



Application for Special Use

Name of Group/Individual \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person/Responsible Party \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Description of group \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Will food be served? \_\_\_\_\_

Caterer \_\_\_\_\_ Telephone \_\_\_\_\_

Catering contact person \_\_\_\_\_

Date requested for event 1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

Time setup is to begin \_\_\_\_\_ Time Guests will arrive \_\_\_\_\_

Time Guests will depart \_\_\_\_\_

Location requested: (circle one)

Event Tent Picnic Pavilion Chapel Meeting Room Craft Room

Renting tables and chairs? yes no If yes, add \$150 for up to 99 people; \$300 for 100 to 200.

Event Tent cleaning fee \$250. Event Tent damage fee \$500 (refundable).

HBVM staff set up? yes no If yes add \$250.

----- For office use only -----

Date received \_\_\_\_\_

Approved \_\_\_\_\_ Deposit received \_\_\_\_\_

Staff needed \_\_\_\_\_

Other requests:

Certificate of liability received \_\_\_\_\_ Alcohol? \_\_\_\_\_

Actual attendance \_\_\_\_\_ Balance Due \_\_\_\_\_

**HAR-BER VILLAGE MUSEUM SITE RENTAL AGREEMENT**

WHEREAS, \_\_\_\_\_ of

\_\_\_\_\_ (Renter)

and Har-Ber Village Museum located in Grove, Oklahoma, (the Village) wish to enter into a site rental agreement (Agreement) for an event which Renter wishes to hold at the Village.

NOW, THEREFORE, for valuable consideration, the receipt of which both parties acknowledge, the parties agree as follows:

Both parties agree to be bound by all of the terms and conditions of the M Village's Facility and Site Rental Regulations attached to this Agreement and made a part hereof. Renter hereby acknowledges having carefully read the Facility and Site Rental Regulations.

The site rental application of Renter is also attached to this Agreement and is made a part hereof. Renter agrees to be bound by all of the terms of the site rental application unless changes to it are approved in advance in writing by the Village. Village approves Renter's site rental application and this Agreement is signed by both Renter and the Village.

RENTER

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its

HAR-BER VILLAGE MUSEUM

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its