

**MARLAND'S GRAND HOME FACILITY RENTAL**  
**CONTRACT AND POLICIES**

**1000 E. Grand, Ponca City, Oklahoma 74601**  
**580.767.0427**

Event Date \_\_\_\_\_ Event Type \_\_\_\_\_  
 Event Time \_\_\_\_\_ Rehearsal \_\_\_\_\_  
 Arrival Time \_\_\_\_\_ Departure \_\_\_\_\_

1. Renter Name \_\_\_\_\_

Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone1 \_\_\_\_\_ Phone2 \_\_\_\_\_

2. Alternate Contact \_\_\_\_\_

Alt. Email \_\_\_\_\_

Alt. Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Alt. Phone1 \_\_\_\_\_ Alt. Phone2 \_\_\_\_\_

**RENTAL FEES: (Non-refundable)**

**Grand Home    Mon-Thurs    Fri-Sat    Total Fee    1st Half**

MGH First Floor    \$225.00    \$450.00    \_\_\_\_\_/\_\_\_\_\_

Grounds    \$100.00    \$100.00    \_\_\_\_\_/\_\_\_\_\_

(East Terrace, South Lawn and Front Porch)

**DAMAGE DEPOSIT (Refundable) \$225.00 \_\_\_\_\_**

**Meeting fees do not require a damage deposit fee and must be paid in full 90 days prior to calendar scheduling.**

**One-Time Meeting Fee (Mon-Fri only \$150.00 \_\_\_\_\_ before 5 PM, 2 Hour Maximum)**

**Meetings: 6 minimum per year @62.50 per meeting \_\_\_\_\_**

**Portrait Session - \$50.00 per hour, 2 hours maximum \_\_\_\_\_ 8 AM to 10 AM Time Frame, Monday through Friday**

**TOTAL RENTAL FEES \_\_\_\_\_**

# of Attendees \_\_\_\_\_ Alcohol? \_\_\_\_\_

# of Security Officers \_\_\_\_\_

**Security Officer(s) are \$50.00 per hour per officer, Paid to officer(s) at the end of event.**

(Security Officers are contracted by Marland's Grand Home, But paid by the renter. Minimum charge for Security Officers is 2 hours.)

**I AGREE TO PAY THE SECURITY OFFICERS(S) \$50 PER OFFICER PER HOUR AT THE START OF MY EVENT.**

\_\_\_\_\_  
 Renter Signature

**First half of Rental Fees and total Damage Deposits are required to reserve your event date and due at contract signing. Second Half of Rental Fees are due 90 days prior to your event.**

**ALL RENTAL FEES ARE NON-REFUNDABLE**

**PAYMENTS**

<u>Date Paid</u>	<u>Pmt. Method</u>	<u>Pmt. Amount</u>
1. _____	_____	_____
2. _____	_____	_____

**TOTAL PAYMENTS \_\_\_\_\_**

Renter has received and read the Facility Rental Policies and Contract.

Renter understands any violation of these policies will revoke this contract and it will become null and void. If this is the case, Renter will peacefully vacate the premises immediately.

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.

\_\_\_\_\_  
 Renter Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Marland's Grand Home Rep Signature

\_\_\_\_\_  
 Date