



**EVENT CONTRACT**

1000 East Grand  
 P.O. Box 1450  
 Ponca City, OK 74602  
 580-767-0427

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

Client: \_\_\_\_\_

Attn: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Function: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Set Up : \_\_\_\_\_

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**A SIGNED CONTRACT & PAID RENTAL FEE WILL GUARANTEE RENTAL SPACE.**

**Rental Rates:**

		<b>Total</b>
House (Main Level) .....	\$ 250	\$ _____
Grounds & East Porch*.....	\$ 75	\$ _____
Separate Rehearsal & Set Up.....	\$ 50	\$ _____
Hourly Portrait Fee.....Hrs _____ x \$ 30		\$ _____

**Total Rental Fees:**

\$ \_\_\_\_\_  
 \*Terrace rental paid the day of the event  
**Security Officer Fee** \$20 x \_\_\_\_\_ x hrs \_\_\_\_\_ \$ \_\_\_\_\_

**Home will remain open for tours during regularly scheduled hours:**

10:00 a.m. – 5:00 p.m.  
 Tue. – Sat.

**Office Use Only**

**Rental Fee Paid:**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Cash: \_\_\_\_\_ Check No: \_\_\_\_\_

Alcohol? Yes \_\_\_ No \_\_\_

Champagne \_\_\_ Wine \_\_\_ Beer \_\_\_ Full Bar \_\_\_

Security Required? \_\_\_\_\_

**The violation of any of the rental policies gives Marland's Grand Home the right to seek damages under the terms of the rental policy and function contract and does not preclude the Marland's Grand Home from pursuing any legal remedies available at law.**

Client Signature Required

Date