



Rental Policy Agreement

- \$100 deposit is required for the date to be added to our calendar. This \$100 deposit will be deducted from the overall cost of the rental.
- All rentals require a \$150 security deposit at the time of your event. This will be returned immediately following your event provided the property is left in the same condition found prior to the start of your event. All trash, decorations, recyclable items and other artifacts of an event are to be removed from the premises by the renter at the close of the event. A cleanup checklist which outlines the Museum Broken Arrow/Broken Arrow Historical Society's expectations regarding the facility following an event will be provided to each tenant.
- All cancellations must be made at least two weeks in advance for a refund to be issued. (In the case of an emergency, a refund request will be reviewed by the Board of Directors.)
- Final payment in full is due BEFORE your event begins.
- Tenant shall be solely responsible for any property loss, damage, personal injury, including death, arising from or in connection with the Event or Tenant's use of the Premises, except those caused by gross negligence of the Museum Broken Arrow/Broken Arrow Historical Society, it's agent, employees and volunteers and Tenant shall indemnify and hold harmless Museum Broken Arrow/Broken Arrow Historical Society from any such loss, damage or injury, any claims thereof, and any related costs, including reasonable attorney's fees. Renter is explicitly responsible for following current federal, local, & CDC guidelines and restrictions. The Museum Broken Arrow is not responsible or liable for any diseases contracted or spread during your event.
- Tenant shall comply with all the laws, ordinances, regulations and orders of governmental authorities while using the premises, including without limitation those applicable to the sale or use of alcoholic beverages, noise, parking and transportation.
- There shall be no use of open flames, including lighters and candles. (Chafing dish heat candles are the only exception.)
- This facility is tobacco free therefore there shall be no use anywhere in the building or on the terrace. This includes the use of electronic cigarettes.
- Nothing shall be hung on the walls and all decorating plans should be discussed with the venue coordinator or director. No music shall be played on the balcony area.
- Neither this rental Agreement nor the Premises shall be assigned, sublet or otherwise transferred by the Tenant, in whole or in part by operation of law or otherwise without the prior written consent of the Museum Broken Arrow/Broken Arrow Historical Society, which may be withheld in its sole discretion. Transfer of control shall be deemed to be an assignment.
- If the terms of this Rental Agreement cannot be met by either party due to events beyond its control, including without limitation, acts of God, storms, fires, the acts or regulations of governmental agencies or public authorities or labor difficulties, lockout strike or civil disobedience, war, riot, blackout, fuel or power outage, air raid alarm, act of public enemy, epidemic, interruption or delay in transportation or electrical or other utility service, the affected party may be given written notice thereof to the other party and thereby be relieved of its obligations hereunder and there shall be no resulting claim for damages by either party against the other.
- Our building is maintained by the City of Broken Arrow. The Museum Broken Arrow/Broken Arrow Historical Society is not responsible if the maintenance of the building causes a cancellation.
- Children and Teens are to be accompanied by an adult at ALL TIMES. NO sitting on or jumping on the balcony wall ledges!

Signature _____ Event Date: _____

Date _____

Museum Employee _____