



KIOWA TRIBE

RED BUFFALO HALL AGREEMENT

Phone: (580)654-2300 Fax: (580)654-8714

Choose One

_____ Red Buffalo Hall: \$150.00	Plus Deposit: \$50.00	=	\$200.00
_____ Kettle: \$50.00	Plus Deposit: \$20.00	=	\$70.00
_____ Red Buffalo Hall & Kettle: \$200.00	Plus Deposit: \$70.00	=	\$270.00

* If the deposit is to be refunded, the check should be made out to whom?

Name: _____ Address: _____

Choose one: Pick Up: _____ Mailed: _____

CONTACT INFORMATION

Renter: _____

Organizer/Contact Person: _____

Address: _____ Telephone: _____

Email: _____

EVENT DETAILS

Type of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Facility Access Begins at: _____ Facility Access Ends at: _____

SECURITY GUARD

NAME:

CONTACT #

NAME:

CONTACT #

PLEASE SPECIFY THE AMOUNT OF TABLES AND CHAIRS THAT WILL BE NEEDED FOR THE EVENT. THE KIOWA TRIBE IS LIMITED IN TABLES AND CHAIRS, BUT WE WILL ACCOMMODATE YOUR NEEDS ACCORDINGLY.

# of Chairs	# of Tables	PA System	Bleachers	Stage Area

YOU ARE RESPONSIBLE FOR:

1. Providing your own security for the event and provide those names to administration prior to the event.
2. No one is allowed in the Kiowa Tribal Complex nor are they to interfere with the daily activities of the employees.
3. The Stage area is off limits, unless request has been made at the time of rental.
4. Alcohol uses is strictly prohibited, and KTO Tribal Security has been instructed to act accordingly in regards to finding alcohol use.
5. You must provide your own cleaning supplies and contact the KTO Security on duty once clean-up is complete. If not clean, then the deposit is forfeited. If fee has been waived, and clean-up was not done, the fee waiver will not be an option for future rentals.
6. You are responsible to review the clean-up check list to be aware of all areas that will be checked.
7. If you have requested the use of tables and chairs, you are responsible for the cost of any tables or chairs that are missing at the end of the event and will be invoiced for the number of missing tables and/or chairs.
8. Collecting and removing all trash to the dumpsters that are located in the south east parking lot.
9. You security is to ensure that children are supervised at all times.

THE KIOWA TRIBE WILL NOT BE HELD RESPONSIBLE OR LIABLE FOR ANY DAMAGES, LOSS, OR THEFT OF PERSONAL PROPERTY.

By signing this agreement, the renter and/or responsible party agrees to abide by the regulations set forth and established by the Kiowa Tribe. Breach of this agreement by the renter will result in forfeit of deposit and restrict further use of this facility.

Renter's Signature

Date

Executive Director's Signature

Date

FOR OFFICE USE ONLY

Deposit Amount Paid:

\$

Date Paid:

Receipt #

Rental Amount Paid:

\$

Date Paid:

Receipt #