



Application for Special Use

Name of Group/Individual _____

Address _____

City _____ State _____ Zip _____

Contact Person/Responsible Party _____

Telephone _____ Email _____

Description of group _____

Purpose of Event _____

Estimated Attendance _____ Will food be served? _____

Caterer _____ Telephone _____

Catering contact person _____

Date requested for event 1st choice _____

2nd choice _____

Time setup is to begin _____ Time Guests will arrive _____

Time Guests will depart _____

Location requested: (circle one)

Space Rent: Event Tent \$100; Chapel \$100; Picnic Pavilion \$50; Meeting Room \$50; Craft Room \$50

Additional fees for Chapel and Event Tent:

add \$150 for up to 100 chairs, 10 tables; \$300 for 101+ chairs, 11+ tables.

Chair and table set-up by staff, \$250.

Event Tent only: cleaning fee \$250, damage fee \$500 (refundable)

----- For office use only -----

Date received _____

Approved _____ Deposit received _____

Staff needed _____

Other requests:

Certificate of liability received _____ Alcohol? _____

Actual attendance _____ Balance Due _____

HAR-BER VILLAGE MUSEUM SITE RENTAL AGREEMENT

WHEREAS, _____ of

_____ (Renter)

and Har-Ber Village Museum located in Grove, Oklahoma, (the Village) wish to enter into a site rental agreement (Agreement) for an event which Renter wishes to hold at the Village.

NOW, THEREFORE, for valuable consideration, the receipt of which both parties acknowledge, the parties agree as follows:

Both parties agree to be bound by all of the terms and conditions of the M Village's Facility and Site Rental Regulations attached to this Agreement and made a part hereof. Renter hereby acknowledges having carefully read the Facility and Site Rental Regulations.

The site rental application of Renter is also attached to this Agreement and is made a part hereof. Renter agrees to be bound by all of the terms of the site rental application unless changes to it are approved in advance in writing by the Village. Village approves Renter's site rental application and this Agreement is signed by both Renter and the Village.

RENTER

Date: _____

By: _____

Its

HAR-BER VILLAGE MUSEUM

Date: _____

By: _____

Its