

**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) 200.00

Time of Event \_\_\_\_\_

Cleaning Fee 200.00

Tax (8.517%) \_\_\_\_\_

Set-Up Time \_\_\_\_\_

Security \_\_\_\_\_

TOTAL \_\_\_\_\_

Less \$300 deposit \_\_\_\_\_

\*\*\*\*\*Date half of balance due: \_\_\_\_\_

\*\*\*\*\*Date balance due: \_\_\_\_\_

**Number of People:**

<b><u>Banquet</u></b>	<b><u>Theater</u></b>	
700	1,000	\$1,800__Entire Hall
300	500	\$1,000__West Hall
200	250	\$ 800__East Hall
100	125	\$ 700__North Room
100	125	\$ 700__South Room
25	50	\$ 300__Meeting Room

Tables & Chairs are included 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 \$450; ***The Atrium***: \$600; ***The Patio***: \$450.

**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) 596-1035  
**Email:** [francesjordan@greenwoodculturalcenter.com](mailto:francesjordan@greenwoodculturalcenter.com)

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### **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.
- Deposits are not transferable to other dates.
- 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	\$ 50	_____
_____	Light Board & Lights	\$150	_____
_____	Ice Machine	\$ 35	_____
_____	Portable Bar	\$ 35	_____
_____	Sound Equipment	\$ 400	_____
_____	Sound Tech	\$ 75	_____ per hr.
_____	Lavaliere Mic	\$ 125	_____
_____	Runway	\$ 100	_____
_____	Reduce, Enlarge or Remove Stage	\$ 150	_____
_____	Digital Piano	\$ 50	_____
_____	Rehearsals	\$ 100	_____ per hr.
_____	TV	\$ 100	_____
_____	VCR	\$ 100	_____
_____	Screen	\$ 150	_____
_____	Projector	\$ 150	_____