



## Reception

The Auditorium seats up to 200 in banquet setting. Tables, chairs and linens are included for your reception along with room design layout, set-up and clean-up. If we have availability, we allow you to decorate on the day before the event.

We have state of the art audio visual equipment and provide a technician for 4 hours (if additional hours are needed we charge \$20 per hour). Our technician is available 30 minutes prior to the scheduled event time and is required to stay until completion of the event.

A non-refundable \$250 deposit will be required to hold the date.



### Rental Agreement for Reception

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

**Please mail to: Bailey Education Foundation, 10502 N. 110th E. Ave. #321, Owasso, OK 74055**

#### Facilities Requested

- Larkin Bailey Auditorium - \$500
- Room set-up - Set-up fee based on design

#### Amenities Requested

- Audio Visual technician
- Serpentine table (28' with black or white linens) - \$200
- Highboy bistro tables - \$20 each
- Chair Covers - price available upon request
- Dance floor  12x12 or  15x15  
(\$255) (\$350)

#### Food Service

- In-House (BEF catering provides a per person quote)
- Out of House
  - Staff - 1 per 50 guests @ \$15 ea./hr
  - Cleanup - \$100
  - Linens - \$3 each

#### Alcohol Service

- Bar set up - \$350
- Bartender - 1 per 75 guests @ \$20/hr
- Security officer - \$30/hr (required when alcohol served)
- Margarita machine - \$175 (includes mix for double barrel)

**Cancellation Policy** - If your meeting is cancelled, please notify the Bailey Education Foundation office as soon as possible so we can make the room available to other groups. If the room is reserved for a meeting and the contact person does not cancel 48 hours prior to the event, a fee (up to 25% of the room charge) could be applied.

- Rooms must be left in the order in which you found them.
- Report damage to the room, carpet, doors, furniture, etc. as soon as possible before leaving facility. The group using the room at the time damage occurs is responsible for the cost of repair.
- Smoking is prohibited on the Bailey Campus.
- No outside AV equipment is allowed in the auditorium without written permission from management.
- Confetti is not allowed as part of the reception decor.
- Dancing is allowed, but a dance floor is required. Rental is available.
- Beer and Wine are permitted in conjunction with catering.

- Chocolate fountains are not permitted without permission.
- Meetings must take place in the confines of the room and may not spill over into the hallway.
- Lit candles are not allowed unless covered by a hurricane lamp.
- Materials are not to be attached to walls, windows, doors, or furnishings by any means (tape, nails, tacks, adhesive gum, etc.) If requested, easels can be provided.
- The Bailey Education Foundation reserves the right to request changes in meeting room schedules if a conflict should develop.
- The use of confetti and glitter is prohibited.