

PHILBROOK MUSEUM OF ART

2023–2024 Private Event Rental Guide

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ABOUT PHILBROOK

The Museum

Philbrook Museum of Art is committed to being Tulsa's most welcoming and engaging cultural institution, providing a unique trifecta of experiences: a historic home, world class art museum, 25 acres of gardens.

Philbrook Museum of Art opened on October 25, 1939. The addition of a 70,000 square foot wing in 1990 turned the historic home into a modern museum complex. A major garden renovation in 2004 cemented the Museum's reputation as "the most beautiful place in Oklahoma."

Through bold action and strategic investment, we create a space for new ideas, diverse stories and perspectives, and social connection. The Philbrook Collection features more than 16,000 objects with a focus on American, Native American, and European art. Serving over 160,000 visitors annually, Philbrook shines a light on Tulsa's storied and complex past while building a diverse and creative vision of the city's future.

EVENT SPACES

Full Museum

300 Tiered Seated, 500+ Reception

Featuring three floors of exhibits, vast inside event space and 25 acres of expansive gardens. Philbrook can accommodate over 500 guests for a variety of reception style events or 300 guests for a multi-level seated extravaganza.

Tented Front Lawn

400 Seated, 500+ Reception

The original double front doors to the 1927 Philbrook Villa are welcomed by a sweeping circle drive and a grand lawn capable of hosting hundreds. Just inside the original stucco tower fence, the beautiful but tough lawn is suited for sweeping tented events.

Mabee Lobby and Rotunda

200 Seated, 250 Reception

Want to make a grand entrance? The terrazzo floors, ornate columns and atrium present a majestically lit setting for receptions, corporate gatherings, dinner parties and epic live music and dance floors.

Guest Lounge and Westby Patio

110 Seated, 200 Reception

Breathtaking views of the Philbrook Gardens from the floor-to-ceiling glass wall make for an indoor event with an outdoor feeling. The patio and amphitheater style garden is great for dinners, lounging, bands and cocktails.

Villa Terrace and Great Hall

100 Seated, 200 Reception

A country house in a city setting, the Villa Great Hall & Terrace is the optimum in elegance. Framed by signature arches and limestone staircases, the Terrace landing offers panoramic views of the formal Gardens, the reflecting pool and the Tempietto.

East Formal Garden and Tempietto

200 Seated, 250 Reception

Fountains and pools, long terraces of zoysia lawns, annual flower beds, and vine-covered niches—the grounds of Philbrook are a wonderland of natural beauty. From the terrace to the creek, the landscape moves from formal to informal in classic Italian villa style.

South Formal Garden

250 Seated, 300 Reception

The South Formal Garden is the largest formal garden event space on the grounds. Renovated in the early 2000's, the garden is capped by the Villa and the "Summer House" Six arched niches with benches and power access make for a beautiful and versatile space.

Film Lawn

250 Seated, 300 Reception

The blank slate film lawn is the perfect space to create and customize your vision. The large oak trees and shimmering string lights create the perfect backyard feel for any event.

Patti Johnson Wilson Auditorium

250 Seated

This intimate theater offers full audio- visual, with backstage access to a private, furnished green room for pre-show needs. Floor-length curtains open to reveal Terrace and garden views.

Charles P. Williams Conference Room

80 Seated, 100 Reception

This useful round room boasts 1,500 square feet perfect for a variety of needs including seated banquets, buffets, intimate theater style presentations, classroom style.







PRIVATE EVENT PRICING

Space	Per Guest Hour (2-hour minimum)
Mabee Lobby and Rotunda	\$1,250
Guest Lounge	\$1,000
East Formal and Tempietto Garden	\$1,000
South Formal Garden	\$1,000
Film Lawn	\$1,000
Villa Terrace and Great Hall <i>*Terrace and Great Hall must be rented in conjunction with other spaces*</i>	\$500
Patti Johnson Wilson Auditorium	\$500
Charles P. Williams Conference Room	\$300

Optional Add-Ons:
Gallery Add-On: \$750/hour
Holiday Weekend: 10% of Rental Value (Memorial Day, Labor Day, July 4th Weekend)

- Amenities:**
- All rentals require a 2-hour minimum
 - Included Set-Up and Tear-Down Time
 - Event Security and Venue Host
 - Audio Hook-Up + Mic for use with background music in all indoor spaces
 - Westby Patio Outdoor Bistro Lighting and Patio Furniture
 - Vendor or Performer Green Room
 - Basic Set-Up and Custodial Clean-Up
 - Complimentary Parking for up to 170 vehicles
 - Warm Catering Kitchen
 - Accessibility Golf Cart

WEDDING RECEPTION PACKAGES

Pricing:

Saturday: \$10,000
Sunday: \$7,000
Monday–Thursday: \$5,000

Optional Add-Ons:

Ceremony Add-On: \$2,000
Galleries Add-On: \$750/hour
Holiday Weekend: 10% of Rental Value (Memorial Day, Labor Day, July 4th Weekend)
Time Extension: \$500/hour (Maximum 12:00 a.m.)
Additional Photography Session Coordination: \$50–\$250

Amenities:

- 3-hours of Set-Up, Celebration from 6p-10p, and 2-hours of Tear-Down
- Choice of up to 3 Event Spaces. Choice of up to 4 spaces when you add a Ceremony!

- Ceremony Rehearsal. Complimentary museum tickets for the wedding party for the day of rehearsal.
- Unlimited Planning Walk Throughs
- Day-Of Event Security and Venue Host
- Audio Hook-Up + Mic for use with background music in all indoor spaces
- Westby Patio Bistro Lighting and Patio Furniture
- Wedding Party Suite
- Garden Chairs for 200
- Basic Set-Up and Custodial Clean-Up
- Complimentary Parking for up to 170 vehicles
- Warm Catering Kitchen
- Accessibility Golf Cart
- Full Service Wedding Planner Required
- One Event Per Day





WEDDING CEREMONY PACKAGE

Pricing:

Saturday: \$5,000*
 Sunday: \$4,000
 Monday–Thursday: \$3,000
 *Limited Availability

Amenities:

- 3-hours of Set-Up, Celebration from 6p-8p, and 1-Hour of Tear Down
- Choice of 1 Garden or Indoor Space for Ceremony + space for Indoor Weather Back-Up Plans

- Ceremony Rehearsal. Complimentary museum tickets for the wedding party for the day of rehearsal.
- Unlimited Planning Walk Throughs
- Day-Of Event Security and Venue Host
- Wedding Party Suite
- Garden Chairs for 200
- Basic Set-Up and Custodial Clean-Up
- Complimentary parking for up to 170 vehicles
- Accessibility Golf Cart
- One Event Per Day







ELOPEMENT PACKAGES

Ceremony

Sunday–Thursday: \$1,500

Saturday: \$2,250*

40 Max Occupancy

Amenities:

- 1 hour of Set-Up, 1 hour of Celebration, 1 hour of Tear-Down
- Choice of 1 Garden or Indoor Space for Ceremony + space for Indoor Weather Back-Up Plans
- Day-Of Event Security and Venue Host
- Wedding Party Suite
- Chairs for 40
- Basic Set-Up and Custodial Clean-Up
- Complimentary Parking
- Accessibility Golf Cart

Ceremony and Reception

Sunday–Thursday: \$4,000

Saturday: \$6,000*

40 Max Occupancy

Amenities:

- 3 Hours of Set-Up, 3 hours of Celebration, and 2 hour of Tear-Down
- Choice of up to 2 Gardens or Indoor Spaces for Ceremony and Reception + spaces for Indoor Weather Back-Up Plans
- Day-Of Event Security and Venue Host
- Audio Hook-Up + Mic for use with background music in all indoor spaces
- Wedding Party Suite
- Chairs for 40
- Basic Set-Up and Custodial Clean-Up
- Complimentary Parking
- Accessibility Golf Car

*Availability Limited to February, March, July, and August

PHILBROOK TENTED EVENTS

Plan a world-class tented wedding or private event that will not be forgotten! Enjoy both the beauty of the art, architecture and gardens of Philbrook as well as the ethereal feeling of a party under the stars in the comfort of a large format tent for you and your special guests.

Philbrook tented events have been featured in Martha Stewart Weddings, Vogue, The New York Times, and more.

Pricing Starts at \$25,000

Amenities:

- Full 25-Acre Facility Rental of all event spaces indoors & outdoors
- Fully extended 6-Hour guest time from 6 p.m.–midnight
- Wedding Ceremony Rehearsal (if applicable). Complimentary museum tickets for the wedding party for the day of rehearsal.
- Unlimited Planning Walk Throughs
- Curated list of Preferred Tent Vendors
- Event Security and Venue Host
- Audio Hook-Up + Mic for use with background music in all indoor spaces
- Westby Patio Outdoor Bistro Lighting and Patio Furniture
- Wedding Party Suite/Vendor Green Room
- Garden Chairs for 200 guests
- Basic Set-Up and Custodial Clean-Up
- Complimentary Parking for up to 170 vehicles
- Warm Catering Kitchen
- 1-hour open hours photography session for engagement or bridal portraits (if applicable)
- Accessibility Golf Cart
- 5 days of tent construction starting the Monday prior to the Event
 - * Gate Removal: Philbrook will remove portions of Front Lawn fence panels and put up a temporary gate for easier construction access.
 - * Building Engineer–Power setup for the crew, gate removal, added fence lighting, etc.
 - * Garden Staff–Water access, tent stab-ins, etc.
 - * Construction coordination for vendors
- 3 days of tent tear-down starting the Sunday post the Event





TEMPERATURE & TIMING

Sunset Time	1st–31st
February	5:50–6:17 p.m.
March (Spring Forward 3/11/23 and 3/10/24)	6:16–7:44 p.m.
April	7:45–8:10 p.m.
May	8:11–8:35 p.m.
June	8:36–8:45 p.m.
July	8:45–8:29 p.m.
August	8:29–7:52 p.m.
September	7:51–7:08 p.m.
October	7:07–6:29 p.m.
November (Fall Back 11/4/23 and 11/3/24)	6:28–5:09 p.m.

Tulsa Weather Averages	Low–High
February	29–50
March	39–63
April	50–72
May	59–80
June	68–89
July	76–98
August	74–96
September	63–85
November	40–61



WHAT MAKES PHILBROOK STAND OUT

Historic Villa

In 1938 Waite Phillips surprised Tulsans with the announcement of his gift of the 72-room mansion and surrounding 23 acres of grounds as an art center for the city of Tulsa. The integrity of the original residence remains intact while later additions to the facility and gardens complete this classic Tulsa attraction.

Memorable Gardens

Recently named “the most beautiful place in Oklahoma” by House Beautiful Magazine, the 25-acre Philbrook Gardens provide a setting like no other. A little piece of Tuscany in Tulsa.

Dog Friendly Ceremonies

Break museum rules as you know them! Your dog is part of the family and does not need to be left out of the celebration, we welcome them to take part in pictures and ceremonies in the Gardens.



Unique Gifts

The Philbrook Museum Shop sells books, art objects and other distinctive gifts of quality design, including favorites inspired by our collection and current exhibitions. We can also arrange to have the store open for your guests to browse and shop during your event.

Child Care Space

With expansive art studios and child friendly programming always at the ready, Philbrook can provide a fun and safe environment for events that require a little extra space for their littlest guests!

Docent-Led Tours

Our team of Docents are trained teaching guides who lead groups on museum tours. Allow your guests to dive deeper into all the history and art that Philbrook has to offer.





POLICIES & PROCEDURE

Payment Schedule

A rental deposit of up to 50% of the rental value is due at the time of contract. The deposit is non-refundable and will be applied toward the overall balance. The remaining balance is due 30 days prior to the event.

Event Hours

Start times are to be determined and will be documented on your agreement. All after-hours events require a start time of 6:00PM or later. All events must end no later than 12:00AM (additional fees apply for events extended past 10:00PM). Each rental includes at least 1-hour of setup and 1-hour for cleanup. Early entry or late exit will be subject to additional fees.

Catering

We have an amazing list of our favorite local caterers to choose from. You are required to select a caterer for the provided list. Limited exceptions will be considered for events with unique cultural, ethnic, or religious requirements.

Alcohol

Allowed! All alcohol must be served by a Philbrook-approved and licensed bartender. Philbrook has a strict “no shot” policy, all liquor must be served in a mixed drink. The bar must close 30 minutes prior to the event ending, with a maximum of five hours of serving time.

Music

Philbrook is in a residential area and takes pride in being a good neighbor. Event hosts agrees that any noise and music resulting from Event will not be audible outside the Philbrook property and be off after 11:00PM.

Decorations

Décor may not be affixed to any wall, floor, or ceiling. Restricted items on property include but are not limited to sparklers, fireworks, glitter, pins/tacks, confetti cannons, live animals, and items that are non-compliant with the museum’s Integrated Pest Management plan. No live flame candles are allowed at an Event, except for food warming purposes.

Exhibitions

Philbrook is a not-for-profit fine arts museum with a mission to serve our community. Exhibitions are subject to change periodically, and Philbrook cannot guarantee that the rental space as specified in the agreement will remain unchanged. Philbrook reserved the right to install works of art in and about Museum and Garden spaces.

Equipment

We have a limited supply of tables and chairs available for use. We recommend renting a majority of your equipment needs from third-party vendors. The Charles P Williams and Patti J Wilson Auditorium are the only spaces that include complimentary audio-visual set-up.

Parking

Philbrook’s parking lots can accommodate up to 170 vehicles. Guests are welcome to self-park or Event hosts can contract a third-party valet service.

Set-Up/Clean-Up

All setup and breakdown of events must occur on the same day unless prior arrangements have been approved by the Special Events Manager. Philbrook staff will not accept or sign for vendor deliveries. The Museum is also not responsible for any materials, rentals, or décor left behind.

Maintenance

Event hosts, caterers, and vendors are responsible for their own cleanup. In-house maintenance staff will be present to handle facility equipment, custodial cleanup, and emergencies. If additional maintenance or cleanup is necessary, additional fees may apply.

Smoking

Smoking is strictly prohibited on museum property.

Accessibility

All spaces within the Museum are ADA accessible. Philbrook has a golf cart that can easily transport guests anywhere in the Gardens.

Staffing

Philbrook will provide on-site security and custodial staff for the duration of the event. All Events will include a designated Philbrook Event Host to assist with planning and day-of logistics.

Discounts

We offer a 20% discount for Non-Profits. We also offer a 10% discount on weddings for active military.

Wedding Coordination

All weddings are required to have a full service wedding planner. We have a curated list of amazing planners for you to choose from!



PREFERRED PARTNERS

Required Caterers:

Aila's Catering
Catering Manager: Aila Wimpy
Email: info@ailascatering.com
Web: ailascatering.com

Andolini's Catering
Catering Manager: Ashley Brown
Email: catering@andopizza.com
Web: andopizza.com/catering
Social: @andocatering

Et Al Catering
Catering Manager: Colin Sato
Email: etaltulsa@gmail.com
Web: etaltulsa.com
Social: @etal.tulsa

Justin Thompson Catering
Catering Manager: Allison Goss
Email: allison@jtrgroup.com
Web: tulsacatering.com
Social: @jtrcatering

Ludger's Catering
Catering Manager: Megan Sherrill
Email: megan@ludgerscatering.com
Web: ludgerscatering.com

Catering by Party Serve
Catering Manager: Jaana Donathan
Email: info@partyserve.com
Web: partyserve.com
Social: @cateringbypartyserve

Provision Pantry
Catering Manager: Amber Behrens
Email: provisionpantry@gmail.com
Web: provision-pantry.com
Social: @provision_pantry

Valet

Royal Valet
Web: royalvalettulsa.com
Social: @royalvaletusa

Rentals:

ABCO Party Rentals
Web: abcoparty.com
Social: @abcoparty

Stay Gold Event Rentals
Web: staygoldevents.com
Social: @staygoldeventrentals

Audio Visual:

Integrity Lighting Inc.
Web: integritylighting.com
Social: @integritylighting

Lions Road
Web: lionsroad.com
Social: @lionsroad

Redline Entertainment
Web: redlinedjok.com
Social: @redlineentertainment

Florals:

Ever Something
Web: eversomething.com
Social: @eversomethingevents

Penelope and Lu
Web: penelopeandlu.com
Social: @penelopeanlu

Wedding Planners

Aisle Be With You
Lead Planner: Ariana Simms
Email: aislebewithyou@yahoo.com
Web: aislebewithyouweddings.com
Social: @aislebewithyouweddings

Bee Balanced Events
Lead Planner: Sarah Davis
Email: sarahdavis@beebalancedevents.com
Web: beebalancedevents.com
Social: @beebalancedevents

Bethany Faber Events
Lead Planner: Bethany Faber
Email: bethanyfaberevents@gmail.com
Web: bethanyfaber.com
Social: @bethanyfaberevents

Ever Something
Lead Planner: Olivia Sanchez
Email: olivia@eversomething.com
Web: eversomething.com
Social: @eversomethingevents

Penelope and Lu
Lead Planner: Julie Walsh
Email: julie@penelopeandlu.com
Web: penelopeandlu.com
Social: @penelopeanlu

XO Event Co
Lead Planner: Whitney Hewitt
Email: hello@xoeventco.com
Web: xoeventco.com
Social: xoevent.co



Photographer: @Charla Storey

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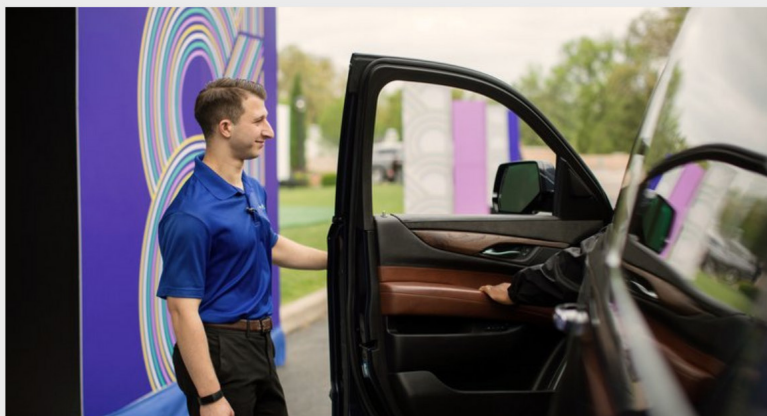
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THE NEXT STEP

Our expert team will work with you to create an unforgettable event that reflects your personal style and vision that your guests will talk about for years to come!

Please visit our website or contact the Special Events Team directly to begin the booking process.

We look forward to seeing you soon!

Philbrook Special Events Team
2727 South Rockford Road
Tulsa, Oklahoma 74114
918-748-5399

events@philbrook.org | www.philbrook.org/visit/host-an-event



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