E.W. MARLAND ESTATE FACILITY RENTAL CONTRACT AND POLICIES

901 Monument Road, Ponca City, Oklahoma 74604 580.767.0420

Event Date _____ **Event Type**_____

Event Time_____ Rehearsal _____

Arrival Time_____ **Departure** _____

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1. Renter Name_____

Email _____

Address_____

City_____ **State**_____ **Zip**_____

Phone1_____ **Phone2**_____

2. Alternate Contact_____

Alt. Email_____

Alt. Address_____

City_____ State _____**Zip**_____

Alt.Phone1_____ Alt**. Phone 2**_____

RENTAL FEES: (Non-refundable)

MANSION	Mon-Thurs	Fri-Sun	Total Fee	1st Half
Gallery Level	$500.00	$1000.00	_____/_____	
Lower Level	$375.00	$ 750.00	_____/_____	
Grounds	$150.00	$ 150.00	_____/_____	

(Grounds rental includes one of the following: north lawn/terrace, east lawn/ terrace, south lawn, boathouse, or gazebo. All Grounds require Mansion rental.)

Inclement Weather Plan Additional $150.00 _____

(If necessary, nonrefundable Inclement Weather Plan fees due on day of Event.)

DAMAGE DEPOSIT (Refundable) $250.00 _____

LYDIE'S COTTAGE	Mon-Thurs	Fri-Sun	Total Fee	1stHalf
Banquet Room/Patio	$100.00	$200.00	_____/_____	

DAMAGE DEPOSIT (Refundable) $100.00 _____

TOTAL RENTAL FEES_____

# of Attendees_____ **Alcohol?** _____

# of Security Officers_____

Security Officer(s) are $40.00 per hour per officer, paid to officer(s) at the end of the event.

(Security Officers are contracted by the Marland Estate, but paid by the renter. Minimum charge for Security Officers is 2 hours.)

I AGREE TO PAY THE SECURITY OFFICER(S) $40 PER OFFICER PER HOUR AT THE END 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:

Date Paid	Pmt. Method	Pmt. Amount
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

Form approved at 06.26.17 City Commission Meeting