

E.W. MARLAND ESTATE FACILITY RENTAL CONTRACT AND POLICIES (NON-RESIDENT)

901 Monument Road, Ponca City, Oklahoma 74604

580.767.0420

Event Day/Date _____

of Attendees _____ Alcohol _____

Event Type _____

of Security Officers _____

Bride name _____ Groom Name _____

Security Officer(s) are \$40.00 per hour per officer, paid to officer(s) before event begins.

Ceremony Time _____ Reception Time _____

(Security Officers are contracted by the Marland Estate, but paid by the renter. Minimum charge for Security Officers is 2 hours.)

1. Renter Name (Refund will be issued to this renter)

I AGREE TO PAY THE SECURITY OFFICER(S) \$40 PER OFFICER, PER HOUR BEFORE EVENT STARTS.

Renter Signature

Email _____

First half of Rental Fees, full Security Deposit, Contract, and Policies are required to reserve your event date and due at contract signing. Remaining balance of Rental Fee is due 90 days prior to your event.

Address _____

City _____ State _____ Zip _____

ALL RENTAL FEES ARE NON-REFUNDABLE

Phone1 _____ Phone2 _____

2. Alternate Contact _____

PAYMENTS:

Alt. Email _____

<u>Date Paid</u>	<u>Pmt. Method</u>	<u>Pmt. Amount</u>
1. _____	_____	_____
2. _____	_____	_____

Alt. Phone1 _____ Alt. Phone 2 _____

RENTAL FEES - MANSION: (NON-REFUNDABLE) *All rentals include tables, chairs, and bridal suite

TOTAL RENTAL PAYMENTS _____

PACKAGE **Mon-Thu** **Fri-Sat** **Initial Deposit/Balance Due**

Lower Estate \$750.00 \$1,500.00 _____ / _____
Hunt ballrooms; East patio; East lawn

Upper Estate \$1,000.00 \$2,000.00 _____ / _____
Upper Gallery ballroom; North Salon; North Patio; North lawn; East Terrace

Entire Estate \$1,750.00 \$3,500.00 _____ / _____
Upper Gallery and Lower Hunt ballrooms; North Salon; North Patio; East Terrace; North and East lawns; Lydie's Cottage

SECURITY DEPOSIT (Refundable) \$500.00 _____

Renter has received and read the Facility Rental Policies and Contract.

Renter understands any violation of these policies will revoke this contract and it will become null and void. If this is the case, Renter will peaceably vacate the premises immediately.

Renter agrees to indemnify and save the City of Ponca City/Marland Estate harmless, including providing legal defense for any claim arising pursuant to the Renter's activities.

Renter Signature _____ Date _____

RENTAL FEES – LYDIE'S COTTAGE: (NON-REFUNDABLE) *Rental include tables, chairs (64 max. interior), red brick patio, and surrounding lawn. 2nd floor is NOT available during events.

Mon-Thu **Fri-Sat** **Initial Deposit/Balance Due**

\$150.00 \$400.00 _____ / _____

SECURITY DEPOSIT (Refundable) \$250.00 _____

Marland Estate Rep Signature _____ Date _____

****Please inquire about Residential and Non-Profit pricing**
Form approved at 06.22.23 City Commission Meeting

TOTAL RENTAL FEES _____