon release, or use of bubbles **OUTSIDE ONLY**, but Lessee is responsible for all clean up. The release of butterflies, doves, or like birds that return to a common roost, is also allowed.

14. Candles for tabletop decoration are allowed but must be in a heatproof container or be dripless. Freestanding candelabra are allowed but must also be dripless candles. Lessee is responsible for any damage resulting from the use of candles, including the cleanup of wax spillage.
15. Additional outside rental items (tents, arbors, lighting, tables, chairs, portable heaters/air misters and fans) MUST be pre-approved by the Events Coordinator.
16. ALL wedding receptions, and any event that plans for over 75 guests, are STRONGLY REQUESTED to retain the services of a professional full-service caterer with adequate wait and clean-up staff.
17. TGC management reserves the right to approve all caterers. Please advise the Events Coordinator of your choice before signing a contract with your caterer. Prior to the event, the catering service must provide proof of general liability coverage and have a current Certificate of Liability on file in the Events Coordinator's office.
18. Alcoholic beverages may be served at TGC with the approval of TGC management. Please notify the Event Coordinator if you wish to serve alcohol at your event. A licensed bartender must be hired. Contact the Event Coordinator if your caterer does not supply this service. A list of recommended bartenders is available.
19. State law strictly prohibits the service of alcoholic beverages to persons less than 21 years of age, transporting open containers from the building, and unattended or self-service alcohol beverage stations. Cash bars and sale of alcohol is not allowed on the premises. A state-licensed bartender (supplied by the contracted caterer or approved by TGC management) shall serve all alcohol. Disregard for these laws is considered a breach of lessee's contractual agreement.
20. TGC management & staff reserve the right to limit and/or cease alcohol service and consumption on its premises if the situation warrants.
21. Amplified music inside the building is allowed within certain specifications. Amplified music outside the facility for a sustained length of time is prohibited; however, a small PA system may be used on the Veranda for a brief period for wedding ceremonies or small gatherings.
22. Lessee shall provide all amplification equipment, microphones and audiovisual equipment.
23. Public address systems and amplified music systems shall be monitored, and the volume adjusted as necessary at the discretion of TGC staff and management.
24. All items brought in by the Lessee and their service providers must be removed at the close of the function unless prior arrangements have been made with the Events Coordinator. Any item left at TGC for more than 30 days after a function will become TGC property.
25. Damage to the building structure, grounds, furniture, or kitchen equipment during a function is the responsibility of the Lessee. Lessee or their service providers that need assistance with the operation of kitchen equipment, electrical systems, or plumbing should seek assistance from staff on site.
26. Lessee and/or their service providers are responsible for removing all decorations and trash from the building at the end of their contract time. TGC strongly supports and encourages recycling. Containers for glass, plastic, and aluminum are located outside the kitchen door.

**I acknowledge that I have read the above rules and agree to comply with all Tulsa Garden Center policies.**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_