

### Rental Rules for Tulsa Historical Society

- ◆ Smoking is strictly prohibited in the building. Violation of this policy is considered to be a breach of contract.
- ◆ Furnishings, displays and/or artifacts in the building are not to be removed or moved during a function.
- ◆ No article belonging to THS shall be removed from the premises.
- ◆ In accordance with fire codes, no means of egress (**DOORS**) may be blocked at any time.
- ◆ The Lessee **MUST** restrict use of the building only to the areas leased. Additional building use will result in additional charges.
- ◆ THS reserves the right to refuse rental for any activity not in keeping with facility policy.
- ◆ THS requires general liability insurance certificates for all service providers. In addition, Special Events liability insurance is **STRONGLY ADVISED**.
- ◆ **Contract time includes setup and cleanup time. Ending contract time is when the facility doors are locked.**
- ◆ If Lessee desires to extend their contract time beyond 11:00 pm, they must request a Curfew Waiver a minimum of 2 weeks in advance of their event. **There is NO tolerance on this city ordinance.** In addition, each approved hour after 11:00 pm requires additional prepaid fees (\$250/hour).
- ◆ Tulsa Historical Society, Tulsa Garden Center, Tulsa Rose Garden, and Woodward Park are governed by and must follow all City of Tulsa rules and regulations. Due to a recent Tulsa Park Board ruling, no one under 18 years of age is allowed to remain in any city park after 11:00 pm. **An approved event curfew waiver does allow exceptions to this rule.**
- ◆ 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.**
- ◆ Decorations **must be** free standing. Fastening anything to the walls, doors, ceilings, fireplace mantles or light fixtures is prohibited. The 3-M brand adhesive hooks, or any type of adhesive/tape hooks, or sticky putty are **NO LONGER** allowed on the walls, trim, fireplaces, windows, or doors.
- ◆ **Fresh, loose rose or flower petals (IN MODERATION) are allowed inside as tabletop decorations.** Fresh rose petals **CANNOT** be used on the floors inside the building. Lessee or their service provider is responsible for all clean up. Fresh rose petals may be used on the grounds (**IN MODERATION**) at outside ceremonies only. Silk rose petals **MAY NOT** be used outside. THS management reserves the right to approve all decorations in advance, and anything used must be cleaned-up by lessee or their service provider.
- ◆ Any use of confetti, rice, glitter, birdseed, fireworks (including sparklers), silly string, or other unique materials is **strictly prohibited** in the building or on the grounds. **NO SPARKLERS ARE ALLOWED.** Fog, mist or bubble machines are **NOT** allowed in the building, but they can be used outside.
- ◆ THS **does** approve the tossing of dried lavender, or use of bubbles **OUTSIDE ONLY**. The release of latex balloons, butterflies, doves, or like birds that return to a common roost, is also allowed outside.

- ◆ Candles are permitted inside the building (on tables or fireplace mantles) **ONLY** if they are enclosed in a glass or heat-proof container. Hurricane glasses or tall glass vases are excellent to enclose pillar type candles. Votive candles must also be enclosed in a glass or fire-proof container. All surfaces (tables, fireplace mantles, etc) must be protected from candle wax. LED candles are best to use outside.
- ◆ Additional outside rental items (tents, lighting, tables, chairs, portable heaters/air misters and fans) **MUST** be pre-approved by the Events Coordinator and THS management.
- ◆ **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 professional wait and clean-up staff.
- ◆ THS management requests the use of a caterer from the Recommended List and reserves the right to approve all caterers. Please advise the Events Coordinator of your choice before final contracts are signed with your caterer. **Prior to the event, the catering service must provide proof of general liability coverage and must have a current Certificate of Liability on file in the Events Coordinator's office.**
- ◆ Alcoholic beverages may be served at THS with the approval of the Board of Directors. A Policy Waiver must be obtained from the Events Coordinator to request the use of alcohol and will be submitted to the Board of Directors for approval.
- ◆ 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.
- ◆ A state-licensed bartender (supplied by the contracted caterer or approved by THS management) shall serve **all** alcohol. **A valid state bartending license must be provided to the Events Coordinator prior to the event.** Disregard for these laws are considered a breach of Lessee's contractual agreement.
- ◆ THS management & staff reserve the right to limit and/or cease alcohol service and consumption on its premises if the situation warrants.
- ◆ **Amplified music outside the facility for sustained lengths of time is prohibited.**
- ◆ Lessee shall provide all amplification equipment, microphones and audio/visual equipment. Public address systems and amplified music systems shall be monitored and the volume adjusted as necessary at the discretion of THS staff and management.
- ◆ All service providers must contact the Events Coordinator if special arrangements are needed for deliveries to THS before an event. **Do not contact THS directly!** 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. Rental items may be picked up the following business day between 9:00 a.m. – 12:00 noon at the 25<sup>th</sup> Street entrance (dock area) by the rental company.
- ◆ Any item left at THS for more than 30 days after a function will become THS property.
- ◆ Damage to the building structure, grounds, furniture, exhibits, artifacts, piano, A/V & sound equipment, or kitchen equipment during a function is the responsibility of the Lessee. Lessee or their service providers that need assistance with the operation of the piano, A/V & sound equipment, kitchen equipment, electrical systems, or plumbing should seek assistance from staff on site.
- ◆ Lessee and/or their service providers are responsible for removing all decorations and trash from the building by the end of their contract time.

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

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_