

# WEDDING CONTRACT

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

## HOST INFORMATION:

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NAME

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E-MAIL ADDRESS

---

PHONE NUMBER

---

ADDRESS

---

CITY

STATE

ZIP

---

MEMBERSHIP NUMBER (IF APPLICABLE)

## PLANNER INFORMATION:

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NAME & COMPANY NAME

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E-MAIL ADDRESS

---

PHONE NUMBER

---

ADDRESS

---

CITY

STATE

ZIP

I understand that I will submit final diagrams, timelines, vendor Certificates of Insurance, and full event plan at least 30 days before the day of the wedding. I am required to sign a separate Wedding Planner Contract to perform services for this event.

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Signature

Date

Philbrook Museum of Art

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

## WEDDING INFORMATION:

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NAME OF EVENT

---

PARTNER NAME

---

PARTNER NAME

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NUMBER OF GUESTS

---

DATE

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LOCATION(S) REQUESTED

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RAIN/WEATHER LOCATION(S)

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WEDDING PARTY ARRIVAL TIME

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VENDOR(S) ARRIVAL TIME

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GUEST ARRIVAL TIME

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RECEPTION START TIME

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GUESTS EXIT TIME

## DEPOSIT & FACILITY FEES

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FEES

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UPGRADES

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DISCOUNT APPLIED (IF APPLICABLE)

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TOTAL FEES

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NON-REFUNDABLE DEPOSIT REQUIRED

DATE REC'D

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INVOICE DATE

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FINAL PAYMENT & EVENT PLAN DUE DATE

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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.**

The execution of this Agreement by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay at least 25 percent of prospective Event attendees from appearing at the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the Agreement.

In force majeure, the Agreement may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded minus 10%, for any one or more of the above reasons, by written notice to the other party.

***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.***



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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.*

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Signature

Date

Thank you for your cooperation. If you have any questions, please contact the Philbrook Event Specialist at (918) 748-5399.

Events Manager  
Philbrook Museum of Art