**CIVIC CENTER BUILDING USE CONTRACT**

EVENT DAY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BOOKING DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROOM(s): MEETING GYM KITCHEN THEATRE CONCESSION

INDIVIDUAL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table and Chairs Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Function:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time In MUST include any decorating prior and Time Out MUST include pickup after function.

Time In:\_\_\_\_\_\_\_\_\_\_ Time Out:\_\_\_\_\_\_\_\_\_\_\_ Actual Event Time: to

Decorating time is NOT included. Any additional time used for decorating purposes must be configured into rental pricing and paid for at time of contract makeup. Please indicate what time you want IN the building to begin decorating and pay for that time with your rental fee.

2 hours minimum required for Meeting Room and Gym Rental

Pricing includes entrance, lockup, and basic clean up. You are required to put all of your trash into the trash cans provided inside the building.

Meeting Room: $25 Per Hour, with a 2 Hour Minimum

PLUS: $25 Maintenance Fee

(Includes entrance, table and chair set up, AND clean up by staff.)

Gym: $40 Per Hour, with a 2 Hour Minimum

PLUS: $30 Maintenance Fee

(Includes entrance, and clean up by staff) SET UP NOT INCLUDED UNLESS PAID FOR.

PLUS OPTIONAL: $15 for Half Court Table and Chairs Set Up

PLUS OPTIONAL: $30 for Full Court Table and Chairs Set Up

Theatre: $150 Flat Rental Fee for Non-Profit Use (No Admission Charge)

$250 Flat Rental Fee for Profit Use (Admission Charge)

NO EXCEPTIONS! House sound, microphones, light, and video equipment must be privately contracted and are not included in the cost of use. You MUST hire house sound technician if you wish to use house sound equipment and lights. If required contact of the following: Riley Frost 918-346-4191 or Duane Frost 918-282-5935

Optional Additions: You must have Gym, Theatre, or Meeting Room rented prior to use.

Kitchen: $25 Flat Rental Fee

Concession Stand: $30 Flat Rental Fee

Popcorn Machine: $20 Flat Rental Fee

Total Hours Rented:\_\_\_\_\_\_\_\_\_\_\_ x Hourly Rate : $25(MR)/$40(GYM) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will do own set up in gym YES/NO**

**( )** ½ Court Set Up $15 ( ) Full Court Set Up $30 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theatre Rental (\_\_\_\_\_\_) Days NFP $150 or FP $250 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MANDATORY Maintenance Fee: ( ) Meeting Room $25 ( ) Gym $30 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additions:

( ) Kitchen $25 ( ) Concession $30 ( ) Popcorn $20 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sketch set up instructions and attach to contract.

TOTAL AMOUNT DUE $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CIRCLE ONE: CASH/CHECK #\_\_\_\_\_\_\_\_\_\_ DATE PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECKS OR MONEY ORDERS MUST BE PAYABLE TO

THE CITY OF WAGONER

**YOUR ROOM AND DATE ARE NOT RESERVED UNTIL YOUR FEE IS PAID IN FULL AND HAVE A SIGNED CONTRACT ON FILE. NO EXCEPTIONS TO THIS RULE.**

1. Any groups under age 21 must have an adult sponsor present during the Time in to Time Out.
2. Youth dances in gym: Must have adequate number of adult sponsors present during entire event.
3. NO EXCEPTIONS! House sound, microphones, light, and video equipment must be privately contracted and are not included in the cost of use. You must hire house sound technician if you wish to use house sound and light equipment. If required contact one of the following: Riley Frost 918-346-4191 or Duane Frost 918-282-5935.
4. All groups are expected to follow all rules and regulations posted at the center. Other rules may apply depending on the nature of the activity.
5. Leased areas are subject to inspection by sponsor and Civic Center’s Supervisor after the event.
6. Damage to facility shall be repaired at the cost of responsible party and/or sponsor.
7. For a refund: (1) Cancel with Wagoner Public Works Authority office.
8. Parking is not permitted in the Orshelen’s parking lot during their business hours. They will tow your vehicle at your expense.
9. The Wagoner Civic Center, and City of Wagoner are NOT responsible for accidents.
10. NO REFUNDS IF CANCELLED WITHIN 14 DAYS of the event date.
11. This is a non-smoking facility. If you are caught smoking or the facility smells like smoke after your event you will be charged a $100 non-refundable fee.
12. Payment and contract must be returned to Wagoner Public Works Authority for your room to be reserved. Your room is not reserved until your contract is signed and your payment has been made in full. Exceptions are listed in the letter in the beginning of this contract. I have read the letter and agree to these terms.
13. Decorating Time is NOT included in original pricing. Any additional time used for decorating purposes must be configured into rental pricing and paid for at time of contract make-up.

Responsible Party Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Set Up Instructions: If you are paying for setup, please indicate how you would like the room to be set up on the back.**

Pricing includes entrance, lockup, and basic clean up. You are required to put all of your trash into the trash cans provided inside the building.

* Table and chairs are included in your rental.
* Our tables are 8ft long and rectangle. 108x54 Inch tablecloths fit them perfectly. Tables can seat up to 8 people, 4 chairs on each side.
* Meeting room can hold up to 50 people with tables and chairs.
* Gymnasium can hold up to 264 people with tables and chairs.