

Bacone College
Facility Reservation Request

Please complete and return this form to: Development Office-Bacone College
2299 Old Bacone Rd. Muskogee, OK 74403
(918) 781-7223

Name: _____ Today's Date _____

Type of Event: _____

Groom's Name _____ Bride's Name _____

Fees are assessed according to the following criteria:

Business/Organization Meetings & Event Pricing:

MONDAY-THURSDAY

(Depending on availability)

Wacoche: \$150/hr

Lucy Peters: \$100/hr

FRIDAY-SATURDAY

(Depending on availability)

Wacoche: \$250/hr; \$100 non-refundable reservation fee

Lucy Peters: \$150/hr; \$50 non-refundable reservation fee

Wedding Event Pricing:

FRIDAY-SATURDAY

(Depending on availability)

Chapel: Friday 5pm-10pm; Saturday 8am-10pm; \$400 non-refundable reservation fee/\$400 due 2 weeks prior to event - \$800 total.

Wacoche: Friday 5pm-10pm; Saturday 8am-10pm; \$300 non-refundable reservation fee/\$300 due 2 weeks prior to event - \$600 total.

Lucy Peters: Friday 5pm-10pm; Saturday 8am-10pm; \$200 non-refundable reservation fee/ \$400 due 2 weeks prior to event - \$600 total.

Wedding Package: Chapel & Wacoche: Friday 5pm-10pm; Saturday 8am-10pm; \$600 non-refundable reservation fee/ \$600 due 2 weeks prior to event - \$1200 total.

This package allows you to rehearse & decorate on Friday. We will be glad to host your rehearsal dinner as well!

I (we) would like to reserve the following facilities for the following date and times.

_____ From _____ Till _____
Building Day/Date

_____ From _____ Till _____
Building Day/Date

AGREEMENT

- A **non-refundable** reservation fee is required to reserve the facility. The balance of the rental is due no later than 2 weeks prior to the event.

CANCELLATION

- If written notice of cancellation is not received in our office 90 days prior to the date of the event your entire rental fee will be due. If you send written notice of cancellation before the 90 day deadline, you will lose only your deposit.

DATE CHANGE

- Change of date fee is \$50.00

DAMAGE DEPOSIT AGREEMENT

- The damage deposit of \$200 may be applied against any cost to repair or replace damage or loss occurring caused by you and your guests. This deposit will be due 14 days prior to your event. A personal check or credit card number will be sufficient for this payment. An inspection will be conducted by Bacone College before and after the event. You have the right and are encouraged to participate in the inspection. If by chance the damage deposit does not cover the repairs or replacement: the unpaid expenses will be billed to you and you agree to pay expenses within (10) days of receipt. This deposit may also be used to compensate for time used in excess of the scheduled /paid for amount. The damage deposit will be returned to you within 3 days after to the event. If you do not pick up the check, it will be voided and mailed back to you. A copy of the voided check will be on file at Bacone College.

FINAL BALANCE DUE DATE

- At time of rental agreement we will set up a 2 week prior appointment. At this appointment, we will decide on final count, seating arrangements and general details. Your entire balance plus the damage deposit will be due at this time. **NO EXCEPTIONS.**

GENERAL CONDITIONS

- Smoking is only permitted outside of the facilities.
- All food and beverages must be supplied by Sodexo, with the exception of wedding cakes and punch. Sodexo Food Service has exclusive rights to on campus catering. Contact Joanne McLain at Joanne.McLain@Sodexo.com or (918) 781-7252 for pricing information.
- Only approved fasteners may be used to hang signs or other material in the chapel.
- No rice, birdseed or confetti may be used. Bubbles, bells and balloons are some approved ideas.
- No shoe polish or shaving cream may be used that would harm the interior or exterior of the building. This includes the parking lot and sidewalks.
- Only drip less candles may be used inside the chapel.
- Consumption of alcoholic beverages is not allowed on the premises of Bacone College.

- The Chapel, Wacoche Hall, and/or Lucy Peters Hall must be left in the same condition in which it was found. This is in regards to furniture arrangement and cleanliness.
- **The painting on the front wall of the Chapel is not to be removed! Place a drape cloth over it is acceptable but any damages to the painting will become your responsibility.**

FAILURE TO COMPLY WITH THE GENERAL CONDITIONS WILL RESULT IN FORFEITURE OF \$200/\$400 DAMAGE DEPOSIT

- Bacone College shall not be held liable for any loss, stolen, missing or damaged personal property. Guest agrees to indemnify and hold Bacone College harmless from any and all claims arising from lost, stolen missing or damaged personal property.
- Guest agrees to release, indemnify and hold Bacone College harmless, including the attorney fees and costs incurred, from any and all claims or judgments arising from the guests' use of the facilities and surrounding areas, including but not limited to, any claims for damages and injury.
- Bacone College will be responsible for obtaining a signed copy of this contract agreement prior to rental.

Make Checks Payable to Bacone College.

Signature of Responsible Party

Date

Address

City, State, Zip

Telephone

For Office Use Only:

Reservation fee paid on _____ by check/cash in the amount of \$_____.

Balance due paid on _____ by check/cash in the amount of \$_____.