



OHC Event Office
Phone 405-522-0745
Fax: 405-522-0748
E-mail: events@okhistory.org

Special Events Admission Fees

Guest Count	Event Admission Fee
1-100	\$2900
101-200	\$3700
201-300	\$4400
301-400	\$5600
401-500 (Reception Style Only)	\$6600
501-800 (Reception Style Only)	\$9000

By Executive Order 2012-01 all property of the State of Oklahoma including the Oklahoma History Center is tobacco free. No tobacco products are allowed on state property at any time.

- Special Events Include: Saturday Evenings, Weddings, Wedding Receptions, Galas, Birthday Parties, Proms, Sweet 16's, Bar/Bat Mitzvahs & Reunions. A 25% discount is offered for special events scheduled Monday through Friday. Weddings/Receptions require at minimum a day of coordinator that may not be immediate family or wedding party. Up on request we can provide a list of wedding planners.
- Additional area fees: West Family Hall, \$500; Atrium Bridge, \$700; Chesapeake Event Center, \$800; Walters Plaza or East Terrace, \$300 (Client must provide outdoor equipment and is responsible for their set up and break down.)
- \$4 per guest for Gallery Tours.
- In consideration of our staff and their families, OHC will not book events on the following holidays: New Year's Day, Easter, Memorial Day, Mother's Day, Father's Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, and New Years Eve.

ADMISSION FEES LISTED ABOVE INCLUDE:

1. Facility Coordinator on-site during event.
2. AV/IT Equipment (ask about available equipment).
3. Tables and chairs (rounds, bistros, 6' & 8' rectangles, padded seat & back chairs).
4. Set up and break down of tables and chairs, if using in-house caterer. If using outside catering, a fee for set up and breakdown is the following: \$250.00 for 1-100 guests; \$400 for 101-200 guests; \$600 for 201-300 guests, \$800 for 301-400 guests, \$1,000 for 401-500 guests & \$1200 for 501-800 guests.
5. Security until 9 pm. A \$40.00 an hour per officer charge incurs if event ends after 9 pm. All events require a minimum of 3 security officers. NO EXCEPTIONS! A one hour clean up time will be added to the end of each event.
6. A rehearsal will be allowed for wedding ceremonies at OHC. The rehearsal must be scheduled through the Events Office (M-S 10 am-3 pm).
7. A two-hour photo session for wedding parties scheduled through the OHC event coordinator.
8. Fees are for use of one room/area. Additional areas require extra charge.

POLICIES:

1. 50% deposit and a signed contract guarantee the admission space.
2. Events in public spaces may not begin before OHC closes to the public at 6:00 pm without prior approval.
3. Client will have access to public event space at least 2 hours prior to event start time for set-up.
4. All deliveries/items brought into event space must arrive and depart through security. NO EXCEPTIONS!
5. OHC will not be responsible for any equipment, decorations, etc., brought in by an outside source.

SET UP TIME:

Public access areas may not be set up before 4:00 p.m. the day of the event. Areas that are restricted to the public will be accessed at setup time by OHC on a case-by-case basis. OHC will not be responsible for any equipment, decorations, etc. brought in by an outside source. Decorations may not consist of tinsel, glitter, confetti, birdseed, rice, hay, and straw or helium balloons. All deliveries / items being brought into event space must go through security. **NO EXCEPTIONS!**

BREAK DOWN / CLEAN-UP:

All events, their attendees, caterers, entertainment, etc. must vacate the premises so the building can be secured no later than 1:00 a.m. The admission customer and/or caterer is responsible for cleaning tables, kitchen facilities, and other areas utilized for the event, and for removing all trash and decorations from the event. All trash must be placed in the dumpster located on the west side of the building. Client will have access to public event space at least 2 hours prior to event start time for set-up. Evening Events may not begin in public spaces before OHC closes to the public at 6:00 p.m. without prior approval

DEPOSITS AND PAYMENTS:

A deposit in the amount of 50% of the event admission fee and a signed contract are required to guarantee the admission space. The deposit will be applied to the final bill, which is due the 14 days prior to the event. The remaining balance of any additional fees, which may include the addition of guests, IT fees, or additional over-time security fees must be paid within 14 days after receipt of invoice following the event.

CANCELLATIONS:

If the reservation is cancelled at more than 90 days prior to the event date, **½ of the deposit is refundable**. For cancellations less than 90 days before the event date, the deposit will be forfeited. If it is necessary for the museum to cancel the event due to circumstances beyond the museums control, the deposit will be refunded in its entirety.

Please make checks payable to:
Oklahoma Historical Society

Mail to:
**Attention: Events Office
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105**

For further information contact us at:
Phone 405.522.0745
Fax 405.522.0748
Email events@okhistory.org

www.oklahomahistorycenter.org



Catering Policies & Procedures

The OHC requires each caterer to provide the following information, prior to performing catering functions at the center:

- ◆ Oklahoma State Department of Health Certificate
- ◆ Certificate of Insurance for General Liability (\$1,000,000)
- ◆ Off-Site Liquor License (if providing alcoholic beverages)

Caterers and their employees must check-in with the security center located at the west end of the building. All parcels entering and leaving the facility are subject to inspection by OHC Security.

There is one loading dock available for delivery and pick-up of your equipment located at the west end of the building. Caterer should pull into loading dock area and unload, then immediately pull vehicle to parking area. No equipment or food is to be delivered through the front entry area of the OHC. A limited number of carts will be available at the dock for caterer and client convenience. All carts must be unloaded and returned to dock area.

Liquor must be delivered to the loading dock the day of the event and cannot be displayed or consumed in areas while the OHC is open to the general public. No keg beer is allowed. All liquor must be removed from OHC at the end of the event.

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Caterer is responsible for providing their own electrical equipment and accessories. OHC will not be responsible for any equipment brought in by the caterer or an outside source.

No combustible materials, **no open flame**, candles, sterno (electric sterno only), cooking or sautéing, chocolate fountains, water related displays (such as fountains), smoke or fog machines allowed in the facility.

Public access areas cannot be set up prior to 4:00 p.m. the day of the event. Daytime events will be judged on a case by case basis.

Caterers are prohibited from using supplies and equipment owned and reserved for the OHC restaurant.

Caterers must understand that by using the OHC facilities they agree to accept responsibility for damages incurred by their staff to the facility and its property.

Caterers are responsible for the following clean-up procedures:

- Clean tables, catering area, other spaces utilized for the event.
- Clean walls if food is splashed on them.
- Clean and dry sinks, counter tops and clean out floor drain.
- Clean up spills in catering area and catering hallways as they occur throughout the event.
- Clean and mop catering area and catering hallway floors.
- Clear and wipe off all prep tables.
- Remove all trash incurred by activities of the event in all spaces utilized for event.
- Place all trash in OHC containers and remove to dock area dumpsters.

Events Office
Oklahoma History Center
800 Nazih Zuhdi Drive
Oklahoma City, OK 73105
405-522-0745



Event Policies Requiring Mandatory Adherence

1. The Oklahoma History Center is first a museum and second an event center. There may be exhibits or sculptures added to our facility after you contract the use of the space; they may or may not be able to be relocated for your event. We will make every effort to minimize any impact these exhibits may have on your event.
2. For security reasons any item(s) larger than a briefcase (boxes, etc.), may not enter through the front doors; **they must enter and exit** through the OHC security/loading dock located at NE 24th St. and Lindsay (NW side of the building). **NO EXCEPTIONS**. Each person that enters will be asked to sign in and out upon exiting; one member of each party may receive a security badge in exchange for something of value (i.e.: car keys, driver's license, credit card) for door access. All event deliveries must first be scheduled through OHC event office at least 48 hours in advance. No delivery will be accepted without pre-approval from the OHC event office. All deliveries must be made the day of the event.
3. Set up is allowed two (2) hours prior to the beginning of an event, and clean up is limited to one (1) hour after the end of the event.
4. The OHC has the right to deny any activity or equipment usage that could damage the History Center or its contents. No stapling, taping or tacking of banners, decorations or other materials to any OHC fixtures, furnishings or any area of the building. No combustible materials, **no open flame**, candles, sterno (electric sterno only), cooking or sautéing, fireworks or sparklers, chocolate fountains, water related displays (such as fountains), smoke or fog machines allowed in the facility. Flowers to be used for events must be purchased and/or brought in by a licensed florist only. No living plants or soil is allowed at OHC. No **helium balloons**, tinsel, glitter, confetti, hay, hay bales, flower petals, rice, birdseed or soap bubbles may be used on the premises of the OHC. All decorations or items not owned by the OHC must be removed from the event space the day/evening of the event.
5. The customer will provide their own licensed caterer or utilize the OHC preferred caterer who is responsible for linens, china, silverware, and any other dining needs. OHC management reserves the right to approve all caterers. Please advise Events Office of your choice before final contracts are signed. Catering Policies and Procedures guidelines will be given to client to forward to their caterer. OHC reserves the right to refuse building access to any caterer who violates these policies. **No food or beverage will be permitted in the Museum Galleries.**
6. Persons attending a function while intoxicated or demonstrating unruly behavior may be detained by security. The OHC reserves the right to remove from its premises any person whose behavior is disruptive. Alcohol cannot be displayed or consumed in areas while the OHC is open to the general public. No keg beer is allowed.
7. The caterer and client will be responsible for cleaning tables, catering area and floor, other spaces utilized for the event, and removing all trash incurred by activities of the event. All **Trash** should be taken to and placed in the dumpsters located at the west end of building by loading dock area. All trash must be placed in the dumpster and not left on the ground.
8. By Executive Order 2012-01, all property of the State of Oklahoma including the Oklahoma History Center is tobacco free. No tobacco products are allowed on state property at any time.. All charges incurred due to fire system activation will be invoiced to client (minimum \$300).



OHC EVENT ROOM CAPACITIES

EVENT SPACE AND AMENITIES	BANQUET CAPACITY	RECEPTION CAPACITY	THEATRE CAPACITY	SQUARE FOOTAGE	AVAILABLE FOR USAGE
Chesapeake Event Center <i>Seminar capacity with crescent rounds (150) Large rear projection screen and built-in stage</i>	224	300	300-350	3850 sq. ft.	Day & Evening
Devon Great Hall	304	400+	225-350	4450 sq. ft.	Evening
West Family Hall	136	200	150-175	2080 sq. ft.	Evening
Walter's Plaza <i>Gateway to the Red River Journey also featuring the beautiful Colonial Dames Fountain</i>	128	150	200-250	700 sq. ft.	Evening
East Terrace <i>Featuring a sculpture by H. Holden "Monarch at Rest"</i>	128	150	200-250	2600 sq. ft.	Evening
Atrium Bridge	100	150	150	3000 sq. ft.	Evening
Classroom A <i>Seminar capacity (20)</i>	<i>Classrooms not available for rent all months</i>			425 sq. ft.	Day
Classroom B <i>Seminar capacity (20)</i>			35	425 sq. ft.	Day
Classroom A & B <i>Seminar capacity (40)</i>			70	850 sq. ft.	Day