

HUTCHINS MEMORIAL AUDITORIUM CONTRACT

5<sup>TH</sup> & Overbrook P.O. Box 1450
Ponca City, OK 74602

Date of Event:
Client:
Attn:
Address:
Phone:
Function:
Area Reserved:
Arrival Time:
Event Start Time:
Departure Time:
Number of Attendees:
Alcohol?
Security Required? Yes No
Security Officers:

SETUP INSTRUCTIONS:
Number of chairs
Number of tables
Theater Style Classroom Style Other
Podium Sound System Projector Screen

I have received a copy of the Hutchins Memorial Auditorium Rental Policies. I understand that any violations of these policies revoke this contract and I will peaceably vacate. Further, I have read the function contract and hereby agree that all of the above is correct.
Client Signature Required Date

The violation of any of the rental policies gives the Hutchins Memorial Auditorium the right to seek damages under the terms of the rental policy and function contract and does not preclude the Hutchins Memorial Auditorium from pursuing any legal remedies available at law.
Hutchins Memorial Auditorium Date

A SIGNED CONTRACT & 1/2 OF THE RENTAL FEE WILL GUARANTEE BOOKING. BALANCE IS DUE 30 DAYS PRIOR TO EVENT. (\$300 MINIMUM FEE) RATE DEPENDS ON ATTENDANCE, IF MORE THAN PROJECTED NUMBER ATTEND OR EXTRA SETUP/TEARDOWN HOURS OR ROOMS ARE USED, AN INVOICE WILL BE SENT.

Auditorium Rates table with columns Days and Total, listing rates for up to 500, up to 1000, and over 1000 people per day.

Dressing Room required?
Yes No (Sunshine rooms only included in auditorium fee)

Hospitality or Reception Room required?
Yes No (Not included in auditorium fee)

Room rental: \$50 each per day.
East Side: Tonkawa/Kaw, Ponca
West Side: Osage, Otoe
TOTAL = \$50 X = \$

Setup/Teardown/Rehearsal..\$25 X = \$
(Auditorium fee includes 4 hours on day of event)

Total Rental

Fees: \$
Security Officer \$20 hr X X = \$
(\$20 per hour per officer)

Office Use Only:

First Half Rental Fee Paid:
Date: Amount:
Cash: Check No:
Second Half Rental Fee Paid:
Date: Amount:
Cash: Check No:

Invoiced? Date
\$200 Damage Deposit Paid:
Date: Returned Date:

Extra room used? Y N
Decorations and/or equipment removed: Y N
Trash in dumpster: Y N
Policies followed: Y N
Setup or teardown time over 4 hours: Y N
If yes how many?

Building Attendant Date