



Bailey Educational Foundation

Reception



Rental Agreement for Reception

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

- Event up to 3 hours - \$325
- Event up to 4 hours - \$400

Included in the price of your event:

- Day of the event - 2 hours of access to the room for vendors.
- Room layout design and set-up of tables and chairs
- Janitorial services following the event.

Alcohol Service

Alcohol policies and prices available upon request.

Food Service

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

Amenities Requested

- Audio Visual technician - \$20/hr
- Highboy bistro tables with linens - \$25 each
- Dance floor 12x12 or 15x15
(\$255) (\$350)

*A non-refundable \$100 deposit will be required to hold the date.

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.
- Smoking is prohibited on the Bailey Campus.
- No outside AV equipment is allowed in the auditorium without written permission from management.
- Confetti is not allowed as part of the reception decor.
- Dancing is allowed, but a dance floor is required. Rental is available.
- Beer and Wine are permitted in conjunction with catering.

- 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.
- The use of confetti and glitter is prohibited.