



Event Policies

Our goal at the Will Rogers Theatre is to assist you in planning an event that meets your needs while exceeding your expectations. The following policies are in place to ensure the success of your event. Please read carefully and discuss any questions you might have with your booking representative or event coordinator.

Capacity- The Will Rogers Theatre has a dinner seating capacity of 300 without a dance floor. Dinner seating capacity with a dance floor is 270. Reception or cocktail capacity is dependent upon your requested room layout.

Terms

25% Deposit required to secure booking, minimum \$500

\$500 room rental fee applies Monday – Saturday for breakfast and lunch within a 4-hour increment event booking.

Event Minimums Apply to Standard 4-hour Event Bookings, additional room rental past 4 hours is \$250/extra hour

Event Minimums refer to grand total financial requirements after all room, catering & beverage charges are applied:

Monday-Friday Daytime - \$1000

Saturday Daytime - \$2500

Monday to Thursday Night - \$2500

Friday & Saturday Night - \$5000

Room Rental: Meeting and function room rental charges, if any, are subject to a mandatory service charge based on style of catering which is retained entirely by the Venue. The service charge is not intended to be a tip or gratuity for the benefit of the employees. If you or your attendees wish to provide an additional tip to the Venue's staff, please feel free to do so. The mandatory surcharge with the room rental fee will be added to the event invoice.

Hours available- Entry time for set up on the day of the event for lunch or dinner events is no earlier than 9:00 a.m. An agreed upon arrival time will be located on your contract. At your arrival time, the room will be in the process of set up with tables and linens in place. Chairs, extra tables, silverware, cake and food tables will not be ready at arrival time. For breakfast, events please discuss your arrival time your event coordinator or booking representative.



Daytime events must end by 5:00 p.m. unless otherwise noted on your contract. Room Rental fees are waived for daytime events within the 4 hour event increment, Mon-Fri ending before 5:00pm. Evening events may last up to 4 hours, with the event times of your choice. Please be sure these event times are clearly stated on your contract. All events must end by 12:00 midnight. Events lasting beyond 12:00 midnight will require immediate payment of \$250 per hour pending availability and approval.

You will be allotted one hour of clean up time after the conclusion of your event. We are not responsible for any lost or stolen items left after the conclusion of your event. Special arrangements may be made with an event coordinator no earlier than two weeks prior to the event pending availability at a charge of \$500.

Staff- The Will Rogers Theatre will provide uniformed staff and one designated Event Coordinator to be present throughout your event.

Room Layout- The Will Rogers Theatre can be set up in many different layout's dependent upon your event needs and your preferences. Room Layouts must be finalized no later than 2 weeks prior to your event. Room Layouts cannot be changed on the day of your event.

The Will Rogers Theatre does provide standard 85x85 square tablecloths on all guest tables in white. Colored linens will incur an additional charge of \$100 per event. Floor length and specialty linens are available for rent and can be priced by your event coordinator. Food and cake tables will be skirted and draped in white. Colored skirting and draping are available for rent and can be priced by your event coordinator.

Cake Service- Our cake service includes professional cake cutting service, china plates, silverware and cocktail napkins.

Food Service- Food Service will begin at the designated service time on your contract. Reception and buffet food service will not be displayed more than three hours per health code standards. In addition, it is the policy of the Will Rogers Theatre that no leftover food can be taken from an event per health code standards. For wedding receptions, one TO-GO package for the Bride and Groom will be prepared prior to the event by the staff of the Will Rogers Theatre. This package will be located at your gift table for pick up at the conclusion of your event and will include a sampling of your chosen menu.

No outside catering, food or beverages are allowed in the Will Rogers Theatre.



Beverage Service- Catering includes coffee, water and iced tea service at a beverage station.

Bar Service- Our goal is to serve your guests with quality beverage service that maintains the integrity of your event and our business while following all Oklahoma state laws and ABLE commission liquor laws. Accordingly, all policies and procedures below will be followed by the Will Rogers Theatre management, staff, and bar staff.

- Customer understands with events including alcohol service in the Will Rogers Theater there will be one security guard provided by Will Rogers Theater for a flat fee of \$100.00.
- Customer understands and agrees to enforce all local and state liquor laws including but not limited to persons under the age of 21.
- Customer understands that they or their guest may not bring alcoholic beverages to event and agrees to enforce this policy.
- Customer understands that Will Rogers Theatre management, staff, and bar staff will ID customers to verify that they are of the legal drinking age of 21.
- Customer understands that each guest may only purchase or receive two alcoholic beverages at any one time.
- Customer understands that Will Rogers Theatre will not serve any guest who appears to show any sign of intoxication per state liquor laws.
- Customer understands that Will Rogers Theatre reserves the right to refuse service for any reason.

Decorations- The Will Rogers Theatre has limited decorating restrictions. You are allowed to bring in decorations of your choice including but not limited to additional lighting, candles, flowers, etc. All candles on linens must be encased in glass. No confetti, water gel jelly beads, or loose glitter. Nothing may be permanently affixed to the walls inside the theatre, although we do allow blue painters tape to be used to hang posters or pictures. We do not allow loose feathers decorations or feather boas to be used for décor purposes. If you wish to use feathers as a part of your décor or center pieces, please bring in an example for approval to your event coordinator.

Clean Up- Cleanup of the Will Rogers Theatre is included in your package. Items brought in by the customer must be removed within one hour of the ending time unless next day pick up has been arranged and paid for in advance. Items left at the Will Rogers Theatre that do not have next day pick-up arrangements will be discarded and are not the responsibility of the Will Rogers Theatre. Excessive clean up requirements or damages



to the room, building, restrooms or property will result in non-refund of your security deposit.

Bands- All bands must be approved by Will Rogers Theatre Management. Please ask your event coordinator before booking a band for your event.

Parking- Parking for the Will Rogers Theatre is located at the rear entrance of the building. Guests who choose to park outside of the Will Rogers Theatre parking lot may have their vehicles towed by other business owners on Western Avenue.

Finalizations- It is the responsibility of the event host to call the Will Rogers Theatre at least one month prior to your event to schedule your finalization appointment. We recommend that you schedule this appointment 6-8 weeks before your event. Finalization appointments must be scheduled at least two weeks prior to your event. Final Room Layouts, event timelines, final menu choices, times and contract negotiations will take place at this appointment.

Head Count Deadlines- Your final head count is due **no later than one week** prior to your event. After your final head count has been submitted only additions to your guest count are allowed and are at the discretion of your event coordinator and our chef.

Additional Attendees- In the event that additional guests above your submitted final headcount are present at your event you will be charged a per person premium on food and beverage services at a 20% increase.

Refund of the Security Deposit- A \$500.00 damage deposit may be added to your contract at the time of booking. This deposit will be refunded to you within two weeks after your event provided that the interior and exterior of the Will Rogers Theatre, property, restrooms and equipment are returned to their original condition without excessive trash or damages.

Booking Deposit- A 25% deposit of estimated services is due at the time of booking to secure your event date. Another 25% installment payment of the estimated cost is due 14 days prior to your event with menu finalizations. Cancellations 60 days or more prior to your event date will receive a refund of the deposit. Events cancelled within 60 days of the event date will forfeit the deposit amount.

Weather Related Cancellations- In the event of a weather-related cancellation customer will have the option to postpone the event with the deposit rolling over to the newly scheduled event date. If the customer chooses to cancel the event in entirety without rescheduling the event, they understand that they will be billed for 50% of the food



charges, 50% of the room rental rate and a 10% cancellation fee on original food costs. In the circumstances of a daytime event with no designated room rental rate, there will be a \$250 minimum charge with the cancellation fees as stated below to still apply. Any paid deposit will be applied towards this balance due.

Policy and Cancellation Charges-

If Host cancels the Event after confirmation, WRT is entitled to and Host must pay WRT its liquidated damages as follows:

- Cancellation within 91-120 days of the Event – 25% of total estimated charges

-In Lieu of Covid-19 Precautions, cancellations without possibility of rescheduling will forfeit the deposit amount that was placed to confirm the room reservation.

-Any cancellations made after the 30-day mark from the event date will be responsible for the room rental fee, in addition to forfeiture of the original deposit.

-If the event is capable of rescheduling to a further future date, all financials placed prior to date change will be transferred in full to new date and will be applied to the event total as a form of payment.

-In any case of cancellation due to government or county shutdowns and the venue must cancel on the event host, all monies will be refunded.

Final Payment-

- **25% payment of event total due 30 days prior of event date.**
- **Final Payment in full is due by the day of your event.**
- Business customers may make special arrangements with your event coordinator but must be detailed on your contract. If payment cannot be processed the day of the event, then a signed agreement and timeline with event cost totals and payment must be arranged via your coordinator.

Additions to your contract after final payment has been submitted require immediate payment.



Taxes and Additional Fees- Quoted menu, room rental and service prices do not include sales tax and service charges. Standard sales tax plus service charges of 20% for BUFFET style of catering & 23% for SEATED/PLATED style of catering will be added to your contract. If you are tax exempt you must submit your tax ID information to your event coordinator before submitting final payment.

All food & beverage functions are subject to a mandatory service charge of 20% for BUFFET style of catering & 23% for SEATED/PLATED style of catering, which is retained entirely by the venue. The service charge is not intended to be a tip or gratuity for the benefit of the employees. Event F&B Service Charges is subject to change without notice. If you or your attendees wish to provide an additional tip to the Venue's staff, please feel free to do so. The mandatory F&B Service Charge, and any applicable taxes, will be added to your event invoice.

Remaining Balances- Any balances after your event date that are unpaid will be charged 1.5% interests per month until the final balance is paid. Unpaid balances after 60 days will be sent to collections and may affect your credit.



Constant Improvement is our mission statement. This means there could be improvements or changes to the interior and property of the Will Rogers Theatre.

To this: By signing below, you have agreed to this sales agreement and contract and you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. Pursuant to Oklahoma Senate Bill 1946, you and any guests voluntarily assume all risks related to exposure to COVID-19 and agree not to hold Western Concepts LLC; Will Rogers Theatre and Tasting Room event center; or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury, unless these parties violate the law or applicable safety regulations.

--Event Host will not be held financially responsible for any cancellation fees if a government mandated shut down is enacted and the event venue is forced to cancel.

EVENT NAME, DATE & TIME: _____

Customer-Authorized Signature _____

Customer-Please Print Name _____ Date _____

Manager-Authorized Signature _____

Manager-Please Print Name _____ Date _____