



OHC Event Office

405-522-0745

Fax: 405-522-0748

E-mail: [events@okhistory.org](mailto:events@okhistory.org)

## Public Event Admission Fees

| Guest Count                     | Event Admission Fee |
|---------------------------------|---------------------|
| 0-50 <b>(10am-5pm only)</b>     | \$600               |
| 0-100                           | \$1200              |
| 101-150                         | \$1400              |
| 151-250                         | \$1700              |
| 251-350                         | \$2000              |
| 351-450 (Reception Style Only)  | \$2200              |
| 451-550 (Reception Style Only)  | \$2700              |
| 551-700 (Reception Style Only)  | \$3400              |
| 701-1000 (Reception Style Only) | \$4500              |

- ◆ **By Executive Order 2012-01, all property of the State of Oklahoma including the Oklahoma History Center is tobacco free. No tobacco products are allowed on state property at any time.**
- ◆ Above fees apply to Monday through Saturday 10a-5p and Monday through Friday evenings.
- ◆ \$2 per guest for gallery tours
- ◆ Pricing based on use of one (1) area. Receive 50% discount on second space utilized.
- ◆ A 25% discount on event admission fees applies to Nonprofit organizations, Federal and State Agencies. Discounts do not apply to the Fischer Boardroom , OERB Classrooms, Musser Learning Lab.
- ◆ In consideration of our staff and their families, OHC will not book events on the following holidays: New Year's Day, Easter, Memorial Day, Mother's Day, Father's Day, Independence Day, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, and New Years Eve.

Fischer Boardroom & OERB Classrooms (½ day—3.5 hours): \$100.00 & all day—7 hours): \$200.00

Musser Learning Lab ((½ day—3.5 hours): \$200 & all day—7 hours): \$400.00

### ADMISSION FEES LISTED ABOVE INCLUDE:

1. AV/IT equipment (ask events office about available equipment).
2. Event Manager/Coordinator on-site during event.
3. Guest tables, chairs, bistro tables, seminar and banquet tables (OHC does not provide any linens).
4. Set-up and break down of tables and chairs, if using in-house caterer. If using outside catering company, a set up and breakdown fee will consist of the following: \$250.00 for less than 250 guests and \$500.00 for more than 250 guests.
5. Security from 10AM until 10PM. A \$40.00 an hour per officer charge will be incurred before 10AM and if event ends after 9PM. All Events require a minimum of 3 security officers. **NO EXCEPTIONS!** A one hour clean up time will be added to the end of event.
6. Pricing based on use of one (1) room/area. A 50% discount will be applied on additional spaces utilized.
7. 10% discount to Museum Store for event guests during normal hours of operation and by special request minimum 30 days notice. Any outside sales must be pre approved and a \$75 fee or 10% of sales will be assessed.

800 Nazih Zuhdi Drive, Oklahoma City, OK 73105-7917 405-522-0745 [www.oklahomahistorycenter.org](http://www.oklahomahistorycenter.org)

*A Division of the Oklahoma Historical Society, Founded May 27, 1893*

**SET UP TIME:**

Public access areas may not be set up before 4:00 p.m. the day of the event. Areas that are restricted to the public will be accessed at setup time by OHC on a case-by-case basis. OHC will not be responsible for any equipment, decorations, etc. brought in by an outside source. Decorations may not consist of tinsel, glitter, confetti, birdseed, rice, hay, and straw or helium balloons. All deliveries / items being brought into event space must go through security. **NO EXCEPTIONS!**

**BREAK DOWN / CLEAN-UP:**

All events, their attendees, caterers, entertainment, etc. must vacate the premises so the building can be secured no later than 1:00 a.m. The admission customer and/or caterer is responsible for cleaning tables, kitchen facilities, and other areas utilized for the event, and for removing all trash and decorations from the event. All trash must be placed in the dumpster located on the west side of the building. Client will have access to public event space at least 2 hours prior to event start time for set-up. Evening Events may not begin in public spaces before OHC closes to the public at 5:00 p.m.

**DEPOSITS AND PAYMENTS:**

A deposit in the amount of 50% of the event admission fee and a signed contract are required to guarantee the admission space. The deposit will be applied to the final bill, which is due the day of the event. The remaining balance of any additional fees, which may include the addition of guests, IT fee, or after 10 p.m. security fee must be paid within 14 days after receipt of invoice following the event.

**CANCELLATIONS:**

If the reservation is cancelled more than 90 days prior to the event date, **½ of the deposit is refundable**. For cancellations less than 90 days before the event date, the deposit will be forfeited. If it is necessary for the museum to cancel the event due to circumstances beyond the museums control, the deposit will be refunded in its entirety.

Please make checks payable to:  
**Oklahoma Historical Society**

Mail to:  
**Attention: Events Office  
Oklahoma History Center  
800 Nazih Zuhdi Drive  
Oklahoma City, OK 73105**

For further information contact us at:  
Phone 405.522.0745  
Fax 405.522.0748  
Email [events@okhistory.org](mailto:events@okhistory.org)

[www.oklahomahistorycenter.org](http://www.oklahomahistorycenter.org)



## Catering Policies & Procedures

The OHC requires each caterer to provide the following information, prior to performing catering functions at the center:

- ◆ Oklahoma State Department of Health Certificate
- ◆ Certificate of Insurance for General Liability (\$1,000,000)
- ◆ Off-Site Liquor License (if providing alcoholic beverages)

Caterers and their employees must check-in with the security center located at the west end of the building. All parcels entering and leaving the facility are subject to inspection by OHC Security.

There is one loading dock available for delivery and pick-up of your equipment located at the west end of the building. Caterer should pull into loading dock area and unload, then immediately pull vehicle to parking area. No equipment or food is to be delivered through the front entry area of the OHC. A limited number of carts will be available at the dock for caterer and client convenience. All carts must be unloaded and returned to dock area.

Liquor must be delivered to the loading dock the day of the event and cannot be displayed or consumed in areas while the OHC is open to the general public. No keg beer is allowed. All liquor must be removed from OHC at the end of the event.

**By Executive Order 2012-01, all property of the State of Oklahoma including the Oklahoma History Center is tobacco free. No tobacco products are allowed on state property at any time.**

Caterer is responsible for providing their own electrical equipment and accessories.  
OHC will not be responsible for any equipment brought in by the caterer or an outside source.

No combustible materials, **no open flame**, candles, sterno (electric sterno only), cooking or sautéing, chocolate fountains, water related displays (such as fountains), smoke or fog machines allowed in the facility.

Public access areas cannot be set up prior to 4:00 p.m. the day of the event. Daytime events will be judged on a case by case basis.

Caterers are prohibited from using supplies and equipment owned and reserved for the OHC restaurant.

Caterers must understand that by using the OHC facilities they agree to accept responsibility for damages incurred by their staff to the facility and its property.

Caterers are responsible for the following clean-up procedures:

Clean tables, catering area, other spaces utilized for the event.

Clean walls if food is splashed on them.

Clean and dry sinks, counter tops and clean out floor drain.

Clean up spills in catering area and catering hallways as they occur throughout the event.

Clean and mop catering area and catering hallway floors.

Clear and wipe off all prep tables.

Remove all trash incurred by activities of the event in all spaces utilized for event.

Place all trash in OHC containers and remove to dock area dumpsters.

Events Office  
Oklahoma History Center  
800 Nazih Zuhdi Drive  
Oklahoma City, OK 73105  
405-522-0745



## Event Policies Requiring Mandatory Adherence

1. The Oklahoma History Center is first a museum and second an event center. There may be exhibits or sculptures added to our facility after you contract the use of the space; they may or may not be able to be relocated for your event. We will make every effort to minimize any impact these exhibits may have on your event.
2. For security reasons any item(s) larger than a briefcase (boxes, etc.), may not enter through the front doors; **they must enter and exit** through the OHC security/loading dock located at NE 24<sup>th</sup> St. and Lindsay (NW side of the building). **NO EXCEPTIONS**. Each person that enters will be asked to sign in and out upon exiting; one member of each party may receive a security badge in exchange for something of value (i.e.: car keys, driver's license, credit card) for door access. All event deliveries must first be scheduled through OHC event office at least 48 hours in advance. No delivery will be accepted without pre-approval from the OHC event office. All deliveries must be made the day of the event.
3. Set up is allowed two (2) hours prior to the beginning of an event, and clean up is limited to one (1) hour after the end of the event.
4. The OHC has the right to deny any activity or equipment usage that could damage the History Center or its contents. No stapling, taping or tacking of banners, decorations or other materials to any OHC fixtures, furnishings or any area of the building. No combustible materials, **no open flame**, candles, sterno (electric sterno only), cooking or sautéing, fireworks or sparklers, chocolate fountains, water related displays (such as fountains), smoke or fog machines allowed in the facility. Flowers to be used for events must be purchased and/or brought in by a licensed florist only. No living plants or soil is allowed at OHC. No **helium balloons**, tinsel, glitter, confetti, hay, hay bales, flower petals, rice, birdseed or soap bubbles may be used on the premises of the OHC. All decorations or items not owned by the OHC must be removed from the event space the day/evening of the event.
5. The customer will provide their own licensed caterer or utilize the OHC preferred caterer who is responsible for linens, china, silverware, and any other dining needs. OHC management reserves the right to approve all caterers. Please advise Events Office of your choice before final contracts are signed. Catering Policies and Procedures guidelines will be given to client to forward to their caterer. OHC reserves the right to refuse building access to any caterer who violates these policies. **No food or beverage in the Galleries.**
6. Persons attending a function while intoxicated or demonstrating unruly behavior may be detained by security. The OHC reserves the right to remove from its premises any person whose behavior is disruptive. Alcohol cannot be displayed or consumed in areas while the OHC is open to the general public. No keg beer is allowed.
7. The caterer and client will be responsible for cleaning tables, catering area and floor, other spaces utilized for the event, and removing all trash incurred by activities of the event. All **Trash** should be taken to and placed in the dumpsters located at the west end of building by loading dock area. All trash must be placed in the dumpster and not left on the ground.
8. By Executive Order 2012-01, all property of the State of Oklahoma including the Oklahoma History Center is tobacco free. No tobacco products are allowed on state property at any time.. All charges incurred due to fire system activation will be invoiced to client (minimum \$300).



## OHC EVENT ROOM CAPACITIES

| <b>EVENT SPACE AND AMENITIES</b>   | <b>BANQUET CAPACITY</b> | <b>RECEPTION CAPACITY</b> | <b>THEATRE CAPACITY</b> | <b>SQUARE FOOTAGE</b> | <b>AVAILABLE FOR USAGE</b> |
|--|-------------------------|---------------------------|-------------------------|-----------------------|----------------------------|
| <b>Chesapeake Event Center</b><br>Seminar capacity with crescent rounds(150)<br><i>Large rear projection screen and built-in stage</i> | 224                     | 300                       | 300-350                 | 3850 sq. ft.          | Day & Evening              |
| <b>Devon Great Hall</b>  | 304                     | 400+                      | 225-350                 | 4450 sq. ft.          | Evening                    |
| <b>West Family Hall</b>  | 136                     | 200                       | 150-175                 | 2080 sq. ft.          | Evening                    |
| <b>Walter's Plaza</b><br><i>Gateway to the Red River Journey also featuring the beautiful Colonial Dames Fountain</i>                  | 128                     | 150                       | 200-250                 | 700 sq. ft.           | Evening                    |
| <b>East Terrace</b><br><i>Featuring a sculpture by H. Holden "Monarch at Rest"</i>   | 128                     | 150                       | 200-250                 | 2600 sq. ft.          | Evening                    |
| <b>Atrium Bridge</b><br>Classrooms available <b>only</b> June-September, December, & January, and weekdays 10am to 5pm only            | 100                     | 150                       | 150                     | 3000 sq. ft.          | Evening                    |
| <b>Classroom A</b><br>Seminar capacity (20)  |                         |                           | 35                      | 425 sq. ft.           | Day                        |
| <b>Classroom B</b><br>Seminar capacity (20)  |                         |                           | 35                      | 425 sq. ft.           | Day                        |
| <b>Classroom A &amp; B</b><br>Seminar capacity (40)  |                         |                           | 70                      | 850 sq. ft.           | Day                        |
| <b>Musser Learning Lab</b><br>Seminar capacity (70)  |                         |                           | 130                     | 1100sq. ft.           | Day                        |