



Glenpool Conference Center Guidelines

- Tables and Chairs** - Glenpool Conference Center will provide its own 6 foot, 8 foot and 60 inch round tables at a rental price of \$5 per table and brown banquet chairs at a rental price of \$1 per chair. The facility can accommodate banquet style seating for up to 400 guests. Set-up and tear down of tables and chairs on Monday through Friday can be done by the Conference Center Staff for \$2 per table and \$1 per chair. Weekend events are subject to separate set-up and tear down fees of \$2 per table and \$1 per chair.
- Alcohol Policy** - **All alcohol MUST be served by a licensed and insured bartender.** Every hour that alcohol is served, lessee will pay \$35 an hour in cash to a CLEET-certified Glenpool Police Officer, to be coordinated by the Glenpool Conference Center. This amount is to be paid by the lessee directly to the officer at the event. If the lessee desires to have alcohol at the event, an Alcohol Request form must be submitted to and approved by the Glenpool Conference Center Director 30 days prior to the date of the event.
- Kitchen Fees** - The kitchen may be rented by the lessee for a fee of \$100. Glenpool Conference Center will provide kitchen utilities only (walk-in cooler, freezer, oven, fryer, sinks and warmers). Glenpool Conference Center does not provide any cooking or baking materials (including but not limited to pots, pans, bowls, and utensils) or cleaning rags or cloths. The kitchen must be cleared of all noticeable trash and debris by lessee or catering provider prior to leaving the building following the event.
- Clean Up** - The lessee is required to clear all areas rented of trash and debris and to return all rented equipment clean and placed back in the service hall by the end of the rental time. Lessee is **NOT** required to clean bathrooms, take out trash, mop, sweep or vacuum. Excessive cleaning may result in a fee following the event. Events using confetti will be billed for clean-up starting at a \$100 fee.
- Rental Time** - **The time that is rented from the Glenpool Conference Center includes: any set up or preparation to take place before the event, the time of the actual event and any time needed to clean up after the event to the standard set by the Glenpool Conference Center guidelines.** All parties must be removed from the facility by the end of the rental time stated in the Glenpool Conference Center Formal Agreement. Any additional time before and/or after the agreed time will be billed to the lessee by the Glenpool Conference Center at the rate of \$100 per hour. Lessee may reserve the day immediately before and/or after the date of the event for half of the regular room rental rate.
- Payment** - A **NON-REFUNDABLE** deposit, paid to the Glenpool Conference Center, of \$250 or half of the room rental will be required to reserve any day. The full remaining balance must be paid to the Glenpool Conference Center 30 days prior to the event. Additional hours may be added to the beginning and/or end of the rental time at the rate of \$100 per hour.
- Termination** - *Termination of this Agreement by Lessee without a minimum of 60 days notice will result in forfeiture of any payments made to the Glenpool Conference Center.*
- Additional or Subsequent Charges** - Any additional charges that occur after the 'final balance' is paid 30 days prior to the event will be billed to the lessee after the event takes place. This includes, without limitation, any damages to the facility, any excessive cleaning charges necessitated by the event, any missing or damaged equipment (including rental equipment) or other personal property and any legal charges that may result from violation of alcohol policies.
- Non-Profit Organizations** - Local Non-Profit Organizations rates are available. All organizations must receive approval from the Glenpool Conference Center Director. Non-Profit rates will not be applied to events taking place on a Friday or Saturday.
- Staff Assistance** - All events will have a Glenpool Conference Center staff member present at all times to assist the lessee with any facility-related needs and to unlock and/or lock the facility at the agreed start and end event times.
- Beverage Service** - Includes tea, coffee and water at \$1 per person. Any lessee requiring beverage services to be provided by the Glenpool Conference Center must notify the Conference Center Director up to 7 days before the date of the event.