

Other Information

- **No Smoking Policy:**

No smoking allowed in building

- **Parking:**

There are approximately 165 parking spaces available, including 4 handicap spaces. Valet parking is not required.

- **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
(Please email for fastest response.)



Tulsa Historical Society



Building Rental and Event Planning Information

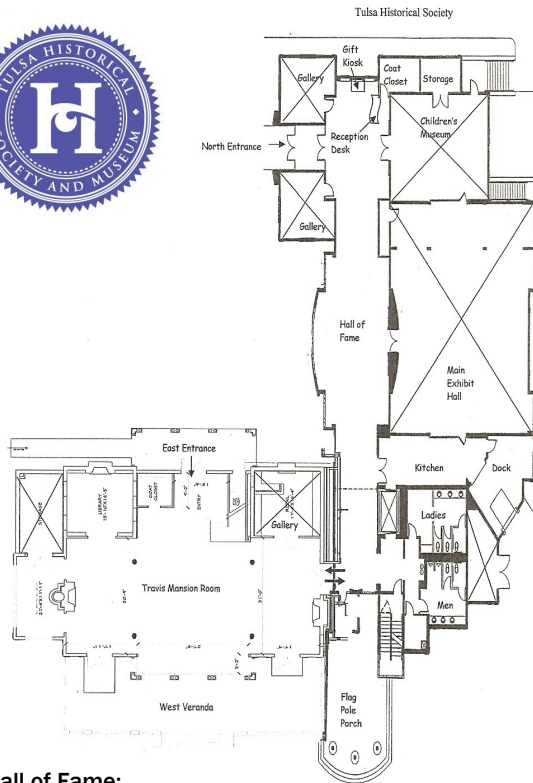
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Cristen Burdell
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(Please email for fastest response.)

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 \$1,750 for 7 hours
- Hall of Fame area is \$1,200 for 7 hours

The Hall of Fame area is never available during open public hours of 10:00am-4:00pm Monday-Saturday.

- Rental for both Travis Mansion and Hall of Fame is \$2,500 for 7 hours
- Rental of asphalt tennis pad for tent set-up is \$1,750 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 \$350 Holiday Labor fee.

When the building is rented for the reception, an outside wedding ceremony set-up requires an additional \$575 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 \$300 fee.
 Up to 150 white chairs are provided and set-up.

On Sunday—Thursday, just a ceremony may be booked for \$1,000.00 for 4 hours.

Early entry is \$125 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 \$250 for a curfew waiver.

Tents may be set-up 2 days prior to event and must be taken down 1-2 days 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 Included:

- 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.

