



## Facility and Site Rental Regulations

Located in Grove, Oklahoma, in the beautiful wooded, rolling hills on the shores of Grand Lake o' the Cherokees, Har-Ber Village Museum is a unique setting for any social or business occasion, from intimate gatherings to sizable celebrations. Your rental of Village facilities supports our efforts to provide engaging exhibitions and community education.

### Mission

Founded in 1968, Har-Ber Village Museum is a non-profit organization that collects and preserves historical items, authentic to the American experience, for the whole family to enjoy and understand within a scenic and inspirational setting.

### The Site

Har-Ber Village Museum is a unique and non-traditional space in which to hold an event. Your wedding ceremony or reception, business meeting or retreat, concert or recital, lecture program, birthday party, family reunion or anniversary will be all the more memorable when you hold it at Har-Ber Village Museum.

While we are pleased to host events for individuals, businesses, and other organizations, the Museum does reserve the right to decline an event that the Museum determines to be incompatible with its mission. Please call (918) 786-3488 or e-mail [director@har-bervillage.com](mailto:director@har-bervillage.com) today to discuss availability, details of your event, and/or to determine a mutually convenient time to visit the Village.

### Hours

Due to the Village's seasonal operating hours, site rentals are available mid-April through October. Events scheduled outside the hours of 9 a.m. to 10 p.m. may incur additional fees. Set-up may begin at 8:00 a.m. on the day of the event and clean-up should be finished by 9:45 p.m. There may be an additional fee for prior day setup or post day cleanup.

### Facilities

Several areas are available for use at Har-Ber Village Museum:

- The Picnic Pavilion is a 58' x 20' covered patio area with 12 tables and 48 chairs included. Sink with potable water and electricity available.
- The Har-Ber Village Chapel is at the lower end of the Village overlooking the lake. This small building will seat about 12 persons and electricity is available. Weddings have been performed both inside and outside this building. (No food or beverages are allowed inside the Chapel.) Wedding ceremonies only.
- The Har-Ber Village Event Tent is a 40' x 80' metal shed with covered roof. Half of the building is paneled; the other half has canvas curtains that may be open or closed depending on the weather. There is a cement floor and wooden dance floor and raised wooden stage. The space seats up to 200 people. A separate changing room and indoor rest rooms available. Adjoining 48' x 36' gravel area surrounded by rustic fence rails for additional seating.
- The Visitor Center meeting room will seat up to 40 people for meetings, lectures and workshops. Podium w/microphone and access to a caterer's kitchen bar. Television monitor and cables for computer presentations.
- The Har-Ber Village Craft Room is located in the middle of the Village and is available for use by historic craft and trade groups for meetings and demonstrations as well as for workshops, meetings and lectures.

All of our sites may be rented for a space rental fee of \$100. If using our tables and chairs at Chapel or Event Tent, add \$150 table and chair fee for up to 100 people; \$300 for 101-200 people; add \$250 for staff set-up and take-down. For use of the Event Tent only, an additional \$250 cleaning fee and a \$500 (refundable) damage fee will be assessed.

Because Har-Ber Village Museum has historic buildings and is an operating museum, we ask that users adhere to the following in order to safeguard the Village and its collections and to ensure an enjoyable event.

- **Supplies and Furnishings**

Chairs and tables are available through Har-Ber Village as described on page 1; tents, tablecloths and any other needs should be made by the Renter through outside providers. Table setup and take down may be performed by you. There is a \$250 fee if performed by Har-Ber Village staff. Indoor restrooms are located inside the Visitor Center (9am- 4:30pm) and the Café at Har-Ber Village during Event Tent use.

Supplies and portable furniture may be delivered up to two hours prior to the event unless otherwise agreed in advance, and must be removed by noon the following day (earlier if the site has been booked by another party). The Village is not liable for delivered or stored property. All financial payments for vendor services are the direct responsibility of the Renter.

Village property other than unsecured tables and chairs may not be moved, used, or touched, except by Village personnel or by special arrangement.

- **Insurance**

**The Village requires an original certificate of liability insurance for the date of the event.** This is a standard form provided by insurance companies, typically at little or no cost to you. Individuals may request this form from their homeowner's, renter's or commercial liability carrier.

A certificate of insurance, showing personal liability coverage with a single limit of not less than \$1,000,000 per occurrence for bodily and property damage resulting from or during the event, must be on file with the Village **at least 15 days prior to the event.**

**This certificate shall include host liquor liability coverage (if applicable),** shall insure the user, and shall name Har-Ber Village Museum, its trustees, employees, and agents as additional insureds.

- **Financial Responsibility**

The person or organization signing the Agreement assumes responsibility for the conduct of all persons at the event, as well as all financial responsibility for payment of fees and covering any damage or loss of Har-Ber Village Museum property occurring, as a result of or during the function, and for any personal injury which may occur during or as a result of such use.

- **Smoking**

Smoking is not permitted inside the buildings of the Village. There are designated smoking areas in the parking lot.

- **Access**

Guests will be limited to the areas of the Village designated in the approved Rental Agreement. If any guest at the event wishes to tour any of the Village's buildings or exhibits during regular museum hours, other than the areas specifically leased, an additional fee may be charged. (*Note: Special rates apply should the Renter wish to make a tour of the Village available for their guests.*)

The meeting room or the public restrooms located in the Visitor Center may be used if needed for changing and/or wedding dress preparation. A changing room is also available near the Event Tent.

- **Parking**

Limited parking is available immediately around the Event Tent. Most guests should park at the top of the main parking lot of the Village. If there will be more than 50 cars arriving as part of the event, the Renter will provide adequate personnel to direct participants safely to and in the parking areas. Please do not use designated Café parking during Café hours (Thursday through Monday, 9am-3pm).

- **Decorations**

Tabletop, freestanding, and easel-supported decorations are welcome, as are cut flowers. Tape, staples, nails or screws may not be used to attach decorative materials; instead, wire or string may be used and must be removed at the end of the event. The use of confetti, rice, sand or anything of that nature is not permitted. Bird seed may be used outside the Picnic Pavilion, Event Tent and the Chapel.

- **Alcoholic Beverages**

The Renter acknowledges that the Village is not licensed for the sale of alcoholic beverages. Only a licensed caterer or bartending service may serve food and/or alcoholic beverages in the Village. The Renter is advised that the caterer must comply with all applicable laws and liquor regulations and acquire all permits required by the law of the State of Oklahoma or other governmental entities. The Renter agrees to indemnify, protect and hold harmless Har-Ber Village Museum and its trustees, agents and employees from and against any and all losses, costs, claims, demands, damages, and expenses arising out of applicant's use of the Village's facilities resulting from the provision of alcoholic beverages.

All bartenders and personnel handling service of alcoholic beverages must be instructed by Renter to be particularly careful not to serve a minor (anyone under 21 years of age) or to serve anyone showing signs of inebriation. Such servers must be advised by the Renter that they are subject to both arrest and fine if convicted in the State of Oklahoma on such charges.

Guests must be advised by Renter that alcoholic beverages are not to be brought onto or removed from premises.

The Village reserves the right to stop the Renter from serving alcoholic beverages to any individual or group without notice or to have removed from the premises anyone inebriated or behaving in an objectionable or destructive manner.

- **Music and Other Entertainment**

Musical amplification is not permitted except in the Event Tent and Picnic Pavilion areas. All forms of entertainment must be submitted in advance for review and approval by Village.

- **Deposits and Fees**

A **non-refundable** security deposit of **one half of the estimated fee must accompany the signed Agreement.** The only exception to the deposit being non-refundable is if the event is canceled as a result of inclement weather. Inclement weather means **severe** temperatures or precipitation. The Executive Director has final say as to any refunds. This deposit reserves the site for the date and time of your event when approved by the Village. Please be certain of the date and be informed of typical temperatures at the time of year you choose to make a reservation.

**Payment for the full estimated duration of event is due by 9am on day of the event. Overtime payment is due before Renter departs the site.**

- **Food and Catering**

The Renter will be responsible for arranging caterers, a clean-up crew, and any other contractors (such as servers and florists), and for renting tents, linen, tables, and chairs.

Caterers need to supply all linens, glassware, china, and other items required to properly service the event. Tables and chairs may be provided by the Village, but caterers may supply their own if desired.

Caterers must remove everything they bring onto the premises, including trash, debris, empty bottles, and unused bags of ice. Unless prior permission is specifically granted, all materials and equipment must be removed on the same day as the event. It is requested that all food remaining from catered events be carefully bagged and removed as it attracts the many species of wildlife living in the Village.

The Renter agrees to pay the cost of repairing any damage or replacing lost equipment that occurs during the event.

Due to limited electrical service, the Village is to be informed of any portable food warming or other heating devices the Renter wishes to use.

## **Application Process**

At the time of application, the Renter must provide full information concerning the following: the type and purpose of the event being planned; the time, date, number of guests; names of caterers or other service providers who will be coming onto the premises; and the name of the individual responsible for payment of fees and damages.

Upon approval of application by the Village, conditions of use shall be specified in the Rental Agreement.

**Reservations are tentative until the Village and the Renter have both signed the Rental Agreement and a security deposit has been received.**

**The balance of the rental fee is due the day of the event.**

Use is restricted as stated in the Agreement. Established time limits must be adhered to and any change must be approved in advance.

One person must be designated as the “responsible party” for the Renter’s rental time. This person must be at the function from beginning to end.

Keep this copy of the regulations for yourself; return the completed Agreement and Application (2 pages) by mail or in person to

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