



Administration Office

507 S. 4th Street

Enid, OK 73701

(580) 237-1907 x221

Fax: (580) 234-1055

www.csrhc.org

E-mail: csrhcinfo@okhistory.org

Event Rental Fees

Outdoor Plaza – Weekdays 10 a.m. – 4 p.m. - \$325.00 (200 guest limit)
Evenings and Weekends - \$650.00 (400 guest limit)

Humphrey Heritage Village Church - (60 guest limit, small reception area, changing room for Bride).
Weekdays 10 a.m. – 4 p.m. - \$200.00
Evenings and Weekends - \$400.00

Humphrey Heritage Village Gazebo and Grounds - (300 guest limit, use of church reception area)
Weekdays 10 a.m. – 4 p.m. - \$200.00
Evenings and Weekends - \$400.00

Temporary Exhibit Gallery - (75 guest limit, includes use of projector and screen. Limited availability).
Weekdays 10 a.m. – 4 p.m. - \$200.00
Evenings and Weekends - \$400.00

Additional Area: With the rental of more than one area, the least expensive space rental fee is half price.

Cleaning Deposit: A \$200 cleaning deposit is required when contract is signed.

Photography Fee: Use of CSRHC grounds or facility for pictures/video other than day of event - \$50 per photo shoot.

STANDARD POLICIES:

- \$2 per guest for exhibit gallery tour.
- A 25% discount on event rental fees applies to Non-Profits, Federal and State Agencies and Cherokee Strip Regional Heritage Center Partner Organizations, Major Donors and Active Volunteers.
- Two security officers required for evening events. A \$40.00 per hour, per officer charge will be incurred during the duration of the event. A one-hour clean-up time will be included following the event.
- No red wine allowed in any interior area.
- No staff member has the authority to waive fees.

RENTAL FEES LISTED ABOVE INCLUDE:

1. Use of space only – No furnishings, no set-up or tear-down assistance.
2. **Four hours for event. Events that continue after the four-hour limit will be assessed an additional \$50 per half hour. All events must conclude at 11 p.m.**
3. User will have access to event space during business hours or two (2) hours prior to event start time when event is held on a day that the CSRHC is closed.
4. CSRHC staff on-site during event.
5. Onsite AV/IT equipment (ask administration office about available equipment).
6. **A rehearsal will be allowed for wedding ceremonies at CSRHC during normal business hours. If rehearsal must be held after business hours, a \$50 per half hour additional fee will be assessed.**

SET UP TIME:

Users will have access to public event space for set-up during business hours (Tues. – Sat. 10 a.m. to 5 p.m.) on the day of the event. If needed, event set up may begin during business hours on the day prior to the event with approval of the CSRHC Administration Office. CSRHC will not be responsible for any equipment, decorations, etc. brought in by an outside source. Decorations may not consist of tinsel, glitter, confetti or rice. Flowers to be used for events inside the facility must be brought in by a licensed florist only. All deliveries/items being brought into event space must first check-in with Admissions Desk. **NO EXCEPTIONS!**

BREAK DOWN / CLEAN-UP:

One hour for clean up is allowed following the event. All events must conclude at 11 p.m. All attendees, caterers, entertainment, etc. must vacate the premises no later than midnight. The User and/or caterer are responsible for cleaning all areas utilized and for removing all trash and decorations from the event. All trash cans must be emptied and trash placed in the dumpster located in the parking lot at the north end of the property behind the Glidewell House.

DEPOSITS AND PAYMENTS:

A rental deposit in the amount of 50% of the event rental fee and a signed contract is required to guarantee the rental space. The deposit will be applied to the final bill due the day of the event. In addition, a \$200 cleaning deposit will be required when the contract is initiated. A full refund of the cleaning deposit will be issued within 5 days of the event following facility inspection. The cleaning deposit will be forfeited should cleaning or repairs to the facility be necessary. The remaining balance of any additional fee, which may include damage to premises and property, additional clean-up or security fee must be paid within 14 days after receipt of invoice following the event.

CANCELLATIONS:

Reservations cancelled at least 30 days prior to the event date receive a refund of one-half of the deposit. The full deposit will be forfeited if the event is cancelled less than 30 days before the event date. If both parties agree that the event cannot be held outside due to bad weather, the deposit will be refunded in its entirety. If it becomes necessary for the Heritage Center to cancel the event due to circumstances beyond the Center's control, the deposit will be refunded in its entirety.

Please make checks payable to:
Cherokee Strip Regional Heritage Center
507 S. 4th Street
Enid, OK 73701

For further information contact us at:

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CATERING POLICIES & PROCEDURES

1. The CSRHC requires each caterer to provide the following information, prior to performing catering functions at the center:
 - Oklahoma State Department of Health Certificate
 - Certificate of Insurance for General Liability (\$1,000,000)
 - Off-Site Liquor License (if providing alcoholic beverages)
2. Caterers and their employees must check-in with the Admissions Desk located at the entrance of the building. All parcels entering and leaving the facility are subject to inspection.
3. No equipment or food is to be delivered through the front entry area of the CSRHC. CSRHC staff will direct you to appropriate loading/unloading areas.
4. Liquor/Alcohol must be delivered the day of the event. All Liquor/Alcohol must be removed from CSRHC at the end of the event. Alcohol cannot be opened or served while Heritage Center is open to the public.
5. The CSRHC is a non-smoking facility. No smoking is allowed on the property.
6. No red wine allowed in any interior area.
7. Caterer is responsible for providing their own electrical equipment and accessories.
8. CSRHC will not be responsible for any equipment brought in by the caterer or an outside source.
9. Open flames, candles, etc. are not allowed in any interior area of the CSRHC with the exception of Sterno for catering purposes only.
10. No cooking, frying or sautéing allowed in any interior area of the CSRHC.
11. Caterers must understand by using the CSRHC facilities they agree to accept responsibility for damages incurred by their staff to the facility and its property.
12. Caterers are responsible for the following clean-up procedures:
 - Clean catering area and other spaces utilized for the event.
 - Clean walls if food is splashed on them.
 - Clean and dry sinks and counter tops.
 - Clean up spills in catering area as they occur throughout the event.
 - Clean and mop catering area.
 - Remove all trash incurred by activities of the event in all spaces utilized for event.
 - Place all trash in CSRHC containers and remove to dumpsters in the parking lot located north of the property.

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