



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 157, Claremore, OK 74018. Or deliver to the Main Museum, 1720 W. Will Rogers Blvd., Claremore, between the hours of 8-5. Mon.-Fri.