



*The Marland Estate*

Thank you for considering the E.W. Marland Estate and Mansion as your event venue. Our mission is to preserve this historic architectural landmark as well as to educate the public about E.W. Marland, his life, and the mark he left on the state of Oklahoma.

We want your event to be as perfectly unique and individual as you. The Estate staff strives to meet your every need, making your event a meaningful occasion that elicits heartfelt memories. Upon payment and booking your event, you will receive a copy of your contract and the complete policies which have been read, initialed, and dated.

Below, please find a short list of Do's and Don'ts to help your event flow smoothly. This is intended only to be a quick reference:

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"><li>❖ Outside: fresh flower petals, blow bubbles, etc.</li><li>❖ Inside: silk flower petals, ring bells, etc.</li><li>❖ All candles must be self-contained</li><li>❖ Use string, zip ties, pipe cleaners to decorate</li><li>❖ There is <b>NO</b> cooking inside the Mansion</li><li>❖ Secure a clean-up crew with friends and family. All trash and decoration removal is the client responsibility.</li></ul>	<ul style="list-style-type: none"><li>❖ No rice, confetti, silly string, glitter, fog machines or fireworks - inside or out</li><li>❖ No tape, wire, stickers, staples to decorate</li><li>❖ No fires in any Mansion fireplaces</li><li>❖ No moving of Mansion furniture, tables or chairs outside</li><li>❖ No outside alcohol in bridal room</li><li>❖ No wandering in the Mansion during the event</li><li>❖ No unattended children. Children must be attended by an adult at all times.</li></ul>

Please inform your guests and helpers of the policies. Failure to adhere to these policies will result in the forfeiture of your Damage deposit. The Estate staff will work with you to fulfill your expectations for a memorable event.

If you have any questions or concerns, please call your Event Coordinator, Kim Roper at 580-767-0425 or email at [roperkg@poncacityok.gov](mailto:roperkg@poncacityok.gov). Kim is available Tuesday - Saturday, 9:00 a.m. - 5:00 p.m.