



General Information

Rental Rates

Sunday to Thursday Night - \$750
Friday to Saturday Night - \$1500
Monday to Saturday Daytime - No Room Rental Fee

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
White or Black Linen 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

Terms

- 25% Deposit required to secure booking, minimum \$500
 - No room rental fee applies Monday – Saturday for breakfast and lunch within a 4-hour increment event booking.**
 - Event Minimums Apply to Standard 4-hour Event Bookings**
 - Monday-Friday Daytime - \$1000
 - Saturday & Sunday Daytime - \$2500
 - Monday to Thursday Night - \$2500
 - Friday, Saturday & Sunday Night - \$5000
 - 50-person minimum for breakfast or lunch catering with no room rental charge 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 Seated will be added to total price
 - 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 Events**

- A \$500 Damage Deposit will be added to your event total and refunded if room is returned in like condition
- If you are considering an event without catering, please ask for guidelines
- Any questions or to schedule an appointment, call (405) 604-3015

Optional Services for Events without Catering:

Chair Covers \$4.00 each
 300 White or Black Chair Covers Available for Rental

Chair Bows \$1.50 each
 300 Black or White Bows Available for Rental

Specialty Linens \$25.00 + per table
 Beautiful Floor Length Linens in your Choice of Satin, Sheer or High-Quality Polyester

Audio System

Background Music No Charge

Podium and Microphone No Charge

Wireless Microphone - Handheld \$50.00/per microphone

Wireless Microphone - Lavalier \$50.00/per microphone

Use of House Sound System \$250
 -Does Not include a Sound Technician, they will need to be hired separately

Visual System

Projector and Screen \$150.00 Mandatory Rental Fee

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