

Delivery Locations & Scheduling Guidelines

This document was created to assist you with the planning process. Submit all vendor information along with proposed delivery times and locations for approval 30+ days prior to event. All deliveries must be scheduled and approved by the Special Events Manager.

Philbrook staff does not check in delivery items or confirm correct items.

All vendors must check-in with Philbrook Security to gain gate or building access

For deliveries to **Rotunda & Mabee Lobby:**

- Deliver to Rotunda front doors
- Schedule deliveries day-of after 4:00 PM only OR 7:00-8:30 AM
 - Morning deliveries should be placed at the back of the Mabee Lobby behind either a wall OR pipe & drape so as to not be on view to the public
- Historic guidelines:
 - No equipment dragging, scraping whatsoever
 - Soft wheels only in good working order

Philbrook Museum of Art

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For deliveries to **Great Hall:**

- Deliver to Villa front doors
- Schedule deliveries day-of after 4:00 PM
 - Items should be delivered direct into place
- Historic guidelines:
 - No equipment dragging, scraping whatsoever
 - Soft wheels only in good working order

For deliveries to **Terrace:**

- Deliver to Villa front doors
- Schedule deliveries day-of after 4:00 PM only OR 7:00-8:30 AM
 - Morning deliveries should be placed on terrace north landing
- Historic guidelines:
 - No equipment dragging, scraping whatsoever
 - Soft wheels only in good working order

For deliveries to **Kitchen 27 Restaurant and Patio, Charles P. Williams Room:**

- Load in via Delivery Dock #2
 - Items should be delivered after restaurants closes at 2pm

For deliveries to **Westby Garden and East Formal Garden:**

- Deliver to the back of the auditorium gate at any time

For deliveries to **Film Lawn and Tempietto:**

- Deliver to contractor gate any time

For deliveries to **Northern End of South Formal Garden:**

- Deliver to northern South Formal Garden gate any time

- Drive on flagged drive only, thru grass

For deliveries to **Southern end of South Formal Garden:**

- Deliver to southern South Formal Garden gate any time
 - Drive on flagged drive only, thru grass

For deliveries to **Front Lawn:**

- Deliver directly in to place any time

Vendor Delivery Instructions

Thank you for working with us at Philbrook Museum of Art. We appreciate your services!

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Welcome – Please use delivery entrance only

Do not enter the front doors unless specifically instructed by the Event Coordinator. Front doors are reserved for admissions guests and deliveries are not accepted through the front doors.

No



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Deliveries are checked in through our Security desk at a side entrance. Drive to the north side of the building where you will see two large dock doors and a pedestrian door.

Yes



On the right side of the dock doors there is a call box. Press the button and let security know you have a delivery and what it is for. They will remotely unlock the door where you may proceed inside for check in and directions to the event space.



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Please note: There is no designated Philbrook staff to assist you with unloading. You may choose to either:

1. Request that security open the dock door for you to pull in your vehicle for load in **(preferred)**
2. Temporarily prop the pedestrian door open while you load in if needed.

Thank you – We appreciate your services!

Philbrook Museum of Art
2727 South Rockford Road
Tulsa, OK 74114

Philbrook is located at 2727 South Rockford Road, Tulsa, Oklahoma 74114, one block east of Peoria Avenue at 27th Place.

From I-44

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Exit I-44 at Peoria Avenue; travel north on Peoria Avenue for approximately three miles; turn right onto 27th Place, which dead-ends into Philbrook Museum of Art at South Rockford Road.

Philbrook Special Events Manager: 918-749-3599

Philbrook Events Team Email: events@philbrook.org

Philbrook Security 24/7 Direct Line: 918-748-5386