



**Non-Profit**



The Auditorium seats up to 200 in banquet seating. Theatre seating or classroom seating are also available. Tables and chairs are included for your event along with room design layout. There is a charge for room set-up.

We have state of the art audio visual equipment and we provide a technician to run the system. If rehearsals are necessary, please schedule them before the event. Our technician is available 30 minutes prior to the scheduled event time and is required to stay until completion of the event.

**Rental Agreement for Non-Profit**

Name of Organization: \_\_\_\_\_ EIN: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

**Please mail to: Bailey Education Foundation, 10502 N. 110th E. Ave. #321, Owasso, OK 74055**

**Facilities Requested**

- Larkin Bailey Auditorium
  - Room set-up — \$60 Banquet seating
  - Room set-up — \$75 Theatre seating
  - Room set-up — \$100 Classroom seating
- Cravens 1
- Cravens 2
- Cravens 1 & 2 Combined
  - Room set-up — \$30
  - Projector — \$25

**Alcohol Service**

Alcohol policies and prices available upon request.

**Amenities Requested**

- Audio Visual technician - \$20/hr
- Dance floor  12x12 or  15x15  
(\$255) (\$350)

**Food Service**

- In-House (BEF catering provides a per person quote)
- Out of House
  - Linens — \$6.00 each
  - Cleanup — <50guests - \$100  
<100 guests - \$200  
<200 guests - \$300

**Cancellation Policy** - If your meeting is cancelled, please notify the Bailey Education Foundation office as soon as possible so we can make the room available to other groups. If the room is reserved for a meeting and the contact person does not cancel 48 hours prior to the event, a fee (up to 25% of the room charge) could be applied.

- Rooms must be left in the order in which you found them.
- Report damage to the room, carpet, doors, furniture, etc. as soon as possible before leaving facility. The group using the room at the time damage occurs is responsible for the cost of repair.
- Groups may not use the meeting rooms to promote a service or sell a product unless approved by the Bailey Education Foundation.
- Advertising and/or publicity for meetings must be approved by the Bailey Education Foundation. Advertising and/or publicity without approval can result in a loss of privileges.
- Smoking is prohibited on the Bailey Campus.
- No outside AV equipment is allowed in the auditorium without written permission from management.

- Chocolate fountains are not permitted without permission.
- Meetings must take place in the confines of the room and may not spill over into the hallway.
- Lit candles are not allowed unless covered by a hurricane lamp.
- Materials are not to be attached to walls, windows, doors, or furnishings by any means (tape, nails, tacks, adhesive gum, etc.)
- The Bailey Education Foundation reserves the right to request changes in meeting room schedules if a conflict should develop.
- Beer and Wine are permitted in conjunction with catering.
- Dancing is allowed, but a dance floor is required. Rental is available.
- The use of confetti and glitter is prohibited.