

HUTCHINS MEMORIAL ROOM RENTAL
 5th & Overbrook P.O. Box 1450
 Ponca City, OK 74602

Date of Event: _____

Client: _____

Address: _____

Phone: _____

Function: _____

Area Reserved: _____

Arrival Time: _____

Event Start Time: _____

Departure Time: _____

Number of Attendees: _____

Set Up:

Number of Chairs _____

Number of Tables _____

Theater Style _____ Classroom Style _____ Other _____

Podium _____ Sound System _____ Projector Screen _____

Other Setup Instructions:

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 peacefully vacate. Further, I have read the function contract and hereby agree that all of the above is correct.

 Client Signature Required Date

A SIGNED CONTRACT & RENTAL FEE WILL GUARANTEE BOOKING.

1 - 2 rooms: \$75 each per day

3 - 4 rooms: \$60 each per day

5 - 6 rooms: \$50 each per day

East Side: Days

Tonkawa/Kaw..... _____

Ponca..... _____

West Side:

Osage..... _____

Otoe..... _____

Lower level:

Sunshine Room _____ \$75 X _____ = \$ _____

\$60 X _____ = \$ _____

\$50 X _____ = \$ _____

Security Officers Fee \$20 X _____ X _____ =

\$ _____

Set Up/Teardown/Rehearsal Hourly \$25 x _____ =

\$ _____

(Rental fee includes 4 hours set up/teardown or rehearsal time on the day of rental)

Total Rental Fees Due:

\$ _____

Office Use Only:

Rental Fee Paid:

Date: _____ Amount: _____

Cash: _____ Check No: _____

Security Required? Yes _____ No _____

Security Officers Names:

Decorations Approved: Yes _____ No _____

Trash In Dumpster: Yes _____ No _____

Decoration Removed: Yes _____ No _____

Policies Followed: Yes _____ No _____

 Building Attendant Name 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

05-15-02

Revised