

Glenpool Conference Center (GCC) Guidelines

1. **Payment** - A **NON-REFUNDABLE** deposit, paid to GCC, of \$250 or half of the room rental if the room rental does not exceed \$250, will be required to reserve any day. The full remaining balance must be paid to GCC 15 days prior to the event. Additional hours may be added to the rental time at the rate of \$100 per hour.
2. **Rental Time** - **The time that is rented from the Glenpool Conference Center includes: any set up or preparation to take place before the event, the time of the actual event and any time needed to clean up after the event to the standard set by the GCC guidelines.** All parties must be removed from the facility by the end of the rental time stated in the GCC Formal Agreement. Any additional time before and/or after the agreed time will be billed to the lessee by GCC at the rate of \$100 per hour.
3. **Termination** - *Termination of this Agreement by Lessee without a minimum of 60 days notice will result in forfeiture of any payments made to the Glenpool Conference Center. As provided by paragraph 1, the deposit will not be refundable in any event of termination.*
4. **Tables and Chairs** - GCC will provide its own 6 ft & 8 ft rectangle tables and 60 inch round tables at a rental price of \$5 per table and brown banquet chairs at a rental price of \$1 per chair. The facility can accommodate banquet style seating for up to 400 guests. Set-up and tear down of tables and chairs on Sunday through Thursday can be done by the Conference Center Staff for \$3 per table and \$1 per chair. Friday and Saturday events are subject to separate set-up and tear down fees of \$3 per table and \$1 per chair.
5. **Alcohol Policy** - **All alcohol MUST be served by a licensed and insured bartender.** An Alcohol Request form must be submitted to and approved by the GCC Director 30 days prior to the date of the event. Lessee will provide a copy of the bartender's liquor license and insurance to the GCC Director 30 days prior to the event. *Lessee will pay \$35 an hour in cash to a CLEET-certified Glenpool Police Officer, for the time frame in which the alcohol is served until the end of the event. This amount is to be paid by the lessee directly to the officer at the beginning of the event. No one under the age of 21 may have the opportunity or be permitted under any circumstance to consume alcohol. Lessee will be held responsible for any violations of this policy.*
6. **Kitchen Fees** - The kitchen may be rented by the lessee for a fee of \$100. GCC will provide kitchen utilities only (walk-in cooler, freezer, oven, fryer, sinks and warmers). GCC does not provide any cooking or baking materials (including but not limited to pots, pans, bowls, and utensils), cleaning rags or cloths. The kitchen must be cleared of all noticeable trash and debris by lessee or catering provider prior to leaving the building following the event.
7. **Additional or Subsequent Charges** - Any additional charges that occur after the final balance is paid will be billed to the lessee and paid at that time. This includes, without limitation, any damages to the facility, any excessive cleaning charges necessitated by the event, any missing or damaged equipment (including rental equipment) or other personal property and any legal charges that may result from violation of alcohol policies.
8. **Clean Up** – **A cleaning fee of \$150 will be applied for parties over 200 guests and a cleaning fee of \$300 for parties over 350 guests.** The lessee is required to clear all areas rented of trash and debris and to return all rented equipment clean and placed back in the service hall by the end of the rental time. Lessee is **NOT** required to clean bathrooms, take out trash, mop, sweep or vacuum. Excessive cleaning may result in a fee following the event. Events using confetti will be billed for clean-up starting at a \$100 fee.
9. **Beverage Service** – Includes tea, coffee and water at \$1 per person with a \$25 set-up fee. Any lessee requiring beverage services to be provided by GCC must notify the Conference Center Director up to 7 days before the date of the event.
10. **Staff Assistance** - All events will have a GCC staff member present at all times to assist the lessee with any facility-related needs and to unlock and/or lock the facility at the agreed start and end event times.
11. **Non-Profit Organizations** - Non-Profit Organizations rates are available. All organizations must receive approval from the GCC Director. Non-Profit rates will not be applied to events taking place on a Friday or Saturday without a special exemption granted by the GCC Director.

I, the undersigned acknowledge that a staff member of the Glenpool Conference Center has discussed the Terms and Conditions with me and I agree to abide by the Terms and Conditions of the Glenpool Conference Center

Date: _____

Lessee Name [Print]: _____

Lessee Signature: _____