

WEDDING PLANNER CONTRACT

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

PLANNER INFORMATION:

NAME & COMPANY NAME

E-MAIL ADDRESS

PHONE NUMBER

ADDRESS

CITY

STATE

ZIP

NAME & DATE OF EVENT

DESCRIPTION OF PLANNING PACKAGE OR SERVICES BOOKED

*Services must cover a minimum of 3 months prior to event. Day-of or Month-of packages not permitted.

I Understand:

PHILBROOK EVENT INFORMATION:

- The Philbrook Museum of Art Event Policies.
- A full inclement weather plan diagram and timeline are required for any event with outdoor elements.
- Rain Call – In the event of inclement weather, the decision to change to an alternate event plan must be made 24 hours in advance of any deliveries, setups or pre-staging.
 - Inclement weather event designs are to be fully detailed out and satisfactory in design in order to give wedding party a pleasing alternate.
- The Philbrook Event Team must approve all event plans.
- Philbrook Museum of Art operates within an Integrated Pest Management Policy and requires approval for all flowers and incoming/outgoing deliveries.
- The event limitations in the Philbrook Villa due to the historical nature of the space and the art in the galleries

Philbrook Museum of Art

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Tulsa, OK 74114-4104
t. 918.749.7941
www.philbrook.org

- There will be no event elements set up in the villa galleries past the great hall and no food or drink – Touring by event guests permitted as well as staff accompanied, pre-planned wedding photography for two with non-flash photography only
- The villa will close when guests are seated for dinner and all personal items must be removed at or before this time.
- Exceptional event setups that take more than 2 hours are subject to approval by Event Coordinator – Staging areas, alternate plans may incur additional fees including museum or catering staffing, safety lighting, outdoor lighting, generators, or vendor services from a third party.

PLANNER ROLE:

I am Responsible for providing timelines and diagrams to Philbrook Event Coordinator for approval processes beginning as early as 120 days before the event.

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- I am responsible for creating Event Diagrams (full event design to scale in CAD or AllSeated) to include equipment lists for all items being brought in the museum with locations depicted.
- Timeline must include setup plan, guest flow plans when they move from space to space, bar and entertainment end times, and take down plan.
- Diagrams and timeline are subject to approval by Philbrook Event Coordinator. Finalized approved timeline is due 30 days prior to the event; therefore it is required that advance discussions and approval processes continue throughout the planning process beginning as early as 120 days or more before the event. The approval process will include meetings with Philbrook staff, catering staff and vendors as needed.
- I certify that the planning package or services I am offering to my client are sufficient to cover:
 - Being the Philbrook communication liaison from the time of booking to the date of the event
- Attending and/or setting up event planning meetings
- I understand the rental package booked and will design an event within the rental parameters.
- 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 responsible for obtaining all current Vendor Certificate of Insurance and providing to Philbrook a minimum of 30 days prior to the event
- I am responsible for providing live entertainment tech riders to Philbrook (if applicable)
- I am responsible for ensuring vendors have arrived for all drop off/pick-ups and are performing their duties as contracted.
- I am responsible for stopping music or changing music volume at discretion of Philbrook staff.
- I certify I am not an immediate family member of the wedding party or a wedding guest. My attendance at this event is to perform professional event planning coordinator services.
- I certify I am not performing event services at another venue on the same date as this event for the same or a different client.

- I understand that my team and I may be required to perform unforeseen tasks required by the venue in order to ensure that the museum may re-open for next day business in a reset, pre-event condition.
- If I do not perform the above services, I understand I may forfeit my future approval to perform event planning services at 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.

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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.



Signature

Date

Thank you for your cooperation. If you have any questions, please contact the Philbrook Event Coordinator at (918) 748-5355.

Event Coordinator
Philbrook Museum of Art