

**E.W. MARLAND ESTATE FACILITY RENTAL CONTRACT AND POLICIES**  
**RESIDENT & NON-PROFIT ORGANIZATIONS**  
**901 Monument Road, Ponca City, Oklahoma 74604      580.767.0425**

Event Day/Date \_\_\_\_\_

Event Type \_\_\_\_\_

Bride name \_\_\_\_\_ Groom Name \_\_\_\_\_

Ceremony Time \_\_\_\_\_ Reception Time \_\_\_\_\_

1. Renter Name (Refund will be issued to this renter)

\_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

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

Alt. Phone1 \_\_\_\_\_ Alt. Phone 2 \_\_\_\_\_

**RENTAL FEES - MANSION: (NON-REFUNDABLE)** \*All rentals include tables, chairs, and bridal suite

**PACKAGE      Mon-Thu      Fri-Sat      Initial Deposit/Balance Due**

**Lower Estate      \$375.00      \$750.00      \_\_\_\_\_ / \_\_\_\_\_**  
 Hunt ballrooms; East patio; East lawn

**Upper Estate      \$500.00      \$1,000.00      \_\_\_\_\_ / \_\_\_\_\_**  
 Upper Gallery ballroom; North Salon; North Patio; North lawn; East Terrace

**Entire Estate      \$875.00      \$1,750.00      \_\_\_\_\_ / \_\_\_\_\_**  
 Upper Gallery and Lower Hunt ballrooms; North Salon; North Patio; East Terrace;  
 North and East lawns; Lydie's Cottage

**SECURITY DEPOSIT (Refundable) \$250.00 \_\_\_\_\_**

**RENTAL FEES – LYDIE’S COTTAGE: (NON-REFUNDABLE)** \*Rental include tables, chairs (64 max. interior), red brick patio, and surrounding lawn. 2<sup>nd</sup> floor is NOT available during events.

**Mon-Thu      Fri-Sat      Initial Deposit/Balance Due**

**\$100.00      \$200.00      \_\_\_\_\_ / \_\_\_\_\_**

**SECURITY DEPOSIT (Refundable) \$100.00 \_\_\_\_\_**

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

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

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

**Security Officer(s) are \$50.00 per hour per officer, paid to officer(s) before event begins.**

(Security Officers are contracted by the Marland Estate, but paid by the renter. Minimum charge for Security Officers is 3 hours.)

**I AGREE TO PAY THE SECURITY OFFICER(S) \$50.00 PER OFFICER, PER HOUR BEFORE EVENT STARTS.**

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

First half of Rental Fees, full Security Deposit, Contract, and Policies are required to reserve your event date and due at contract signing. Remaining balance of Rental Fee is 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 RENTAL 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 peaceably vacate the premises immediately.

Renter agrees to indemnify and save the City of Ponca City/Marland Estate harmless, including providing legal defense for any claim arising pursuant to the Renter's activities.

\_\_\_\_\_

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

Marland Estate Rep Signature \_\_\_\_\_ Date \_\_\_\_\_