

Rental Agreement for The Garage, Dusbabek Building & Biergarten

This Agreement is entered into as of _____, 202__ by and between

Renter: _____, and OKEENE HISTORIC PRESERVATION GROUP (OHPG).

Renter's address: _____

Renter's telephone number: _____

Contact Name and Phone Number (if different than above) _____

Description of event: _____

Date(s) and time of your event: _____

Decorating Day Before Event: To be assured that you will have the building any extra days, you must rent the building. If you do not rent the building and on the day before your event it is not rented, you may REQUEST to set up after 6 p.m. for a fee of \$50.

Make payment online at www.okeenehpg.org and return this page (signed) to confirm your reservation.

Area to Rent (Any rental includes Biergarten)	Deposit <i>Refunded if left clean</i>	Rent <u>per day</u>	No. of Days	Amount Due for Rent <i>(No. of days x rent per day)</i>	Total amount due at booking <i>(Deposit + Amount Due for Rent)</i>
The Garage (only) (No handicap accessible restroom available.)	\$200	\$100			
Dusbabek Bldg & The Garage w/HVAC in Dusbabek Bldg	\$500	\$500			
Dusbabek Bldg & The Garage NO HVAC in Dusbabek Bldg	\$500	\$250			

Deposit will be returned after the building, equipment, and grounds have been checked.

If damage is found and cost of repair is more than the amount of the deposit, the renter will be billed for the remaining balance of the damages.

Make payment with credit card: www.okeenehpg.org.

Confirmation & Signature:

I have read the following pages of this document, and I am signing it freely. I understand the legal consequences of signing this document, including: (a) releasing OHPG and its Board of Directors from all liability, (b) waiving my right to sue OHPG, and (c) assuming all risks using the facility and/or any events incidental to using this facility. As the person, taking responsibility for use of OHPG facilities for the event on the date(s) indicated above, I agree to abide by the conditions put forth in the attached pages.

Renter Name (please print) _____

Signature _____ Date _____

Guidelines for Rental of OHPG GARAGE, DUSBABEK AND/OR BIERGARTEN.

All persons applying for the use of the facility must be at least 21 years of age. In considering the use of the building, a group/individual may be asked to furnish references or credentials.

All persons wishing to reserve the use of the building must sign this contract. Your signature on the front page of this contract makes you the host of the above-described event and constitutes responsibility for the attendees of your function, as well as any third parties you might engage to service your function.

If any damage to **THE GARAGE, DUSBABEK OR BIERGARTEN** occurs during the above event, the Renter is responsible for payment of repairs.

Rentals for **THE GARAGE, AND BIERGARTEN**, attendees are not permitted in other rooms in the building, other than restrooms.

Children under the age of 13 must be supervised at all times.

OHPG properties are Tobacco Free facilities. No tobacco use is allowed in any area inside or outside, including The Garage, Dusbabek and The Biergarten.

Alcoholic beverages may be offered and consumed in moderation on the premises. **All laws of the state of Oklahoma must be followed.**

Disorderly Guests: If anyone attending an event seems to be intoxicated or under the influence of drugs, it must be brought to the host's attention. At that time, no additional alcohol will be served to that person and keys to a vehicle taken away immediately.

If at any time there is a disturbance or a fight at a function, it is the best practice to contact the host immediately to make a judgment as to whether to end the function immediately and whether to call the Police.

If the police or fire department is called out to the event, renter forfeits the total deposit.

The Garage decoration guidelines: Renter is responsible for setup. Nothing is to be attached to the ceiling or wires traversing the building for false ceiling. **No tape, tacks, nails, staples, etc., are to be used on the walls.** No tape on the floor. Battery powered candles only. No open fires inside the building. Renter forfeits deposit and pays cost of repairs if any of these are done.

Dusbabek Building decoration guidelines: **No tape, tacks, nails, or staples on walls.** Staples may be used to attach items to ceiling. Please do not remove hanging lights. Other lights may be added if current lightning is not disturbed. Battery powered candles only. No open fires inside the building.

Wedding and other event décor available to rent. Pipe and drape, circle arch, wooden arch, glass votives, candle chandelier and lighted chandelier, (both small) chalkboard easels (4), large battery operated candles, round and rectangular tablecloths, 3 tiered cake/cupcake stand, 2 birch walls and 1 champagne birch wall and gold chargers. Price list available by request.

Required cleanup of The Garage, Dusbabek and Biergarten to get deposit refunded

- Wipe down all tables and chairs.
- Sweep all floors.
- Mop all floors, especially areas where something spilled. Empty mop water outside—do not empty in sink or toilets.
- Restrooms: clean and flush toilets, clean sinks, sweep & mop floors and empty trash cans, replace liners.
- Pick up all trash in The Biergarten.
- Return tables, chairs/stools, and other equipment to original location, unless otherwise instructed.
- Put away cleaning supplies, mops and brooms.
- Rinse used dish rags and cleaning cloths, wring out well and leave hanging on the sink.
- Rinse out sinks, remove any debris.
- Unplug all coffee pots, crock pots and other small appliances.
- Empty trash cans and replace liners.
- Remember to take your items from the refrigerator.
- Turn HVAC units off.
- Turn off lights.
- Lock all doors.

Renter forfeits entire deposit if any of the above is not done.

Violation of the Terms: In the event OHPG determines at any time that any violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable to either you or others you secure for your event for any such cancellation.