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Frequently Asked Questions

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

100 or less

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

At your reserved start time. Please note that your time slot includes set up and clean up. Others may have the space reserved before or after your event.

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

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

4. **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.

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

The Renter takes care of set up and clean up. There are 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.

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

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

7. **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

Chairs – Quantity 75

8. **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.

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

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

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

No, but there are 2 bathrooms. There is also a mezzanine level area that can be blocked off for dressing.

11. **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.