



## **Event Policies**

***Our goal at the Will Rogers Theatre is to assist you in planning an event that meets your needs while exceeding your expectations. The following policies are in place to insure the success of your event. Please read carefully and discuss any questions you might have with your booking representative or event coordinator.***

***Capacity-*** The Will Rogers Theatre has a dinner seating capacity of 300 without a dance floor. Dinner seating capacity with a dance floor is 270. Reception or cocktail capacity is dependent upon your requested room layout.

***Hours available-*** Entry time for set up on the day of the event for lunch or dinner events is no earlier than 9:00 a.m. An agreed upon arrival time will be located on your contract. At your arrival time, the room will be in the process of set up with tables and linens in place. Chairs, extra tables, silverware, cake and food tables will not be ready at arrival time. For breakfast, events please discuss your arrival time your event coordinator or booking representative.

Daytime events must end by 5:00 p.m. unless otherwise noted on your contract. Evening events may last up to 4 hours, with the event times of your choice. Please be sure these event times are clearly stated on your contract. All events must end by 12:00 midnight. Events lasting beyond 12:00 midnight will require immediate payment of \$250 per hour pending availability and approval.

You will be allotted one hour of clean up time after the conclusion of your event. We are not responsible for any lost or stolen items left after the conclusion of your event. Special arrangements may be made with an event coordinator no earlier than two weeks prior to the event pending availability at a charge of \$500.

***Staff-*** The Will Rogers Theatre will provide uniformed staff and one designated Event Coordinator to be present throughout your event.

***Room Layout-*** The Will Rogers Theatre can be set up in many different layouts dependent upon your event needs and your preferences. Room Layouts must be finalized no later than 2 weeks prior to your event. Room Layouts cannot be changed on the day of your event.

The Will Rogers Theatre does provide standard 85x85 square tablecloths on all guest tables in white. Colored linens will incur an additional charge of \$100 per event. Floor length and specialty linens are available for rent and can be priced by your event



coordinator. Food and cake tables will be skirted and draped in white. Colored skirting and draping are available for rent and can be priced by your event coordinator.

***Cake Service-*** Our cake service includes professional cake cutting service, china plates, silverware and cocktail napkins.

***Food Service-*** Food Service will begin at the designated service time on your contract. Reception and buffet food service will not be displayed more than three hours per health code standards. In addition, it is the policy of the Will Rogers Theatre that no leftover food can be taken from an event per health code standards. For wedding receptions, one TO-GO package for the Bride and Groom will be prepared prior to the event by the staff of the Will Rogers Theatre. This package will be located at your gift table for pick up at the conclusion of your event and will include a sampling of your chosen menu.

No outside catering, food or beverages are allowed in the Will Rogers Theatre.

***Beverage Service-*** Catering includes coffee, water and iced tea service at a beverage station.

***Bar Service-*** Our goal is to serve your guests with quality beverage service that maintains the integrity of your event and our business while following all Oklahoma state laws and ABLE commission liquor laws. Accordingly, all policies and procedures below will be followed by the Will Rogers Theatre management, staff, and bar staff.

- Customer understands with events including alcohol service in the Will Rogers Theater there will be one security guard provided by Will Rogers Theater for a flat fee of \$100.00.
- Customer understands and agrees to enforce all local and state liquor laws including but not limited to persons under the age of 21.
- Customer understands that they or their guest may not bring alcoholic beverages to event and agrees to enforce this policy.
- Customer understands that Will Rogers Theatre management, staff, and bar staff will ID customers to verify that they are of the legal drinking age of 21.
- Customer understands that each guest may only purchase or receive two alcoholic beverages at any one time.
- Customer understands that Will Rogers Theatre will not serve any guest who appears to show any sign of intoxication per state liquor laws.
- Customer understands that Will Rogers Theatre reserves the right to refuse service for any reason.



**Decorations-** The Will Rogers Theatre has limited decorating restrictions. You are allowed to bring in decorations of your choice including but not limited to additional lighting, candles, flowers, etc. All candles on linens must be encased in glass. No confetti. Nothing may be permanently affixed to the walls inside the theatre, although we do allow blue painters tape to be used to hang posters or pictures. We do not allow loose feathers decorations or feather boas to be used for décor purposes. If you wish to use feathers as a part of your décor or center pieces please bring in an example for approval to your event coordinator.

**Clean Up-** Clean up of the Will Rogers Theatre is included in your package. Items brought in by the customer must be removed within one hour of the ending time unless next day pick up has been arranged and paid for in advance. Items left at the Will Rogers Theatre that do not have next day pick-up arrangements will be discarded and are not the responsibility of the Will Rogers Theatre. Excessive clean up requirements or damages to the room, building, restrooms or property will result in non-refund of your security deposit.

**Bands-** All bands must be approved by Will Rogers Theatre Management. Please ask your event coordinator before booking a band for your event.

**Parking-** Parking for the Will Rogers Theatre is located at the rear entrance of the building. Guests who choose to park outside of the Will Rogers Theatre parking lot may have their vehicles towed by other business owners on Western Avenue.

**Finalizations-** It is the responsibility of the event host to call the Will Rogers Theatre at least one month prior to your event to schedule your finalization appointment. We recommend that you schedule this appointment 6-8 weeks before your event. Finalization appointments must be scheduled at least two weeks prior to your event. Final Room Layouts, event timelines, final menu choices, times and contract negotiations will take place at this appointment.

**Head Count Deadlines-** Your final head count is due **no later than one week** prior to your event. After your final head count has been submitted only additions to your guest count are allowed and are at the discretion of your event coordinator and our chef.

**Additional Attendees-** In the event that additional guests above your submitted final headcount are present at your event you will be charged a per person premium on food and beverage services at a 20% increase.



***Refund of the Security Deposit-*** A \$500.00 damage deposit may be added to your contract at the time of booking. This deposit will be refunded to you within two weeks after your event provided that the interior and exterior of the Will Rogers Theatre, property, restrooms and equipment are returned to their original condition without excessive trash or damages.

***Booking Deposit-*** A 25% deposit, minimum \$500.00 is due at the time of booking to secure your event date. Cancellations 60 days or more prior to your event date will receive a refund of the deposit. Events cancelled within 60 days of the event date will forfeit the deposit amount.

***Weather Related Cancellations-*** In the event of a weather related cancellation customer will have the option to postpone the event with the deposit rolling over to the newly scheduled event date. If the customer chooses to cancel the event in entirety without rescheduling the event, they understand that they will be billed for 50% of the food charges, 50% of the room rental rate and a 10% cancellation fee on original food costs. In the circumstances of a daytime event with no designated room rental rate, there will be a \$250 minimum charge with the cancellation fees as stated above to still apply. Any paid deposit will be applied towards this balance due.

***Policy and Cancellation Charges-***

If Host cancels the Event after confirmation, WRT is entitled to and Host must pay WRT its liquidated damages as follows:

- Cancellation within 91-120 days of the Event – 25% of total estimated charges
- Cancellation within 61-90 days of the Event – 50% of the total estimated charges
- Cancellation within 31-60 days of the Event – 75% of the total estimated charges
- Cancellation within 0-30 days of the Event – 100% of the total estimated charges

***Final Payment-*** Payment in full is due 7 days prior to your event. Business customers may make special arrangements with your event coordinator but must be detailed on your contract. Events that are not paid for in full 7 days prior to the event are subject to cancellation by the Will Rogers Theatre.

Additions to your contract after final payment has been submitted require immediate payment.

***Taxes and Gratuity-*** Quoted menu, room rental and service prices do not include sales tax and service charges. Standard sales tax plus service charges, 20% for buffets and 23% for seated meals will be added to your contract. If you are tax exempt you must



submit your tax ID information to your event coordinator before submitting final payment.

***Remaining Balances-*** Any balances after your event date that are unpaid will be charged 1.5% interests per month until the final balance is paid. Unpaid balances after 60 days will be sent to collections and may affect your credit.

***Constant Improvement is our mission statement. This means there could be improvements or changes to the interior and property of the Will Rogers Theatre.***

Customer-Authorized Signature \_\_\_\_\_

Customer-Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

Manger-Authorized Signature \_\_\_\_\_

Manager-Please Print Name \_\_\_\_\_ Date \_\_\_\_\_