

COLEMAN CONFERENCE CENTER/BALLROOM
(Hereafter referred to as CCCB)

FACILITIES RENTAL CONTRACT

Organization Name _____ Event Date _____

Event Name _____

Contact Person _____ Phone _____ Fax _____

Address _____

Area rented _____ Approx. number of guests _____

Hours of event _____

Caterer _____ Phone _____

RENTAL FEES – ESTIMATED

\$ _____ **Estimated total**

\$ 500.00 *less deposit*

\$ _____ **Estimated Balance due**

(Additional fees for extra services may apply-if so, they will be listed below and added to the total final rental fee)

\$ _____ AV Tech Fee \$ _____ Linens (tablecloths) _____ Napkins _____

\$ _____ AV Equip Fee \$ _____ china \$ _____ Flatware \$ _____ Misc.

TOTAL RENTAL FEE \$

(List attached)

INDEMNIFICATION AND LIABILITY

User/Renter agrees to indemnify and hold harmless the CCCB from all claims, liability, damage, injury penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way results from the use of said or to premises by User; and if any suit or proceeding shall be brought against the Coleman CC/Ballroom on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by servants, invitees, licensees, or guests of User, or any other person, the User, at its sole expense, will defend same and will pay any judgments which may be recovered against the CCCB.

AGREED TO BY: _____ Date: _____

User/Authorized Representative Signature _____ Date _____

CCC/B Representative Signature _____ Date _____

Provided in Contract

Tables and Chairs – Basic package Tables to seat 8 each or 10 each, with chairs (*up to 26 round tables and 300 chairs*), buffet tables, registration tables, etc. (*No outside furniture brought in*)

Use of catering kitchen if requested.

WiFi, if it is available at time of rental.

Additional services available by arrangement and/or fee

Tablecloths, napkins, dishware and tableware – See schedule of prices

Audio- microphones, podium, pre-set sound, and playing of one client provided CD for background music are included with basic rental, if available.

Special audio technical- cued lights, sound, any audio or video tapes, wireless microphones or other special equipment- \$30 per hour-minimum 3 hours for set up and take down as well as rental fees for special equipment not in inventory.

Outside equipment may not be plugged into the CCCB system.

Portable equipment charges: \$25- slide projector; \$25- overhead projector; \$50- DVD or power point projector;\$50- Combination TV-VCR; \$10 – portable AV screen; \$5- flip chart (as may be available)

BUILDING USAGE

1. Activities will be confined to the room/area rented.
2. Food and drink are restricted to the dining areas.
3. No set up closer than 4 feet from any work of art
4. No stapling or taping of linens or decorations to any surface.
5. No banners, placards, or other materials can be attached to the walls, ceiling or floor.
6. No combustible materials, water fountain displays, popcorn or popcorn machines, smoke or fog machines allowed in the facility.(Champagne or chocolate fountains are permissible.)
7. No hay or hay bales, glitter, thrown rice or bird seed, or bubbles allowed inside the facility.
8. All decorations or items not owned by the CCCB must be removed from the space the day/evening of the event unless special arrangements have been made with the event coordinator.
9. All transport carts are restricted to soft rubber wheeled vehicles, (furnished by the CCCB if possible.)
10. The CCCB reserves the right to deny any activity or equipment usage that could damage the facility or its content.

11. High School prom reservations require that the client provide two off-duty police officers for security. (Restroom monitors must be provided by renter/user).
12. A cleaning fee of not less than \$500, up to the full amount of cleaning, repair or replacement will be charged to any Renter/User violating the listed restrictions and/or to any Renter/User or event whose activities or decorations cause extra clean-up or damage to the CCCB.

DELIVERIES

1. All deliveries must be made through the loading dock area in the alley behind the facility.
2. No deliveries made without pre-approval of the event coordinator.
3. All deliveries must be made the day of the event and picked up no later than 24 hours following the event, unless arrangements have been made with the event coordinator.
4. Liquor must be delivered via the loading dock the day of the event, and cannot be placed in public areas until time for the event.

CATERING

- 1 A catering guide of professional caterers may be available from the Coleman Conference Center Event Coordinator if requested.
- 2 The Renter/User is responsible for clearing tables, catering kitchen and other spaces utilized for the food portion of the event, including removing all trash incurred by the activities of the event. (The renter/user may contract with caterer or others for this service, but is ultimately responsible.) Failure to do so could result in forfeiture of deposit.
- 3 Servers for food service must be provided by the Renter/User.

ALCOHOLIC BEVERERAGES

If alcoholic beverages are served a permit must be obtained from the City Clerk's office located in the City Hall of Miami, Oklahoma. Said permit shall be posted in the facility near where such beverages are being served. Proof of age must be available for anyone who appears to be under the age of 40 who wishes to consume alcoholic beverages.

TIME ALLOWED FOR USE UNDER RENTAL AGREEMENT

See specific timelines related to your event and contract

MISCELLANEOUS

- 1 No smoking is allowed in the building or within 15 feet of the doors.
- 2 All customers are responsible for complying with the liquor laws of the State of Oklahoma.
- 3 Signs and Banners – signs on the building exterior and outside meeting rooms must be professionally printed and free standing or on an easel. Nothing may be screwed, pinned, tacked or applied with adhesive to any surface. The CCCB reserves the right to approve all signage.

Initials _____

- 4 The CCCB will not assume or accept responsibility for damage to or loss of any merchandise, decorations, musician's equipment, photographer's equipment or articles left at CCCB prior to, during or following any functions. All equipment, floral decorations etc., must be removed by guest the same day/evening as the function unless other arrangements are made with the event coordinator.

DAMAGE

The User agrees to be responsible for any damage to the facilities in use by his guests, invitees, employees, independent contractors or other agents.

PAYMENT

A deposit is required to confirm all reservations. These deposits will be applied toward the final balance.

Final payment for all charges is due prior to the start of the event. Payment may be made by check or credit card (MasterCard, Visa, or Discover) or by check. Make checks payable to the Coleman Conference Center/ Ballroom (If mailed – c/o Coleman Theatre, 103 N. Main Street, Miami, OK 74354)

CANCELLATION

Should it be necessary for the user to cancel the function or event after the contract has been signed, the CCCB requires written cancellation notification. (Faxes are accepted.) The deposit will be returned fully on cancellations made in writing more than 30 days before the scheduled event, ½ the deposit will be returned if the cancellation is received between 15 and 29 days before the scheduled event, and the deposit is forfeited on cancellation less than 15 days prior to the event.

Initials _____