



**Will Rogers**  
MEMORIAL MUSEUMS

WILL ROGERS MUSEUM IN CLAREMORE  
WILL ROGERS BIRTHPLACE RANCH IN OOLOGAH

# Will Rogers Memorial Museums Special Event Rental Agreement

## Contact Information

\_\_\_\_\_  
Company/Organization/Group

\_\_\_\_\_  
Contact Person Daytime Phone

\_\_\_\_\_  
Evening/Mobile Phone Email

## Event Information

\_\_\_\_\_  
Event Title Type of Event (wedding/meeting/reception/meal)

\_\_\_\_\_  
Date of Event Day of Week Event Time (Start-Finish)

\_\_\_\_\_  
Venue (inside Main Museum/Sunken Garden/South Porch/Theater/Lodge/Amish Barn/Birthplace Ranch grounds)

\_\_\_\_\_  
Set Up Time & Date Deliveries to Venue (y/n) Delivery Time

\_\_\_\_\_  
Estimated # of attendees Plated or Buffet Bar (y/n)

\_\_\_\_\_  
Microphone (y/n) Placement Podium (y/n) Projector (y/n)

## Billing Information

\_\_\_\_\_  
Billing Address City State Zip

Damage Deposit: \$400.00 Deposit Received Date: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Rental Deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Type of Payment (credit card/check/money order): \_\_\_\_\_  
(Make checks or money orders payable to Will Rogers Heritage, Inc.)

Signature: \_\_\_\_\_

Comments:

*Return the Agreement to: Will Rogers Heritage, Inc., Attn: Special Events, P.O. Box 2606, Claremore, OK 74018. Or deliver to the Main Museum, 1720 W. Will Rogers Blvd., Claremore, between the hours of 8-5. Mon.-Fri.*