



**The Philbrook Museum of Art, Inc.**

***EVENT PLANNER CONTRACT***

The Philbrook Museum of Art, Inc. (Philbrook) has established this Event Planner Contract to set out the terms and conditions for use of the premises of Philbrook (Museum) for an event which is not sponsored by Philbrook (Event). This Contract sets out policies which pertain to the use of the Museum for an Event and constitutes the Event Planner’s (Planner) agreement to abide by such policies in assisting to host the Event.

Philbrook is a not-for-profit fine arts museum with a mission to serve the community. The following policies have been established to preserve the Museum, its contents, grounds and gardens, and to assure Philbrook's continuing accreditation by The American Alliance of Museums.

Philbrook reserves the right to change or amend the Event Planner Responsibilities and the Facility Rental Rules and Regulations for any reason at any time, without advance notice, including, but not limited to, procedures regarding life, safety codes, insurance requirements, building codes, art lender requirements, or other legal issues. In the event of changes or amendments to the Event Planner Responsibilities and the Facility Rental Rules and Regulations, Philbrook will endeavor to notify you of any material changes at the earliest reasonable date.

***Philbrook’s Significance and Commitment to Preserve this Unique Landmark***

Thank you for assisting with an Event at Philbrook Museum of Art. We preserve Philbrook to engage our community in learning through the arts, history, and the environment. Philbrook is an historic building filled with irreplaceable art objects; and unlike most other venues, its walls, its floors, and its doors are all historic, one-of-a-kind objects or specialized finishes. In agreeing to share Philbrook for a special evening, we ask that you acknowledge the historic importance of Philbrook and commit to doing everything in your power to support our mission to preserve Philbrook during the event. Thank you!

I understand Philbrook’s historic significance and commit to supporting the preservation of this unique landmark.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planner Signature

\_\_\_\_\_  
Philbrook Representative Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Philbrook Representative Signature

## ***Event Planner Agreement***

This Event Planner Contract is an agreement between The Philbrook Museum of Art, Inc. ("Philbrook") and the Event Planner ("Planner") identified below.

### **Planner Information:**

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Name & Company

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Email

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Phone

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Address

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City

State

Zip

### **Event Details:**

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Event Title

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Wedding Partners (if applicable)

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Event Date

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Description of Planning Package or Services Booked

\*Services must require a minimum of 3-months prior to event. Day-of or Month-Of Coordination Packages not permitted. Planner must be able to provide proof of contract for services.

## Event Planner Responsibilities

1. Planner agrees to abide by all Facility Rental Rules and Regulations listed in this agreement.
2. Planner is responsible for providing detailed timelines and diagrams to Special Events Manager for approval processes beginning as early as 90 days before Event.
3. Diagrams and timeline are subject to approval by Special Events Manager. Timeline must include setup plan, guest flow plans, bar and entertainment end times, equipment list and setup locations, and strike plan. A full inclement weather plan diagram and timeline are required for any Event with outdoor elements.
4. Finalized, approved timeline and diagrams are due 14 days prior to Event; therefore, it is required that advance discussions and approval processes are ongoing throughout planning, beginning at the time of execution of Event Contract. The approval process may require meetings with Philbrook staff, catering staff and Vendors.
5. Planner can provide proof of contract for the planning packages or services they are performing at Philbrook as agreed to by the Host
6. Planner certifies that the planning package or services they are offering to Host are sufficient to fulfill the following:
  - Acting as liaison between Host and Philbrook from the time of execution of Event Contract to the date of Event.
  - Attending and/or setting up Event planning meetings
  - Vendor coordination for any third-party Vendors
7. Planner has received a copy of Host's Event Contract, understands the Event spaces available to Host, and will design Event accordingly.
8. Planner is responsible for obtaining all current Vendor Certificate of Insurance and providing to Philbrook a minimum of 30 days prior to Event.
9. Planner is responsible for ensuring Vendors are performing their duties according to the plans and timeline approved by Special Events Manager.
10. Planner is responsible for stopping music or changing music volume at discretion of Philbrook staff.
11. Planner certifies that they are not an immediate family member of the wedding party or a wedding guest. Their attendance at this event is to perform professional event planning coordinator services.
12. Planner understands that their team and Event Vendors may be required to perform unforeseen tasks required by Philbrook for the protection of guests and Museum and to minimize impacts to regular Museum operations.

I understand if I do not perform the above services, I may forfeit my future approval to perform event planning services at Philbrook.

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Print Name

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Date

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Planner Signature

## ***Facility Rental Rules & Regulations***

### **Reservation and Payments**

1. A rental deposit of up to 50% of the rental value is due from Host within 30 days of Museum's receipt of an executed Event contract (see separate document). If payment is not received within the 30-day period, Philbrook will remove the Host's reservation from the calendar. **The deposit is non-refundable and will be applied toward the payment of the event.**
2. All additional third-party costs and vendor fees will be added to the outstanding balance.
3. Host must pay the outstanding balance for the Event at least 30 days prior to the event start date. Failure to make all required payments 30 days prior to the Event will result in cancellation of Event and forfeiture of all monies, in the sole discretion of Philbrook.
4. Cancellations made for any reason other than Force Majeure as described below, will result in the forfeiture of the non-refundable deposit. For cancellations made within 30 days of the Event start date, for any reason other than Force Majeure as describe below, Host is financially responsible for total rental fee.
5. Any cancellation of Event must be made in writing to the Special Events Manager.
6. Force Majeure: "Force majeure" means any unforeseeable circumstance which is beyond the control of Museum or Host, or any unavoidable event, even if foreseeable, because of which either Party is unable to conduct Event under this Facility Rental Contract. Such circumstances include, but are not limited to, any natural disaster, act by a public enemy, fire, flood, accident, war, riot, pandemic, insurgence, or any other similar event. Host's inability to host the Event under this Agreement due to illness is not considered "force majeure".
7. The Host will be invoiced and is responsible for the payment of any undercharge. Special Events Manager will advise Host of any overcharges which will be refunded upon written request from Host.
8. Any Philbrook property or garden landscaping or installations that is broken or damaged during Event will be subject to repair or replacement at the sole cost to the Host and to the satisfaction of Museum.
9. Philbrook reserves the right to collect from Host any Event-related charges and damages assessed after the conclusion of Event. Philbrook will provide Host with a final invoice within 14 days of Event and full payment for any Event-related charges and damages will be due within 30 days of Event. Failure to make payment within 30 days of Event will result in \$500 fine per additional day beyond 30 days and civil proceedings to collect amounts owed.
10. Philbrook reserves the right to cancel the Event Contract at any time, with or without notice, if any term, condition, or promise has been or is being violated by Host. In such event, there will be no reimbursement or credit towards any fee or deposit previously paid or any fee still owing, and Philbrook will not be responsible for any consequential damages.

### **Third-Party Vendors**

1. A certificate of insurance for \$1,000,000 general liability for personal injury and property damage and \$500,000 workers compensation and employers' liability naming Philbrook Museum of Art, Inc., 2727 South Rockford Road, Tulsa, OK 74114, as additional insured, is required by Event Third-Party Vendors ("Vendors") and must be provided by Vendors or Host and received by Philbrook at least 30 days prior to the Event start date.
2. Host is responsible for the actions of all Vendors, which may include but are not limited to party planners, entertainers, florists, caterers, musicians, rental equipment providers, etc. Host is responsible for ensuring that all Vendors are aware of Philbrook's historic significance and this Facility Rental Contract and abideance thereto.

## Facilities

1. Philbrook provides only the site, portions of which are of historic significance (Villa Philbrook) and/or contain priceless art objects and artifacts (Galleries). Therefore, restrictions apply to their utilization as noted herein. The Host shall provide all other services such as rental tables, chairs, audio-visual, etc. unless specifically outlined in the Event Contract.
2. If contractually agreed upon and paid for at least 30 days prior to Event, Philbrook's galleries may be opened for viewing by Host's guests during Event. In such case, food and beverage may not be brought into the Museum galleries, and access is not permitted beyond regular guest viewing barriers under any circumstances. The setup of tables, chairs, and any other equipment is prohibited in gallery spaces.
3. Host agrees that it will be charged a fine of \$1,000 per 15-minute increment that food and beverage are present, served, or consumed in the Galleries and Villa Philbrook.
4. Host understands and acknowledges that Museum exhibitions change periodically, and Philbrook cannot guarantee that the rental space as specified in the Event Contract or proximate areas within the Museum will remain unchanged since Host's or Host's agent's initial or any subsequent viewing. Philbrook reserves the right to install works of art of any sort, including large sculptures or installation pieces, in and about Museum spaces. Philbrook will endeavor to timely notify the Host of any major changes to the rental space.
5. A Full Museum Event Rental is defined as the private use of all Museum and garden space. A Full Museum Event Rental precludes use of campus by non-Host Museum visitors, private photography sessions, or Museum tours. However, Philbrook staff and Vendors will continue to always have full Museum access. Full Museum Event Rentals, including Event design, required spaces, and Event activities, must be approved by Museum Director by written correspondence at least 30 days before Event start date.
6. Any Event that is not defined as a Full Museum Event Rental is a Partial Private Event Rental. Partial Private Event Rentals do not preclude non-Host Museum visitors, private photography sessions, and tours from use of the Museum or Gardens during regular museum business hours. Partial Private Event Rentals will not allow Event guest access to Museum and Garden areas not included in the contracted rental space.
7. Philbrook does not provide full Event coordination, including, but not limited to, booking vendors, ceremony cues, décor arrangements, and audio-visual support. For this reason, a professional planner with a 3-month contract minimum is required for all weddings and highly encouraged for all private Events.
8. All professional planners performing services at the Museum must sign and submit a Philbrook Event Planner contract at least 90-days in advance of event to the Special Events Manager. Host agrees that failure to submit a Philbrook Event Planner contract for an event that requires a professional planner may result in cancellation of Event and forfeiture of all monies, in the sole discretion of Philbrook.
9. Alternate rain plans for all outdoor Events must be provided by Event Host concurrent with execution of Event Contract. Special Events Manager may cancel or delay any Event for weather purposes in their sole discretion. Host must make rain call for Event setup at least 24 hours before any scheduled deliveries. If Host fails to notify Special Events Manager of rain call decision in writing within 24 hours of the first scheduled delivery, Special Events Manager will make the rain call.
10. Rental of Museum for an Event does not imply Philbrook sponsorship or approval of the Event. As a result, any publication or invitation must receive approval from Special Events Manager.
11. Existing furniture re-arranging and/or removal is done only by Philbrook staff with prior approval of Special Events Manager. Host request for furniture re-arranging must be made at least 14 days in advance of Event start. Fees apply.
12. Special Events Manager must be notified 30 days prior to Event if portable sanitation units will be used during Event. If Event plans do not specify use of portable sanitation units, but in the sole determination of Special Event Manager such units are deemed necessary, such units must be secured and paid for by Host. In any case, Special Events Manager will determine the location of all portable sanitation units on Philbrook property.
13. Museum is a smoke free campus. Smoking is not allowed anywhere in the Museum or on the grounds.

## **Time and Noise Restrictions**

1. After-hours Events may not begin before 6:00 p.m. To the greatest extent possible, set-up of equipment is to occur on the same day of Event and must minimize any interference with regular Museum activities.
2. All Events must conclude by 10:00 p.m., unless additional hours are agreed to in Event Contract. Under no circumstances may any event continue past 12:00 a.m.
3. Beverage service must conclude at least thirty minutes prior to the Event Contract end time.
4. Historic Villa Philbrook and Galleries will close to Event guests at the earliest time possible consistent with Event Contract.
5. All music and entertainment must conclude 15 minutes prior to the Event Contract end time.
6. Philbrook is in a residential area, whose residents are within range of noise from events conducted at Philbrook. Philbrook takes pride in being a good neighbor and adheres to county and city ordinances, and State of Oklahoma statute which subject Philbrook to fines and damages if noise and music from Philbrook interferes with neighbors' private enjoyment of their property. Accordingly, by signing this agreement, Host agrees to (1) abide by all county and city noise ordinances which limit sound to 90 decibels or lower at 15 ft or more from the sound source and (2) defend Philbrook from all noise ordinance violation actions or claims, including attorney fees and costs, resulting from Host's Event.
7. The Host agrees that any noise and music resulting from Event will be sufficiently low volume after 11:00 p.m. that such noise and music will not be audible outside the Philbrook property.
8. Host agrees that it will be liable for the full reimbursement to Philbrook for any fines, penalties, or damages assessed against Philbrook by a court of law based in whole or in part upon Host's use of Philbrook or violation of this agreement. In addition, Host agrees to reimburse Philbrook for the full amount of Philbrook's attorney fees and costs incurred in defending Philbrook in any action that results in a judicial or administrative levy of such fines, penalties, or damages against Philbrook.
9. Host agrees that it will be liable to Philbrook for a fine of \$5,000 per 15-minute increment that Event's music and noise continue past Event's end time and noise deadlines outlined in Event Contract.

## **Catering**

1. All catering for Events held at Philbrook are required to be provided by Kitchen 27 Restaurant and Catering (Restaurant), except for Events hosted by donors who have contributed \$20,000 or more to Philbrook within the last twelve months (not including Facility Rental Fees) prior to Event Contract execution.
2. Outside catering is allowed in the Charles P. Williams room when the value of catering is less than \$100.
3. Philbrook reserves the right to control all placements of food and beverage service locations.
4. If alcohol is to be served at the Event, Philbrook's Policy on Alcohol Service, which is incorporated in this Facility Rental Contract by reference, shall be in force.
5. The Catering Manager assigned to your Event will coordinate all banquet event orders and catering rentals.

## **Fundraising**

1. 501(c) non-profit organizations may rent the Museum for events if the Event is not a fundraiser. A fundraiser is defined as, for this purpose, an Event that has a ticket price that is greater than the direct, per person cost of the Event as determined by the Special Events Manager.
2. Solicitation of contributions during a non-profit event otherwise qualifying for rental of the Museum is specifically prohibited.

## **Parking and Security**

1. Restaurant alley, security curb line, and named parking spots are Reserved Spaces. Guest and Host vehicles must not park in Reserved Spaces at any time prior to, during, or after Event without prior permission. All Guest and Vendor Vehicles must not block fire hydrants, accessible parking spaces, ramps, or paths. Host, guests, and Vendors shall adhere to traffic directions given by Philbrook staff. Improperly parked vehicles may be towed at owners' expense.
2. Philbrook's parking lots can accommodate up to 170 vehicles. Philbrook is not responsible for any damage to, or theft of vehicles or property contained in vehicles.
3. Host is financially responsible for fees associated with required city and county permits for additional street parking, traffic control, and street closures to ensure orderliness of Event. Philbrook and the Host will collaborate to obtain required permits and Philbrook will act as liaison between Host and city officials.
4. Host and Vendors agree to adhere to all instructions of Philbrook staff. Depending on the complexity of an Event, Philbrook may require additional security or police at its sole discretion and at sole cost of Host.
5. Drivers of large vehicles should be advised that Philbrook's entrance road is narrow and lined with live plant material, thus slow and cautious driving is required. Vehicles are not allowed on any part of the half circle drive outside the Villa doors as to avoid any building damage. Vehicles are prohibited from parking or stopping in any driveway, road, entrance/exit, or other non-designated parking spaces including temporary parking for unloading.
6. Special Events Manager must be advised when valet parking or charter bus arrival has been arranged. Parking attendants and drivers must park vehicles, so they do not block Philbrook's entrance or exit for emergency vehicles.
7. Philbrook security officers or any other Philbrook employee are not responsible for the security of Host, guest, or Vendor property.
8. Philbrook is not responsible for any gifts, flowers, keepsakes etc. all of which must be removed from the Museum the night of the Event.
9. Host is responsible for any damages due to negligence, including actions of Host's guests or Vendors. Philbrook reserves the right, in its discretion, to remove or have removed guests who behave inappropriately. Certain events may require off-duty police or paramedic services for an additional fee to be paid by Host.
10. Host agrees to abide by all federal, state, and local laws.

## **Event Set Up and Deliveries**

1. Philbrook is a public museum and Host acknowledges that visitors expect a positive experience at Philbrook. As such, Host agrees to fully minimize possible the negative impact of Event set-up in Philbrook Museum and Gardens during Philbrook's public visitation hours.
2. Host is responsible for ensuring that Vendors provide sufficient extension cords, electrical panels, etc. to cover Event's electrical needs. Failure to notify Special Events Manager of electrical requirements at least 30 days in advance of Event start date may result in inadequate power or power failure for which Philbrook will not be held responsible.
3. Host and/or Caterer must accept deliveries. Philbrook staff will not accept or sign for deliveries.
4. Rental equipment may be delivered to Kitchen 27, Mabee Lobby, and Great Hall between 7:00-9:00 a.m. on the Event start date. Additional deliveries and event set up may begin no earlier than 3:00p on the Event start date. There are no exceptions to this policy.
5. Philbrook has absolute discretion in determining the ultimate time of delivery, placement, set-up, removal and breakdown of tents, chairs, tables, and/or any object to be used on the premise.
6. Host agrees that it will be liable to Philbrook for a fine of up to 50% of Event's contracted rental fee for deviating from Special Event Manager approved Event designs and set-up. In addition, Host will be liable for damages which result from unapproved Event designs, set-up, and breakdown.

## **Event Clean Up and Breakdown**

1. All decorations, equipment, and any other items must be removed at the conclusion of the Event. No personal items or equipment rentals may be left for any reason and must be removed from the Museum at the conclusion of Event. Philbrook will not be responsible for items left on the property.
2. Wedding parties may remain one-hour following the Event end time to load out personal items.
3. Philbrook will provide basic custodial services. However, Host is responsible for ensuring proper post-Event clean-up. When Host leaves Philbrook post Event, the facility should look as it did before Event. Failure to adhere to clean up rules may result in fines. Any labor required by Philbrook personnel to clean the event site beyond basic custodial services will be at an additional charge of \$200 per hour or partial hour.
4. The Museum provides one (1) dumpster for an evening facility rental Event. If determined necessary by Philbrook for Event, Host will be charged for an additional dumpster(s) in Philbrook's final billing to Host.

## **Building and Gardens Condition and Appearance**

1. To ensure the preservation of Philbrook and its collections for future generations, restoration is an ongoing process at Philbrook Museum and Gardens and may affect premises. Visible alterations or work in progress may include scaffolding; areas closed off for safety, visible materials and/or equipment; disassembled or removed artworks or historic features. While Philbrook will endeavor to keep the premises clean and attractive during restoration, the Museum cannot accept liability for Philbrook's appearance due to restoration work. Staff will endeavor to inform Host in advance if any restoration work is scheduled to occur in areas in or near the planned Event site. Restoration will not be rescheduled or delayed for the convenience of clients.
2. Philbrook cannot guarantee the appearance of outdoor planting and lawn areas. The landscape and plant design cannot be changed, moved, or adjusted to accommodate Host's or Host's agent's colors or design. Many circumstances are beyond Philbrook's control including weather, plant disease, or other incidents. Every effort is made to maintain a high-quality garden experience. All garden beds and planted areas are off limits to any form of foot traffic. The Gardens are often undergoing maintenance and construction. Construction equipment may be visible to your guests.
3. Host agrees to accept the event site in "as-is" condition. By executing this Event Contract, Host shall be deemed to have accepted the Event site in acceptable order, condition, and repair.

## **Restrictions and Prohibited Items**

1. Restricted items include but are not limited to sparklers, fireworks, balloons, bubbles, glitter, pins/tacks, confetti cannons, live animals, and items that are non-compliant with the museum's Integrated Pest Management plan. All items are subject to approval by Special Events Manager.
2. No attachable décor such as banners, signage, or floral arrangements may be used anywhere in the Museum without written approval from Special Events Manager on placement and method of attachment.
3. No candles of any kind, mechanical, open flame fixtures or flammable liquids are allowed at an Event, except for food warming purposes. Flames used for food warming purposes must be always attended by a representative of the Restaurant or other approved caterer. Battery operated candles are allowed.
4. Bar service can be arranged on the outside Terrace but is limited to service of clear liquids only.
5. Food and drink are not permitted in Historic Villa Philbrook or Galleries.
6. No aerosols, room sprays, or cosmetic products are permitted in Historic Villa Philbrook or Galleries.
7. No photography is allowed in any art gallery and is subject to restrictions in other areas. All use of photography must be approved in advance.
8. Artwork cannot be moved or covered for any reason. Extra security may be required if there is a special exhibition on display during Event; if so, fees will apply and be relayed to the Host.
9. No artwork or Museum collection furniture may be touched or moved, except by Philbrook personnel.



10. The Villa Doors are to be used on a limited basis and must remain closed as long as possible. They must only be opened/closed by a Philbrook security officer or other staff member.
11. Only service animals for persons with disabilities are permitted on Philbrook property
12. Any live plant material must contain sterilized soil, be sprayed with insecticide prior to being brought into the Museum and are prohibited in the art galleries. Areas where live plant materials can be placed are limited and must be approved in advance in writing by the Special Events Manager.
13. Any live plant material or decoration from Vendors cannot disrupt or alter any current Museum collections, historic surfaces, grounds or garden plants or any plans for garden plantings, garden pots and containers, or other curated installations.
14. Potted plants from Vendors may be used in the gardens or grounds only if they contain sterilized soil and are placed on sidewalks.
15. Only flower petals and lavender may be thrown and only outside Museum during wedding or other Events.

**Additional Terms and Conditions**

1. Host shall indemnify and hold harmless Philbrook Museum of Art, Inc. and its officers, employees, agents, contractors, volunteers and instrumentalities from any and all liability, losses, or damages, including attorneys’ fees and costs of defense, which the Host or its officers, employees, agents, or instrumentalities may incur as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Event Contract by the Host or its employees, agents, servants, partners, principals, or vendors. Host shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of Philbrook Museum of Art, Inc. where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney’s fees which may issue thereon.

I have read and understand these terms and conditions and agree to be bound by them in connection with the Event Planner Contract.

\_\_\_\_\_  
Planner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Philbrook Representative Signature

\_\_\_\_\_  
Date