

MARLAND'S GRAND HOME RENTAL FORM

PO Box 1450, Ponca City, Oklahoma 74602 Ph. 580-767-0427

HOME REMAINS OPEN FOR TOURS 10:00 AM – 5:00 PM Tue –Sat

Event Date: _____ 2010 Start Time _____ Finish Time _____

Event: _____ Decorating/Rehearsal: (Date/Time) _____

Client: _____

Mailing Address: _____

City/State/ZIP: _____

Primary Phone: _____ Alt. Phone: _____

LOCATION(S): Main Level East Porch NUMBER OF GUESTS: _____

ALCOHOL: YES NO SET-UP DESCRIPTIONS: Tables: _____ Chairs: _____ Other: _____

FEES: MAIN LEVEL \$250 \$ _____

EAST PORCH \$75 (To be paid the day of the event) \$ _____

REHEARSAL/SET UP FEE \$50 \$ _____

TOTAL FEE \$ _____

SECURITY OFFICER REQUIRED UNTIL VACATED: YES NO

FEE: \$20 PER HR X _____ = \$ _____

I have received and read the Marland Grand Home Rental Policies. I understand any violations of these policies revoke this contract and the contract becomes null and void and I will peaceably vacate immediately. The renter agrees to indemnify and save the City of Ponca City/Marland's Grand Home harmless, including providing legal defense for any claim arising pursuant to the renter's activities. **Further, I have read the rental contract and hereby agree all of the above is correct.**

SIGNATURES:

Client _____ Date: _____

MGH Representative _____ Date _____

OFFICE USE ONLY: Agreement arranged by phone ___Mail___ In Person ___ Fax___

Amount Paid \$ _____ Check # _____ Cash _____ Date _____ Balance Due \$ _____ (if any)

Balance Paid \$ _____ Check # _____ Cash _____ Date _____

Refund Paid \$ _____ Check # _____ Return Date _____ (if applicable)

Notice of cancellation received by Management on
