



Will Rogers Memorial Museum Special Event Policies

The Will Rogers Memorial Museum in Claremore preserves and perpetuates 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 the Museum as the site of your next special event. Our facility and grounds are ideal venues for weddings, dinners, receptions, and meetings. You and your guests will enjoy the unique ambiance of an evening on the grounds of the beautiful Will Rogers Memorial Museum.

As a museum, our policies and requirements necessarily differ from those of many other event venues, such as conference centers and hotels. Groups using our facility 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 Museum or related to the Museum receive priority in scheduling. The Museum is not available as a regular meeting place for clubs, organizations, or other groups and is not available during Will Rogers Days (usually the weekend nearest November 4th) or any other scheduled museum sponsored events.

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.

Damage deposits and permit fees paid by check or money order should be made payable to: **Will Rogers Memorial Museum.**

Applications and fees can be mailed to:
Will Rogers Memorial Museum
Attention: Special Events
P.O. Box 157
Claremore, OK 74018-0157

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

Fees can also be paid online at www.willrogers.com
Contact Jennifer Poe at 918.343.8111, Jennifer.poe@history.ok.gov

Permit Conditions

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

General

- You and your guests agree to hold harmless the Museum, employees, volunteers, agents for any damage to persons or property resulting from accidents, injury, or other incidents resulting from use of the facilities.
- The Will Rogers Memorial Museum 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 Museum's control. In the event of such an emergency, any money paid will be refunded.
- Museum staff has authority over all activities in the Museum or on the grounds of the Museum and reserves the right to remove any individual engaging in improper conduct.
- Your event cannot disrupt the operations of the Museum. 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 Museum during normal operating hours.

Scheduling and Deliveries

- No inside event may begin before 5:30 p.m. All events must conclude by 11:30 p.m.
- 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 Museum, including the traffic flow of museum patrons.
- All deliveries to the museum must be routed through the museum's garage between the hours of 10:00 a.m. and 5:00 p.m.

Parking

- Parking at the Memorial Museum 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.

Event Activities

- Alcoholic beverages are allowed to be served in the Museum's facilities or on the grounds, but cannot be on display during public hours.
- No decorations or other items may be stapled or tacked to the fixtures or furnishings of the facility.
- Under no circumstances shall display cases, pedestals, or other exhibit furniture or items be moved without prior permission of staff and only staff members, if available, may move such items. Benches and chairs in the Museum may be relocated without prior permission, but care shall be used at all times and, it is advised, that staff be consulted prior to the move.
- No banners, signs, or other materials may be attached to the walls, ceilings, or floors of the facility.
- No water fountain displays, popcorn machines, food grills, or smoke or fog

machines are allowed in the facility.

- No candles or open flames of any type are permitted inside or outside the facility.
- Pyrotechnics are also not permitted inside or outside the facility.
- No smoking or use of any tobacco product is allowed in the facility or on the grounds, including the parking lot.
- Users must provide constant supervision of children attending their events.
- Rice, artificial flower petals, and birdseed may not be thrown inside or outside of the Museum. Bubbles are permitted outside only.
- Real flower petals may be dropped outside for a bride's walkway.
- No food or beverages shall be placed on or touch exhibit pedestals, display cases, statuary, museum furniture, artifacts, artwork, textiles, and museum graphics.
- The user and guests must comply with all applicable federal, state, and local regulations.
- Small kitchen facility is available.
- The user is responsible for the cleanup of all trash from the site. All trash bags must be removed and put in the dumpster or taken off site (excluding elopement package).
- The user is encouraged to recycle bottles, plastics, cardboard, paper, aluminum cans, and other common recyclable materials.
- No confetti or glitter can be used on tables or anywhere inside or outside museum.

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.
- 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 Museum reserves the right to inspect all items being removed from the facility.

Fees and Payment

Full Package (Weddings/Receptions/Dinners):

Memorial Museum and Grounds, (Capacity of 1,000 Standing or 300 Dining)

Base Rate: \$1200.00 for four hours (\$600 for Non-Profits)

Additional Hours: \$200 each hour (\$100 for Non-Profits)

Elopement Package (Wedding/Reception):

Will Rogers Theatre and Vista Room Only (75 persons maximum)

Base Rate: \$600 for three hours (includes 8 cocktail tables, 4 - 6' rectangular tables, black tablecloths, set up and take down)

Additional Hours: \$100 each hour

Meeting Package (Business/Organizations):

Will Rogers Theater and Vista Gallery, (Capacity of 191 Seated)

Base Rate: \$300.00 for three hours (\$150 for Non-Profits) Additional Hours: \$100 each hour (\$50 for Non-Profits)

Birthday Package:

Children's Museum, (Capacity of 20 adults and 25 children)

Base Rate: \$100.00 for one hour (Includes 30 minutes prior for setup)

Additional Hours: \$50 each hour

***Please contact the Special Event Coordinator for larger events**

- All rental fees include time for delivery, set up, and clean up.
- A non-refundable rental deposit of one-half of the total rental charge must be submitted with the signed rental agreement in order to make a reservation. Fees must be paid in full a minimum of two weeks prior to scheduled event.
- A \$400.00 cleaning and damage deposit must be submitted two weeks prior to the event. 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 Museum's staff 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 appraiser chosen by the museum. If you breach this contract, the Memorial Museum can keep the entire deposit.
- Will Rogers Memorial Museum and Grounds rental includes all open exhibits, the use of the marquee, access to set-up in the South Gallery, Heritage Gallery, Vista Gallery, Rotunda, West Gallery, South Porch, Main Theater, and the grounds.
- Any event in the Theater that requires the use of audio/visual equipment must consult with the facility's A/V technician. If the Museum's A/V technician is required to be on-site, there is a charge of \$50 per hour for the technician's service.

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 email Jennifer.Poe@history.ok.gov if you have questions or require further information.