E.W. MARLAND ESTATE FACILITY RENTAL CONTRACT AND POLICIES (NON-RESIDENT)

901 Monument Road, Ponca City, Oklahoma 74604 580.767.0425

Event Day/Date _____

Event Type_____

Bride name _____**Groom Name** _____

Ceremony Time_____**Reception Time** _____

1. **Renter Name** (Refund will be issued to this renter)

_____

Email _____

Address _____

City_____ **State**_____ **Zip**_____

Phone1_____ **Phone2**_____

2. **Alternate Contact** _____

Alt. Email _____

Alt.Phone1_____ Alt**. Phone 2**_____

RENTAL FEES - MANSION: (NON-REFUNDABLE) *All rentals include tables, chairs, and bridal suite

PACKAGE	Mon-Thu	Fri-Sat	Initial Deposit/Balance Due
Lower Estate Hunt ballrooms; East patio; East lawn	**$750.00**	**$1,500.00**	_____/_____
Upper Estate Upper Gallery ballroom; North Salon; North Patio; North lawn; East Terrace	**$1,000.00**	**$2,000.00**	_____/_____
Entire Estate Upper Gallery and Lower Hunt ballrooms; North Salon; North Patio; East Terrace; North and East lawns; Lydie's Cottage	**$1,750.00**	**$3,500.00**	_____/_____

SECURITY DEPOSIT (Refundable) $**500.00** _____

RENTAL FEES – LYDIE'S COTTAGE: (NON-REFUNDABLE) *Rental include tables, chairs (64 max. interior), red brick patio, and surrounding lawn. 2nd floor is NOT available during events.

Mon-Thu	Fri-Sat	Initial Deposit/Balance Due
$150.00	**$400.00**	_____/_____

SECURITY DEPOSIT (Refundable) $250.00 _____

TOTAL RENTAL FEES

# of Attendees_____ **Alcohol** _____

# of Security Officers_____

Security Officer(s) are $50.00 per hour per officer, paid to officer(s) before event begins.

(Security Officers are contracted by the Marland Estate, but paid by the renter. Minimum charge for Security Officers is 2 hours.)

I AGREE TO PAY THE SECURITY OFFICER(S) $50.00 PER OFFICER, PER HOUR BEFORE EVENT STARTS.

_____
Renter Signature

First half of Rental Fees, full Security Deposit, Contract, and Policies are required to reserve your event date and due at contract signing. Remaining balance of Rental Fee is due 90 days prior to your event.

ALL RENTAL FEES ARE NON-REFUNDABLE

PAYMENTS:

Date Paid	Pmt. Method	Pmt. Amount
1._____	_____	_____
2._____	_____	_____

TOTAL RENTAL PAYMENTS_____

Renter has received and read the Facility Rental Policies and Contract.

Renter understands any violation of these policies will revoke this contract and it will become null and void. If this is the case, Renter will peaceably vacate the premises immediately.

Renter agrees to indemnify and save the City of Ponca City/Marland Estate harmless, including providing legal defense for any claim arising pursuant to the Renter's activities.

_____
Renter Signature Date

_____
Marland Estate Rep Signature Date

****Please inquire about Residential and Non-Profit pricing**

Form approved at 05.22.23 City Commission Meeting/Updated 9.13.23