

**E.W. MARLAND ESTATE FACILITY RENTAL CONTRACT AND POLICIES (NON-RESIDENT)**

**901 Monument Road, Ponca City, Oklahoma 74604**

**580.767.0420**

Event Day/Date \_\_\_\_\_

# of Attendees \_\_\_\_\_ Alcohol \_\_\_\_\_

Event Type \_\_\_\_\_

# of Security Officers \_\_\_\_\_

Bride name \_\_\_\_\_ Groom Name \_\_\_\_\_

**Security Officer(s) are \$40.00 per hour per officer, paid to officer(s) before event begins.**

Ceremony Time \_\_\_\_\_ Reception Time \_\_\_\_\_

(Security Officers are contracted by the Marland Estate, but paid by the renter. Minimum charge for Security Officers is 2 hours.)

1. Renter Name (Refund will be issued to this renter)

**I AGREE TO PAY THE SECURITY OFFICER(S) \$40 PER OFFICER, PER HOUR BEFORE EVENT STARTS.**

\_\_\_\_\_

Renter Signature

Email \_\_\_\_\_

First half of Rental Fees, full Security Deposit, Contract, and Policies are required to reserve your event date and due at contract signing. Remaining balance of Rental Fee is due 90 days prior to your event.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ALL RENTAL FEES ARE NON-REFUNDABLE**

Phone1 \_\_\_\_\_ Phone2 \_\_\_\_\_

2. Alternate Contact \_\_\_\_\_

**PAYMENTS:**

Alt. Email \_\_\_\_\_

<u>Date Paid</u>	<u>Pmt. Method</u>	<u>Pmt. Amount</u>
1. _____	_____	_____
2. _____	_____	_____

Alt. Phone1 \_\_\_\_\_ Alt. Phone 2 \_\_\_\_\_

**RENTAL FEES - MANSION: (NON-REFUNDABLE)** \*All rentals include tables, chairs, and bridal suite

**TOTAL RENTAL PAYMENTS** \_\_\_\_\_

**PACKAGE**      **Mon-Thu**      **Fri-Sat**      **Initial Deposit/Balance Due**

**Lower Estate**    \$750.00    \$1,500.00    \_\_\_\_\_ / \_\_\_\_\_  
Hunt ballrooms; East patio; East lawn

**Upper Estate**    \$1,000.00    \$2,000.00    \_\_\_\_\_ / \_\_\_\_\_  
Upper Gallery ballroom; North Salon; North Patio; North lawn; East Terrace

**Entire Estate**    \$1,750.00    \$3,500.00    \_\_\_\_\_ / \_\_\_\_\_  
Upper Gallery and Lower Hunt ballrooms; North Salon; North Patio; East Terrace; North and East lawns; Lydie's Cottage

**SECURITY DEPOSIT (Refundable)** \$500.00 \_\_\_\_\_

Renter has received and read the Facility Rental Policies and Contract.

Renter understands any violation of these policies will revoke this contract and it will become null and void. If this is the case, Renter will peaceably vacate the premises immediately.

Renter agrees to indemnify and save the City of Ponca City/Marland Estate harmless, including providing legal defense for any claim arising pursuant to the Renter's activities.

\_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

**RENTAL FEES – LYDIE'S COTTAGE: (NON-REFUNDABLE)** \*Rental include tables, chairs (64 max. interior), red brick patio, and surrounding lawn. 2<sup>nd</sup> floor is NOT available during events.

**Mon-Thu**      **Fri-Sat**                      **Initial Deposit/Balance Due**

\$150.00    \$400.00                      \_\_\_\_\_ / \_\_\_\_\_

**SECURITY DEPOSIT (Refundable)** \$250.00 \_\_\_\_\_

Marland Estate Rep Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Please inquire about Residential and Non-Profit pricing**  
Form approved at 06.22.23 City Commission Meeting

**TOTAL RENTAL FEES** \_\_\_\_\_