

The BROADMORE

102 North Broadway • Coweta, OK 74429

Phone: 918.232.3635

Fax 918.482.1802

Email: BroadmoreCoweta@gmail.com

thebroadmorecoweta.com

www.facebook.com/thebroadmore

Frequently Asked Questions

1. **What is the maximum capacity of The Broadmore?**

By ordinance the maximum capacity states 150 people. However, to comfortably fit guests, tables, and seating we recommend parties of 100 or less.

2. **What time can we begin setting up / decorating for our event?**

Please note that the time slot reserved includes set up and clean up. Please also be mindful that others may have the space reserved before or after your event.

3. **Is there a hotel near The Broadmore to accommodate out of town guests?**

Yes, Best Western just opened in 2015 and is less than 2 miles away.

4. **What is included in the price of the rental?**

The rental fee includes the use of the venue, tables & chairs, kitchen, and audio system.

5. **Is the deposit included in the rental fee?**

Yes, the deposit goes toward your total rental fee. The deposit secures your date, remaining balance is due two weeks prior to event.

6. **Who is responsible for set-up, break down, and cleaning?**

Typically the Renter takes care of set up, break down, and cleaning. There are cleanup / exit instructions posted on the inside of the storage closet door. We are happy to set up and/or clean up for you for an additional fee.

7. **Do you provide tables, chairs & linens?**

The Broadmore does provide tables and chairs, but does not provide linens.

8. **What size are the tables and chairs, what quantities are available for use?**

Round Tables are 60" – Quantity 9

Long Rectangular Tables are 6' – Quantity 4

Round Cocktail / Bistro Height Tables are 32" – Quantity 2

Banquet Style Chairs – Quantity 75

9. **What size round table linens should I use for my event?**

90" round falls to about your knees when seated

120" round brushes the floor

10. **Are there any décor restrictions?**

Yes. Hanging or adhering anything to the painted walls is strictly prohibited even with easy release tape.

11. **Does The Broadmore have dressing rooms?**

There are no dressing rooms, but there are 2 bathrooms. There is also an area on the mezzanine level which is often blocked off for the bridal party.

12. **What is the policy for outside vendors, caterers, and alcohol?**

The Broadmore has no restrictions on catering or bringing outside food in to the venue.

Alcohol is permitted but MUST be served by a licensed and insured bartender or proof of self liability insurance is required.

13. **For More Information**

Please don't hesitate to contact or text Melanie at 918-232-3635.