



General Information

All Catered Events Include

Professional Event Coordination
State of the Art Lighting System and House Sound
Coffee, Tea and Water Self-Serve Beverage Station
Dinnerware, Glassware and Flatware
Custom Color Tablecloths and Napkins
Mirrors and Votives at Guest Request
Skirted and Draped Registration, Food and Display Tables
Podium with Microphone Attached
Free Parking
Floral Centerpiece for Buffet Table
Uniformed Servers
Custom Message on our Marquee

Rental Rates

Monday to Saturday Daytime - \$500
Sunday to Thursday Night - \$750
Friday to Saturday Night - \$1500

Event Rental Terms

Event Minimums Apply to Standard 4-hour Event Bookings

Monday-Friday Daytime - \$1500
Saturday & Sunday Daytime - \$2500
Monday to Thursday Night - \$2500
Friday & Saturday Night - \$5000

*25% Deposit is required to secure bookings, minimum \$500

*50-person minimum is required for breakfast or lunch caterings; Monday through Friday and all guests must be out of the room no later than 5pm.

***Price is subject to change if number of guests falls below bid price**

*Sales Tax and 20% Service Charge for Buffets or 23% Service Charge for Plated meals will be added to the final balance

***Final Event Balance is due no later than the day of your Event**

*Cancellation date is 60 days prior to event

*Will Rogers Theatre is a smoke free environment

***Guest may not bring alcoholic beverages or outside Catering to your event**

*A \$500 Damage Deposit will be added to your event total and refunded if the room is returned in like condition

*If you are considering an event without catering, please ask for guidelines

*All Events with Audio & Visual presentations require a qualified technician

Any questions or to schedule an appointment, call (405) 604-3015

Additional Event Services

Chair Covers 300 White or Black Chair Covers Available for Rental	\$4.00 each
Chair Bows 300 Black or White Bows Available for Rental	\$1.50 each
Specialty Linens Beautiful Floor Length Linens in your Choice of Satin, Sheer or High-Quality Polyester	\$25.00 + per table

Audio & Visual Services

Background Music	No Charge
Podium and Microphone	No Charge
Wireless Microphone - Handheld	\$50.00/per microphone
Wireless Microphone - Lavalier	\$50.00/per microphone
Screen and Projector	\$150.00 Mandatory Rental Fee
Use of House Sound System Requires a qualified technician that will be contracted out separately.	\$250.00

Please speak with an event coordinator about booking the following:
Photographer, Videographer, DJ, Cakes, Florist, Rentals, etc.