

## ***Enid Symphony Center***

### ***2024-2025 Season Rental Pricing & Policies***

*The elegant beauty of the three main halls of the Enid Symphony Center makes the ESO an ideal location for celebrations such as anniversaries, luncheons, private parties, proms, receptions, recitals and weddings. The Jane Champlin Art Gallery and the Ballroom Theatre feature state of the art audio visual equipment for board and conference meetings and corporate training seminars.*

*Clients of the Enid Symphony Center may use the bar service, caterer, decorator, florist and photographer of their choice. A list of area vendors is included with the ESO rental contract. The courteous professional staff of the Enid Symphony Center will assure that the facilities are prepared and set to your specifications prior to your rental period and will be on site to provide assistance as needed throughout your event.*

*The Enid Symphony Center is equipped with a catering kitchen, banqueting tables and seating, audio visual equipment and a piano in each of the three main halls. The center features its own network which enables the broadcast of all events via the internet. The Enid Symphony Center is a fully accessible ADA compliant facility.*

*For further questions you may contact our office Monday thru Thursday, 10:00 am to 1:00 pm at 580-237-9646 or email us at [enidsymphony@aol.com](mailto:enidsymphony@aol.com). Our office is located on the 5th floor of the Enid Symphony Center at 301 W Broadway Ave, Enid, OK 73701. Rental viewings are scheduled by appointment only. Pricing and Details are as followed:*

### **WEDDING PACKAGES**

*Wedding packages include full-day use of rented facilities.*

**\$2,850 Package A** | Includes: Rehearsal, Rehearsal Dinner, Wedding & Reception. Price includes Joan Allen Symphony Hall, Eleanor Banquet Hall & Park Avenue Thrift Theatre; Two Days (Set up arranged between symphony and client)

**\$2,450 Package B** | Includes: Rehearsal, Wedding & Reception (no rehearsal dinner); use Joan Allen Symphony Hall, Eleanor Banquet Hall & Park Avenue Thrift Theatre; Two Days (Set up arranged between symphony and client)

**\$1,100 Package C** | Includes: Reception Only; use Eleanor Banquet Hall & Park Avenue Thrift Theatre; One Day only

**\$800 Package D** | Includes: Reception only; use Eleanor Banquet Hall OR Park Avenue Thrift Theatre; One Day only

**\$2 per guest** | use of chair covers (available in white or black). *Required* addition for rental.

*Wedding packages include free-of-charge: use of small kitchen, use of Egyptian Lobby, round and/or long tables, high top tables, sound systems, and in-room pianos.*

### **3-6 HOUR RENTALS**

*For events 3 hours or longer up to 6 hours **INCLUDING set-up and clean-up**. Events include memorials, luncheons/dinners, birthday parties, and others. **\$75 per additional hour**.*

**\$600** | Eleanor Hornbaker Banquet Hall (up to 120 guests)

**\$575** | Park Avenue Thrift Theatre (up to 96 guests)

**\$400** | Jane Champlin Art Gallery (up to 50 guests)

**\$300** | additional room add-on (PAT Theatre or Art Gallery only)

**\$2 per guest** | use of chair covers (available in white or black). *Required* addition for rental.

*General Event packages include free-of-charge: use of the small kitchen, use of Egyptian Lobby, round and/or long tables, high top tables, sound systems, and in-room pianos.*

### **RENTALS UP TO 3 HOURS**

*For events up to 3 hours **INCLUDING set-up and clean-up**. Events include luncheons, meetings, small parties, and recitals. Additional time will convert to the General Event package.*

**\$325** | Eleanor Hornbaker Banquet Hall (up to 120 guests) with food catered in. See catering policy. Includes use of small kitchen.

**\$300** | Eleanor Hornbaker Banquet Hall (Up to 120 guests). No catering allowed, courtesy snacks only. Does not include use of small kitchen.

**\$275** | Park Avenue Thrift Theatre (up to 96 guests) with food catered in. See catering policy. Includes use of small kitchen.

**\$250** | Park Avenue Thrift Theatre (up to 96 guests). No catering allowed, courtesy snacks only. Does not include use of small kitchen.

**\$250** | Jane Champlin Art Gallery (Up to 50 guests) with food catered in. See catering policy. Includes use of small kitchen.

**\$225** | Jane Champlin Art Gallery (Up to 50 guests). No catering allowed, courtesy snacks only.

**\$450** | Business Meetings in Joan Allen Symphony Hall (Up to 330 guests). No food allowed.

**\$200** | Performance Recitals in Joan Allen Symphony Hall (Up to 330 guests). No food allowed.

**\$2 per guest** | use of chair covers (available in white or black). *Required* addition for rental except Symphony Hall.

*Smaller Event packages include free-of-charge: use of Egyptian Lobby, round and/or long tables, high top tables, sound systems, and in-room pianos.*

## **ADD-ONS**

**\$100 large catering kitchen** | Adjacent to the Banquet Hall. Suited for catering prepared in-house. Includes ovens, ample counter space, microwave, and refrigerators.

**\$110 fee for bar set-up** | Required for all events serving alcohol.

**\$14 per person open bar** | If using open bar, this fee is required for all guests unless under 21.

**\$85 per room set up** | Back Sash Rental (available in white only)

**\$85 per room set up** | Gold Plate Chargers

## **POLICIES**

**CATERING POLICY:** Outside catering is allowed (and encouraged) with prior approval from Symphony Staff.

**ALCOHOL POLICY:** Events serving alcohol **MUST** have a licensed & insured bartender with license displayed for the full duration of the event. Any alcohol provided by ESO *will* be charged either individually or in open bar package.

**PAYMENT:** \$200 is required upfront to reserve the date and space. This will be allocated towards final event cost. Remaining event balance is due 7 days prior to day of event. Payment is accepted via cash, check, or card. Credit card payments will incur a 3.5% service fee.

**GUEST COUNT & CHAIR COVERS:** Guest count required day prior to event. Chair cover fees are required for all event rentals. *No refunds* will be given if not all guests attend.

**SECURITY DEPOSIT:** \$150 refundable security deposit is required prior to day of event. Security deposit is cash/check **ONLY** and will be returned to customer barring any damage to facilities.

**SET UP & TEARDOWN:** Event set-up and teardown **MUST** occur day of event and be scheduled directly with Events Coordinator. Decorations and food items not removed within 24 hours will be discarded by ESO.

**PROHIBITED DECORATIONS:** Use of flammable items including candles and sparklers, helium balloons, tape, and wall decorations are explicitly prohibited. Unauthorized use will result in automatic void of contract and no refund will be given.

**REFUNDS:** No refunds will be given unless contract is broken by ESO.

*Pricing & regulations updated 10.01.2024*

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Customer Signature & Date

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ESO Personnel Signature & Date