



The Mansion at Woodward Park

A PROGRAM OF
TULSA GARDEN CENTER

PRIVATE EVENT + WEDDING

4 pm – 11 pm | Early entry may be added for an additional \$125 per hour | Curfew extensions are available for \$250 per hour

Saturday

- **The Mansion**
Foyer, South Room & Alcove, Dining Room, Kitchen, Gold Room, Veranda, and Dressing Spaces
\$4,500
- **The Mansion + Reception Hall**
All rooms in The Mansion with the addition of our Reception Hall
\$5,000

Friday or Sunday

- **The Mansion**
Foyer, South Room & Alcove, Dining Room, Kitchen, Gold Room, Veranda, and Dressing Spaces
\$3,000
- **The Mansion + Reception Hall**
All rooms in The Mansion with the addition of our Reception Hall
\$3,500

Monday–Thursday

- **The Mansion**
Foyer, South Room & Alcove, Dining Room, Kitchen, Gold Room, Veranda, and Dressing Spaces
\$2,000
- **The Mansion + Reception Hall**
All rooms in The Mansion with the addition of our Reception Hall
\$2,500

CEREMONY ONLY

4 pm – 8 pm | Early entry may be added for an additional \$125 per hour | Curfew extensions are available for \$250 per hour

- **Saturday** Choice of Veranda or South Room + Dressing Spaces **\$1,500**
- **Friday or Sunday** Choice of Veranda or South Room + Dressing Spaces **\$1,000**
- **Monday–Thursday** Choice of Veranda or South Room + Dressing Spaces **\$700**

SMALL GATHERING + MEETING

Monday – Thursday 8am – 11pm | Friday – Sunday 8am – 2pm | Rate per hour | Four hour minimum

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|------------------------------------|---|
| • Bridal Parlor \$85 | • Reception Hall \$255 |
| • Board Room \$85 | • Kitchen \$35 |
| • Gold Room \$85 | <i>May only be rented in conjunction with another space</i> |
| • Dining Room \$110 | • Veranda \$70 |
| • South Room & Alcove \$220 | • Basement (Ballroom/Library) \$150 |

Furniture Included in Rental

- **250** White Garden Chairs
May be used for Outdoor or Indoor Events
- **45** Black Meeting Chairs
May only be used for Indoor Events
- **25** 60" round tables
- **20** 30" square card tables
- **60** 8ft x 30" rectangular tables
- **4** 6ft x 18" rectangular tables
- **4** 6ft x 30" rectangular tables
- **10** 30" round adjustable height bistro tables
- **2** 48" round tables
- **2** 4ft x 30" rectangular tables

Audio/Visual Equipment*

The Mansion If contracted prior to event (and available for event) The Mansion's projector and a portable projector screen may be used at no additional charge.

Reception Hall If contracted prior to event (and available for event) The Mansion's projector, built-in projector screen, lapel and/or hand-held microphone, and audio convertor may be used at no additional charge.

Ballroom If contracted prior to event (and available for event) The Mansion's projector and built-in projector screen may be used at no additional charge.

*The Mansion at Woodward Park does not provide an on-site A/V technician to connect The Mansion's equipment with personal devices and will not be held responsible in the event of non-functioning equipment. Rental clients are subject to charges if equipment is missing or returned in unsuitable condition. The Mansion at Woodward Park reserves the right to deny rental of equipment.

For Your Convenience

Custom Event Diagram All events include a custom event diagram. Specific needs will be submitted to the Events Director no later than 2 weeks in advance of event. Our staff is well versed in the facilities capacities and capabilities and is happy to offer suggestions to ensure the flow and comfort of your event. Use of TGC chairs and tables is included in the rental price and our staff will set-up the initial floor plan of TGC tables and chairs according to your event diagram.

Venue Assistant All events include a Venue Assistant to help maintain The Mansion's quality and comfort. The Venue Assistant will act as the steward of The Mansion and may provide necessary assistance to guests and vendors. **We do not provide any Day-of-Coordination.**

Security All events with alcohol are required to contract a minimum of one Security Guard through TGC. The Security Guard(s) will monitor the building and surrounding grounds throughout your event, as well as ensure all vendors are licensed. The number of Security Guards will be determined by the Events Director; with a fee of \$200 per Guard.

Parking There are 164 parking spaces available, including handicap spaces. Parking is shared with The Tulsa Historical Society and Museum. In the event there is a previous booking at The Tulsa Historical Society and Museum, valet service is recommended, but not required. Additional parking is available at the adjacent Linnaeus Teaching Garden.

Accessibility The Mansion has 2 wheelchair accessible ramped doorways to the Veranda. All three floors of the building are accessible by the Elevator.

Restrooms There are 2 women's and 2 men's restrooms on the first floor. There is 1 restroom on the lower level, and 1 public-use restroom on the second floor. Reception Hall restrooms are wheelchair accessible.

Smoking Per Title #27, section #658 of Tulsa City Ordinance, no smoking allowed in the building nor on the Veranda.

"Walk Away" Fee All events are given the option to "walk-away" from the "Guest Contract/Day-of-Coordinator: End of Event Responsibilities" list and TGC will take care of all responsibilities on this list. Designed to keep your night stress-free, this \$500 service must be booked by the final payment due date. We will not offer this service at your event without prior contract and payment; no exceptions.