

Rental Contract

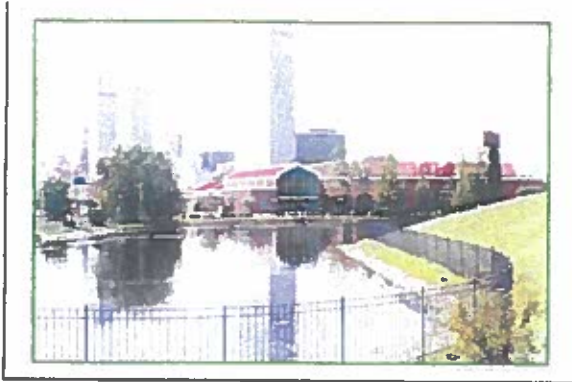


**Greenwood Cultural Center
322 N. Greenwood Ave
Tulsa, OK 74120**

(918)596-1020 Fax(918)596-1029

www.greenwoodculturalcenter.com

Greenwood Cultural Center

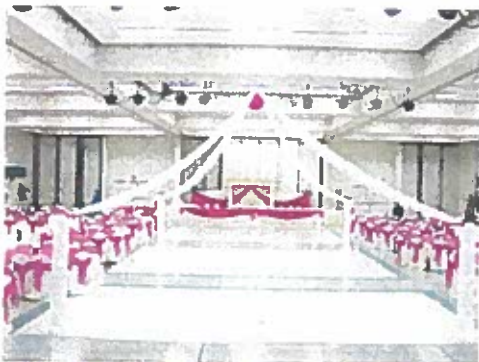


Greenwood Cultural Center (GCC)'s a nonprofit 501(c)(3) organization focused on the past, present and future of Tulsa's African-American community. In the fulfillment of our mission, we: (i) provide educational and cultural experiences; (ii) promote intercultural exchange; and (iii) encourage cultural tourism. In 1999, we were named one of America's "Points of Light."

The center is a gathering place for Tulsans and visitors of all backgrounds and cultures. With 10,000 square feet of meeting or banquet space, we can accommodate 700 banquet style or 1,000 theatre style. Custom set-up is available. Our rates are as follows:

Entire Hall	Seats 700-1,000	\$1,700
West Hall	Seats 300-500	\$ 950
East Hall	Seats 200-250	\$ 750
North or South Hall	Seats 100-125	\$ 650

The **Goodwin/Chappelle Gallery** is available for small receptions/dinners and will accommodate approximately 75 people. The rental cost for The Gallery is \$400; The Atrium: \$600; The Patio: \$400.



The Greenwood Cultural Center is conveniently located near downtown Tulsa and next door to OSU-Tulsa University. Let us assist you with future events: weddings, receptions, seminars, workshops, church events, reunions, birthday parties, etc. We are confident that the Greenwood Cultural Center's commitment to service will ensure you a perfect event.

Frances Jordan-Rakestraw, Executive Director

Greenwood Cultural Center 322 North Greenwood Ave Tulsa, OK 74120 (918) 596-1020
www.greenwoodculturalcenter.com



Tables and chairs are included. We have 72" tables that seat (10) and 60" tables that seat (8) eight. There is an additional charge of \$500 for all concerts. A deposit of \$300 will hold your space. Prices exclude taxes and security fees.

Contact the Greenwood Cultural Center at 918.596.1020 for more information.

Greenwood Cultural Center
322 North Greenwood Avenue
Tulsa, Oklahoma 74120
(918) 596-1020

Date of Event: _____

Name _____

Room Rental _____

Company/Org. _____

Building Deposit (Refundable 300.00
 if there are no damages)

Type of Event _____

Misc. Additions (See List) _____

Address _____

Sound System _____

Phone _____ Fax _____

Sound Technician _____

Space Required _____

Lights _____

Kitchen Deposit (Refundable 150.00
 if left clean)

Cleaning Fee 150.00

Tax (8.517%) _____

Security _____

Time of Event _____

TOTAL _____

Set-Up Time _____

Less \$300 deposit _____

*****Date half of balance due: _____

*****Date balance due: _____

Number of People:

<u>Banquet</u>	<u>Theater</u>		
700	1,000	\$1,700	Entire Hall
300	500	\$ 950	West Hall
200	250	\$ 750	East Hall
100	125	\$ 650	North Room
100	125	\$ 650	South Room
25	50	\$ 250	Meeting Room

Tables & Chairs are include in our prices:

We have 72" tables that seat 10 and
 60" tables that seat 8

There is an additional charge of \$500 for all concerts.

* Prices subject to change

The *Goodwin/Chappelle Gallery* is available for small receptions/dinners...and will accommodate approximately 75 people. *Dancing is not allowed in this room!* The rental cost for *The Gallery* is \$400; *The Atrium*: \$600; *The Patio*: \$400.

Indemnification and Liability:

To the extent permitted by law, user agrees to indemnify and hold the Greenwood Cultural Center (GCC) harmless 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 damage which in any way relates to the use of said premises by user; and if any suit or proceedings shall be brought against GCC on account of damage, injury, omission, neglect, commission, liability claim or loss occasioned upon by the use of activities on said premises, including the parking area whether by third parties, employees, agents, 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 GCC.

 Guest Signature Date

 GCC Signature Date

Greenwood Cultural Center, Inc.

Rental Policies

Office Hours: 9:00 A.M. – 5:00 P.M.
Telephone: (918) 596-1025
Fax: (918) 596-1029
Email: francesjordan@greenwoodculturalcenter.com

Pricing:

Pricing of the facility is based on the following components:

1. Space requested
2. Number of people attending event
3. Security
4. Maintenance
5. Miscellaneous fees for additional items
6. Rehearsals

Rental requests are not confirmed until a contract is signed and/or deposit made. All costs required to be paid in full (30) days prior to the event. Management reserves the right to refuse events that will not project the image necessary for the continued growth and enrichment of the facility.

We require a \$300 deposit to hold any space. You will be notified at the time you sign the contract when your other payments are due.

Cancellations:

- There are no refunds after deposit is made.
- Events cancelled after payment of any or all of the balance due will forfeit 100% of any amount paid.

Penalties:

If an event goes past the scheduled time, the client will be charged \$100 per hour. Please make sure that your caterer, photographer, DJ, etc. are aware of this cost.

This contract is binding. There will be no changes in regard to type of event once the contract is signed.

Set-Up Time:

You are allowed two (2) free hours to set up for your event. If you need additional time, the price is \$75 per hour.

Catering:

All caterers are required to have a City of Tulsa Business/Food Establishment License and an Oklahoma State Department of Health License. Warmers are available for use, however, *only licensed caterers are allowed to cook in the kitchen*. Our office will contact the Health Department to verify current license for any caterer. Caterers are responsible for the following items, which are not provided by the center: linens, china, silverware, extensions cords, serving carts, and any other dining room necessities.

Children are not allowed in the kitchen!!!

The caterer should confirm the number of tables and chairs of each event with GCC. All caterers must complete the following:

1. Drain and dry steam table, if used
2. Clean and dry sinks and counter tops
3. Clean walls if soiled
4. Clean refrigerator and freezer, if used
5. Sweep and mop the kitchen floor
6. Clear all tables

GCC will not be responsible for any rental supplies.

Security:

The number of security officers required for any given event will be determined by the Greenwood Cultural Center, in its sole discretion, based upon factors including, but not limited to: (i) the type of event; (ii) the number of event patrons; (iii) the age of event patrons; and (iv) past experience. Cost for security: \$25 per hour (per officer).

Decorations:

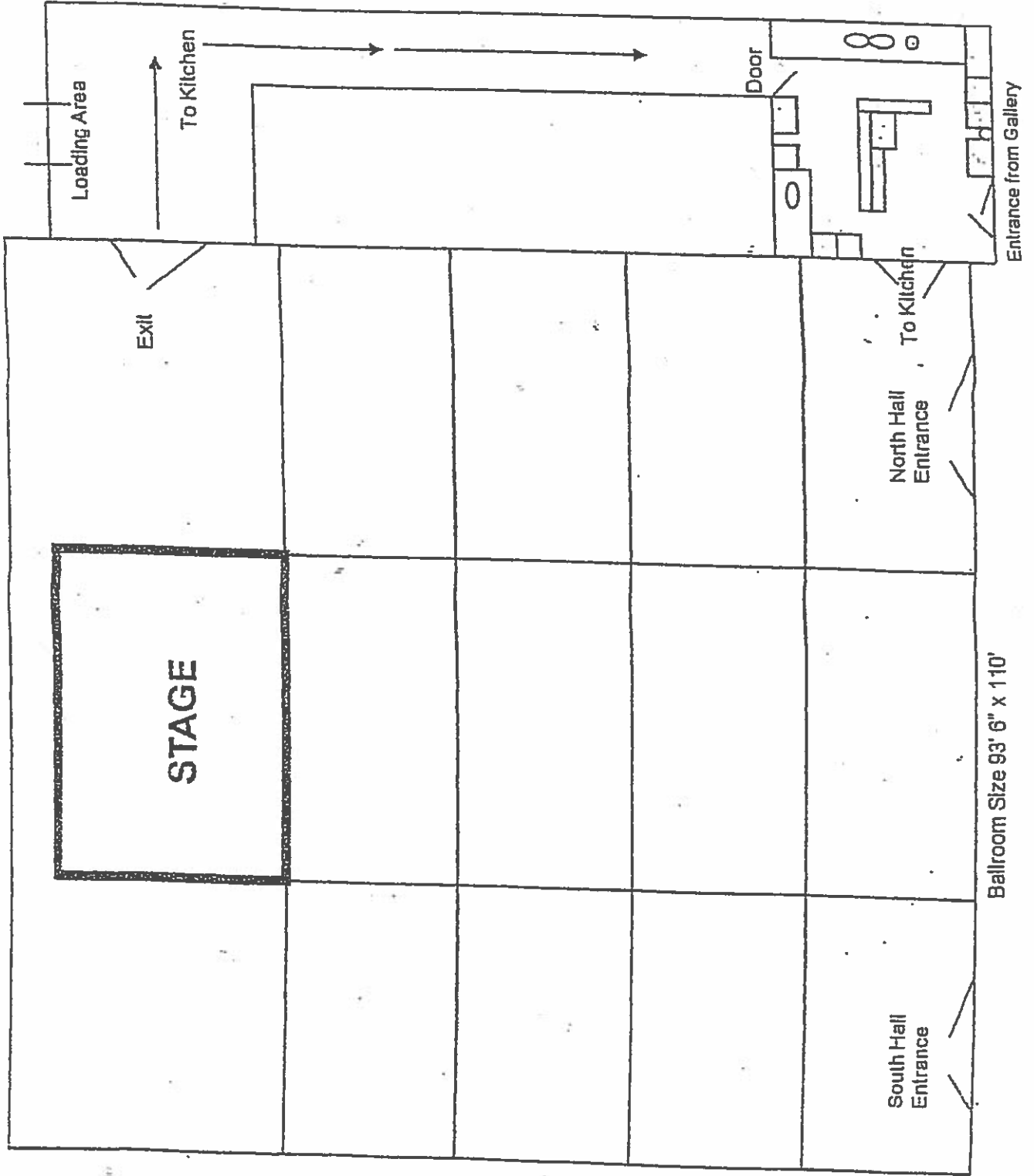
Decorations are not allowed on the painted walls. Candles must be in globes. Flower centerpieces with candles are not allowed. We do not recommend the use of confetti or glitter. However, if these items are used, there is a \$150 charge, due to the time and effort it takes to clean afterwards. Tape and glue are not allowed. Decoration items not owned by the facility must be removed the same day. For questions concerning decorations, please contact administration.

The Greenwood Cultural Center is a smoke-free facility.

GREENWOOD CULTURAL CENTER

Additional Items That May Be Rented *(Optional)*

_____	Additional Microphones	\$ 35	_____
_____	Light Board & Lights	\$ 150	_____
_____	Ice Machine	\$ 35	_____
_____	Portable Bar	\$ 35	_____
_____	Sound Equipment	\$ 200	_____
_____	Sound Tech	\$ 50	_____ per hr.
_____	Lavaliere Mic	\$ 100	_____
_____	Runway	\$ 100	_____
_____	Reduce, Enlarge or Remove Stage	\$ 150	_____
_____	Digital Piano	\$ 150	_____
_____	Rehearsals	\$ 75	_____ per hr.
_____	TV	\$ 100	_____
_____	VCR	\$ 100	_____
_____	Screen	\$ 100	_____
_____	Projector	\$ 100	_____



Contact Person _____

Event Time _____

_____ until _____

Set-up Time _____

Greenwood Cultural Center Event Layout

- Ice Maker
- Double Sink
- Single Sink
- Warmers
- Refrigerator
- Freezer
- Dishwasher
- Stove
- Disposal
- Freezer
- Counters
- Shelving

Ballroom Size 93' 6" x 110'