

Event/Contact:

Date/Time:

Room/s:

Cost:

## **Carolyn Renfro Event Center Policies and Rental Agreement**

### **Section 1. Definitions**

- A. "Facility" shall mean any portion of the Hospice of North Central Oklahoma, Inc. building and property, designated as the Carolyn Renfro Event Center.
- B. "Rental agreement" shall mean the written permission issued to an applicant by Management of the Facility, under the authority and conditions as provided herein, and shall mean and include any amendment or supplement as the same.
- C. "Renter" shall mean any person, association, organization, partnership, business, school, company or corporation that is granted a Rental Agreement to use the Facility.
- D. "Management" shall mean Carolyn Renfro Event Center Coordinator and/or Hospice of North Central Oklahoma CEO or designee.
- E. "Event" shall mean any event held at Facility.

### **Section 2. Rental Agreement**

- A. Rental Agreement for use of Facility or any part of Facility thereof shall be issued by and signed by Management. Management may require the rental applicant to provide any information necessary to determine facilities, arrangements and any special services necessary for the proper management of any Event scheduled in the Facility. Management may require such information to be set forth in writing prior to the issuance of a Rental Agreement or at such time before the coordination of an Event as may be deemed necessary. No person may use the Facility without first having obtained a written Rental Agreement from Management. No verbal agreements for use of Facility or any part of Facility thereof shall be binding upon Management.
- B. Renter shall pay all rental fees for use of Facility prior to occupancy of Facility. A signed Rental Agreement and payment of the required fees guarantee the rental space and date.
  - 1. If total rental fees are \$250 or less, payment is due in full at time of booking.
  - 2. If total rental fees are greater than \$250, an initial payment of \$250 is due at the time of booking. If Facility is booked thirty (30) days or less from date of Event, payment of all fees, including any damage deposit, is due at time of booking.
  - 3. Payment may be made by cash, check or credit card.
  - 4. Failure to meet any payment deadline may result in cancellation of Rental Agreement.
- C. A damage deposit of \$200.00 is required for any Event in the auditorium and is due at time of booking. If no damages are found after Event, the damage deposit will be refunded in a timely manner. Refund of any damage deposit is contingent upon:
  - No agreement violations.
  - Appropriate cleanup.

- No damages to Facility, including tables and chairs.
- D. Renter further agrees to pay for any and all damages to Facility and for any damage to or loss of any property or equipment of Facility or any other property resulting from such occupancy or use of Facility, by or through the negligence or other acts of Renter, his agents and employees, or any person or persons participating in or attending the Event. Facility will bill Renter for any damages found in excess of any damage deposit previously paid by Renter.
- E. If Renter cancels Event, Renter must notify Management in writing. If cancellation notice is received by management fourteen (14) days or more before Event, all fees and deposits previously paid by Renter will be refunded in a timely manner. There will be no refund of fees or deposits if cancellation notice is received less than fourteen (14) days before Event.
- F. Rental rates:
- Monday - Thursday rental rates are between 7:00 a.m. – 10:00 p.m.
  - Friday, Saturday & Sunday rental rates are between 7:00 a.m. – 11:00 p.m.
  - Auditorium weekend rental must be a 4 hour minimum rental.
  - Long term rental: Space may be rented on an ongoing basis for up to one year. This requires a signed Long-term agreement.
- G. Reservations may be made up to one year in advance.
- H. Management is authorized to contract for the rental of the Facility on the behalf of Hospice of NCO, subject to the provisions herein. Management may cancel the Rental Agreement of any person or organization if in the opinion of the Management the person or organization is not acting on the best interest of the Facility. In the event of cancellation by Management, all monies previously paid by Renter may be retained by Hospice of NCO.
- I. Management reserves the right to refuse to schedule any Event that for any reason is not in the best interest of the Facility.

### **Section 3. Additional Insurance May Be Required**

Management may require any person applying for a Rental Agreement to name Hospice of NCO as an additional insured on event liability insurance.

### **Section 4. Services Furnished by Hospice of NCO**

Rental of facility interiors shall include normal heat, light, water, air conditioning, tables, chairs and building and cleaning maintenance but shall not entitle Renter to any personnel service in connection with the Event for which the Rental Agreement is granted. Management is responsible for setting up and breaking down tables and chairs for events. **Linens are not provided.**

### **Section 5. Facility Availability and Capacity**

Only the following areas are available for rent and stated maximum person capacity:

Carolyn Renfro Event Center Auditorium = 300 persons

Evan's Fireside Room = 75 persons

Meeting Room = 25 persons

Ryan's Chapel = 50 persons

## **Section 6. Food Service**

- A. Renter selects and pays for caterers' subject to approval by Management prior to event.
- B. All food brought into Facility must be ready to serve. Work areas are available for final preparation but no cooking is allowed in Facility.
- C. Only Sterno may be used with warming strays. No propane warmers are allowed.

## **Section 7. Alcoholic Beverage Service**

- A. The Renter, their guests, agents and employees are responsible for complying with State of Oklahoma and Kay County liquor laws.
- B. If alcohol is served, renter must employ a licensed caterer who possesses state and local licenses for dispensing alcoholic beverages or if renter is a qualifying organization, a Special Events License. A copy of the licensed caterer agreement or special event license must be on file at the Facility seven (7) days in advance of the event.

## **Section 8. Security**

- A. Management reserves the right to immediately suspend any event if the renter or attendees of the event cause any safety concerns.
- B. Management has the right to determine if security is required for the event.
- C. Management will schedule the Security Officer(s), who must be a member of the Ponca City Police Department.
- D. The Security Officer(s) will arrive when event begins and remain until the premises are vacated.
- E. The Security Officer(s) are to be paid directly by the Renter on the day of the Event. A receipt for the hours worked will be provided to Renter by each Security Officer at the close of the Event.

## **Section 9. Permits and Licenses**

It is the Renter's responsibility to obtain any and all licenses and/or permits which may be required by law for the lawful conduct of any activities which Renter intends to conduct at the Facility.

## **Section 10. General Terms and Conditions**

- A. Renter and their guests, agents and employees shall at all times conform to all rules and regulations for the use and occupancy of and operations in the Facility. Any violation of such rules and regulations by any of the persons mentioned in this section shall, at the discretion of Management, or his/her designee, subject such person or persons to immediate expulsion from Facility and the forfeiture of all rental fees paid under the Rental Agreement for the full term thereof.
- B. Smoking is only allowed outside on the south end of the event center parking lot.
- C. Only service animals are permitted inside the Facility.
- D. Fires are not allowed in any fireplace in the Facility. Open flames are not allowed anywhere on the premises.

- E. Candles may be used only if approved by management and in a container. Candles must be monitored by renters at all times while lit.
- F. Tables and chairs are owned by facility and may not be used outdoors.
- G. Management reserves the right to approve layout of the Event, including electrical requirements.
- H. All decorations must be freestanding. Management must approve the use and location of any decorations, exhibits, equipment or supplies to be used. No tape, glue substance, staples or nails may be used to affix decorations, exhibits or signs to any walls, doors or other parts of Facility. Decorating and setup (other than tables or chairs) are the responsibility of the renter.
- I. Only Event Center members are allowed to move, rearrange or remove any equipment, furnishings or other articles that are in the inventoried property of Hospice of NCO unless written permission for moving the property has been obtained.
- J. Hospice of NCO reserves the right to maintain and control parking about the Facility, either by direct operation under the supervision of Management or through a contract for private operation thereof.
- K. Management and other authorized representatives of Hospice of NCO shall have the right to enter any part of the Facility at any time during the occupancy.
- L. Any equipment or property of Renter remaining at Facility for more than ten (10) days after the conclusion of Event may be deemed abandoned and disposed of by Management as is deemed advisable and authorized by law.
- M. Hours of Operation: 7:00 a.m. – midnight.
- N. Minor Children must be supervised by an adult 21 years of age at the following ratio:
  1. Age 0-12 years, 1 adult per 4 children.
  2. Ages 13-17, 1 adult per 10 young adults.
- O. The use of confetti, real flower petals (on floor), glitter, fog machines, pyrotechnics, sparklers and blowing bubbles are not permitted inside or outside the facility.
- P. Hospice of NCO is not responsible for lost items or injuries.
- Q. Renter is responsible for removing any food, beverage or decorations brought in by renter.

### **Section 11. Sound Agreement for Event Center**

- The Carolyn Renfro Event Center @ Hospice of North Central Oklahoma (from here out referred to as CREC) does not allow any renter to enter the sound room unless specifically asked by the Event Center Technician.
- The CREC does not allow anyone other than the Event Center Technician to control sound levels or work the soundboard.
- All sound levels must stay within 90 dB and will be monitored by the Event Center staff.
- Disc Jockey music will not go over 90 dB, checked by the technician at his/her discretion.
- Electric and bass guitars are unable to connect to the sound system and therefore must use personal amplifiers as well as stay within the 90 dB sound limit.
- Electric drums are preferred due to the sound control of other instruments; however, if traditional drums are used then microphones for the drums should not be needed.
- All music plans must be approved by Event Center Management at least 30 days prior to the event.

- If additional lighting is planned only outlets on stage may be used as a power source. No additional power will be run from the stage due to the safety of guests.

**Section 12. Weather Condition**

The CREC reserves the right to postpone any events in case of severe weather conditions to ensure the safety of all parties.

IT IS IMPORTANT THAT ALL PERSONS INVOLVED IN THE PREPARATION AND EXECUTION OF EVENTS BE MADE AWARE OF THESE POLICIES, TERMS AND CONDITIONS. ANY DEVIATION FROM THESE POLICIES, TERMS AND CONDITIONS WILL RESULT IN FORFEITURE OF DEPOSIT AND/OR RENTAL FEES.

I HAVE READ AND ACCEPT THESE POLICIES.

_____	_____
RENTER SIGNATURE	DATE
_____	_____
EVENT CENTER COORDINATOR	DATE

Event/Contact:  
Date/Time:

Room/s:

Cost:

## Carolyn Renfro Event Center Photo Release Agreement

Photographs captured of the event may be utilized by CREC for promotional purposes on the CREC website and social media channels. Please note that the images will solely showcase the event's decor and arrangement, no individuals will be photographed in the images. **This agreement is optional to the renters and is in no way required.**

**Photo Release:** By signing this registration form I do hereby irrevocably authorize Hospice of North Central Oklahoma, Inc./Carolyn Renfro Event Center and their agents, their legal representatives, assigns, and those acting under their permission and on their authority, to copyright, publish and use in all forms and media and all manners for advertising, trade, promotion, exhibition or any other lawful purpose whatsoever, still, single, multiple or moving photographic portraits or pictures of me in which I may be included in whole or in part, or form, in conjunction with my own or a fictitious name, or reproduction thereof in color or otherwise or other derivative works made through any medium.

\_\_\_\_\_  
Print Name of Renter

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

\_\_\_\_\_  
Date

- I do not wish to have photos of my event used for promotional purposes by the Carolyn Renfro Event Center.