

PRIVATE EVENT CONTRACT

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

HOST INFORMATION:

NAME

E-MAIL ADDRESS

PHONE NUMBER

ADDRESS

CITY

STATE

ZIP

MEMBERSHIP NUMBER (IF APPLICABLE)

PLANNER INFORMATION (IF APPLICABLE):

NAME & COMPANY NAME

E-MAIL ADDRESS

PHONE NUMBER

ADDRESS

CITY

STATE

ZIP

Philbrook Museum of Art

2727 S. Rockford Road
Tulsa, OK 74114-4104
t. 918.749.7941
www.philbrook.org

EVENT INFORMATION :

NAME OF EVENT

NUMBER OF GUESTS

DATE

LOCATION(S) INCLUDED IN RENTAL (IF A SPACE IS NOT LISTED IT IS NOT INCLUDED IN THE RENTAL)

Philbrook Museum of Art

2727 S. Rockford Road
Tulsa, OK 74114-4104
t. 918.749.7941
www.philbrook.org

RAIN/WEATHER LOCATION(S)

HOST ARRIVAL TIME

VENDOR(S) ARRIVAL TIME

GUEST ARRIVAL TIME

EVENT START TIME

GUESTS EXIT TIME

DEPOSIT & FACILITY FEES

FEES

UPGRADES

DISCOUNT APPLIED (IF APPLICABLE)

TOTAL FEES

Philbrook Museum of Art

2727 S. Rockford Road
Tulsa, OK 74114-4104
t. 918.749.7941
www.philbrook.org

NON-REFUNDABLE DEPOSIT REQUIRED

DATE REC'D

INVOICE DATE

FINAL PAYMENT & EVENT PLAN DUE DATE

Please be aware that, being an art museum first and foremost, Philbrook is subject to install artwork in any location at any time. Artworks may be any size, configuration or style. Event hosts will be notified by the Event Coordinator at Philbrook's earliest convenience if an art piece, exhibition, graphic display, or other museum program installation may affect an event layout or logistic elements. The aforementioned installations are not subject to adjustment for private event rentals.

As provided in the Event Policy, the nonrefundable deposit must be received in order to confirm the reservation for the Event. The remaining balance, plus any additional fees or vendor costs, are due 30 days prior to the Event.

Failure to make all required payments 30 days prior to the Event will result in cancelation of Event and forfeiture of all monies, in the sole discretion of Philbrook.

Signature

Date

Event Policies

The Event Sponsor and the Event Host each hereby acknowledge and agree to comply with all of the following policies of Philbrook, which are hereby incorporated by reference. A copy of the applicable policy accompanies this Event Contract; the Event Sponsor and Event Host each acknowledge receipt of these Policies.

INDEMNIFICATION

The Event Host, jointly and severally, for himself, herself or itself, and his, her or its respective heirs, personal representatives, assigns, directors, officers, employees, agents and affiliates, and each of them, does hereby indemnify and hold harmless Philbrook, its assigns, directors, officers, employees, agents, attorneys and affiliates, from any and all claims, actions and causes of action which arise from or relate to the Event and the rental of the Museum for the Event, including, but not limited, to physical injury or death.

Philbrook Museum of Art

2727 S. Rockford Road
Tulsa, OK 74114-4104
t. 918.749.7941
www.philbrook.org

Signature

Date