



Will Rogers
MEMORIAL MUSEUMS

WILL ROGERS MUSEUM IN CLAREMORE
WILL ROGERS BIRTHPLACE RANCH IN OOLOGAH

Will Rogers Memorial Museums Special Events Policies

The Will Rogers Memorial Museums, a main museum in Claremore and the Birthplace Ranch near Oologah, are designed to preserve and perpetuate the life and legacy of Will Rogers, while also offering the citizens of Oklahoma access to public programs and programming opportunities.

We encourage you to consider either of the Museums as the site of your next special event. The facilities and grounds of the Museums are ideal venues for weddings, dinners, receptions, and meetings. You and your guests will enjoy the uniqueness and ambiance of an evening in the beautiful and famous Will Rogers Memorial Museum or an afternoon on the vast grounds of the living history Birthplace Ranch with its spectacular views of lake and woods.

As museums our policies and requirements necessarily differ from those of many other event venues, such as conference centers and hotels. Groups using our facilities must understand the physical impact that their event might have on the property, and they must respect its historical importance.

Please understand that events sponsored by the Museums or related to the Museums receive priority in scheduling. The Museums are not available as a regular meeting place for clubs, organizations, or other groups and are not available during the days of the Will Rogers and Wiley Post Fly-In (usually the weekend nearest 15 August), Will Rogers Days (usually the weekend nearest 4 November), and during meetings of the Will Rogers Memorial Commission (usually on a Sunday in April, June, August, and November).

Application Procedures

Events may be scheduled up to one year in advance and not less than three weeks prior to the event. Applicants must sign below and submit this statement of procedures, as well as complete, sign, and submit the Facilities Rental Agreement.

Deposits and permit fees paid by check or money order should be made payable to: **Will Rogers Heritage, Inc.**

Applications and fees should be mailed to:
Will Rogers Heritage, Inc.
Attention: Special Events
P.O. Box 2606
Claremore, OK 74018-0157

or delivered to:
Will Rogers Memorial Museum
1720 W. Will Rogers Blvd.
Claremore, OK 74017

Telephone inquiries: 918-343-8113

Email: specialevents@willrogers.com

Indoor Venues

- Will Rogers Memorial Museum (main museum, Claremore) – Capacity 1,000 standing, 300 dining
- Lodge, Will Rogers Memorial Museum (Claremore) – Capacity 75 standing, 30 dining
- Amish Barn, Birthplace Ranch (Oologah) – Capacity 75 standing, 60 dining
- Theater, Will Rogers Memorial Museum (Claremore) – Capacity 175 seated

Permit Conditions

Your request will be considered by the director of the Museums for decision. If your event is approved, the following requirements and restrictions will apply:

General

- You and your guests agree to hold harmless the Museums, the Will Rogers Memorial Commission, Will Rogers Heritage, Inc., their officers, employees, volunteers, agents, and the Board and Commission for any damage to persons or property resulting from accidents, injury, or other incidents resulting from use of the facilities.
- The Will Rogers Memorial Museums is not liable in the event that the facility cannot be occupied on the reserved date due to vandalism, fire, act of nature, or any damage beyond the Museums' control. In the event of such an emergency, any money paid will be refunded.
- Museum staff has authority over all activities in the Museums or on the grounds of the Museums and reserves the right to request the removal of any individual engaging in improper conduct.
- Your event cannot disrupt the operations of the Museums. A use permit does not allow the user or event to restrict other visitors from the chosen location in the facilities or on the grounds of the Museums.

Scheduling and Deliveries

- No inside event may begin before 5:30 p.m. All inside events must conclude by 9:30 p.m. on Sundays and weeknights and 10:30 p.m. on Fridays and Saturdays. Outside events must conclude before sundown.
- Set up for inside events may begin no earlier than 4:00 p.m. the day of the event. No set up can interfere with the operations of the Museums, including the traffic flow of museum patrons.
- All deliveries to the main museum must be routed through the museum's garage between the hours of 8:30 a.m. and 5:00 p.m. Deliveries to the Birthplace Ranch should only be made during the same hours and coordinated with the Ranch managers.

Event Activities

- Wine and beer are the only alcoholic beverages allowed to be served in the Museums' facilities or on their grounds.

- No decorations or other items may be stapled or tacked to the fixtures or furnishings of the facilities.
- No banners, signs, or other materials may be attached to the walls, ceilings, or floors of the facilities.
- No combustible materials, such as open candles, water fountain displays, pyrotechnics, popcorn machines, food grills, or smoke or fog machines, are allowed in the facilities. Only small votive candles are permitted.
- No smoking or use of any tobacco product is allowed in the facilities.
- Users must provide constant supervision of children attending their events.
- Rice, confetti, and birdseed may not be thrown inside or outside of the Museums. Bubbles are permitted outside only.
- Flower arrangements for use inside the facilities must be artificial. No real plants of any kind.
- Food and beverage service and consumption must be confined to the designated areas.
- The user and guests must comply with all applicable federal, state, and local regulations.
- The extent of kitchen facilities varies among the venues.
- The user is responsible for the cleanup of all trash from the site.
- No confetti use on tables or anywhere inside or outside museum.

Parking

- Parking at the main museum and the Birthplace Ranch is available on first-come-only basis and is not unlimited. The user is responsible for securing additional parking and providing shuttle service if needed.

Miscellaneous

- The user will be responsible for the rental, delivery, set up, take down, and return of all chairs, tables, and other items required for the event.
- Final floor plan/room setup must be completed one week prior to the event.
- The final guest count must be submitted 72 hours prior to the event.
- Users and their hired vendors are responsible for the removal of all belongings, rentals, and related materials from the facility within twenty-four (24) hours of the event. Please note that the Museums reserve the right to inspect all items being removed from the facilities.

Fees and Payment

- Rental fees for events up to four hours:
Main Museum, Claremore: \$500.00
Amish Barn, Birthplace Ranch: \$300.00
Lodge, Main Museum, Claremore: \$300.00
Grounds, Main Museum, Claremore (Sunken Garden and/or South Porch):
 \$400.00
Grounds, Birthplace Ranch: \$300.00

All rental fees include time for delivery, set up, and clean up. Rental rates are based on four hours and increments thereof. Events exceeding four hours will

incur a charge of \$50.00 for each additional hour. A rental deposit of one-half of the four-hour charge must be submitted with the signed rental agreement. Fees must be paid in full a minimum of two weeks prior to scheduled event.

- The Theater at the main museum is available at \$75.00 per hour, no minimum. Most seats in the Theater are equipped with writing tables. Any event in the Theater that requires the use of audio/visual equipment must use the facility's A/V technician. For more information on the type of equipment available, call 918-343-8114 at the main museum in Claremore.
- A \$400.00 cleaning and damage deposit must be submitted with the event application. If there is no damage and the facilities and/or grounds are left clean, the deposit will be returned within five days after the event. Any property damage to the facilities or grounds will be corrected by the Museums and billed to the renter. Payment for repair and/or cleaning costs beyond the \$400.00 deposit amount shall be made within five days of the event or completion of the repairs. Damage to museum artifacts must be compensated at a rate set by an official appraiser.

Any exceptions to the foregoing policies require the approval of the director.

I have read and I understand the Event Policies. By signing this agreement, I agree to the terms outlined herein.

Signature

Date

Print Name

Company/Organization

Please call 918-343-8113 if you have questions or require further information.