



Welcome,

We welcome you to our facility to enjoy an experience, party, or event. We strive to provide you with a warm and welcoming area to host your event.

## Amenities:

- Guests have access through a front door and a large back door for decorations.
- Two handicapped accessible bathrooms
- Full kitchen (wall oven, microwave, sink, refrigerator, 400 lb commercial ice maker)
- Two Large 8 ft islands
- Lounge areas with furniture
- Outside Catering and alcohol allowed
- 7-60 inch round tables with 56 chairs
- Blue-tooth Sound system with available audio equipment for rent
- Wireless Internet/Wi-Fi
- Large TV for meetings and parties

## Features:

- Max number of People for an Event: 80
- 3100 sq/ft of Event Space

## Parking:

Limited Parking during certain hours, please try to carpool and be considerate of others.

## Venue Rates:

### REQUIRED TO RESERVE DATE AND RATE:

- Signed Venue Agreement
- Half of the Reservation Rate (unless otherwise indicated)
- Credit Card information

-Rate time slots include entire set-up, event, and breakdown from first vendor in to last person out. Please allow enough time for your event to be set up and clean up for your event.

-½ of the reservation fee due at time of booking, Full Amount of Reservation Rate Due 30 Days Prior.

## EVENTS:

Events will be scheduled by hour, please allow enough time for set up and clean up. Events starts at your agreed time and ends at the agreed time. (Note: A new hour of billing begins after 15 minutes have passed following the end time.) **The venue will be opened 15 minutes before your start time for early access but not before.**

- Events Monday-Thursday (8am-10pm) \$135 per Hour with a 3-hour minimum.
- Events Friday-Sunday (8pm-10pm) \$150 per Hour with a 3-hour minimum.

## Booking

- Dates will be reserved when the following have been submitted:
  1. Signed Venue Agreement (Last Page of this document).
  2. Reservation Fee Down Payment of 50% or Payment in Full if event is less than 30 days out. (Non-refundable, even if rescheduling date).
  3. Copy of Credit Card and billing address.
  4. Remaining Reservation Fee required 30 days prior to Event Date.  
-Credit Card on file will be charged for repair or replacement value in the event of property damage or theft. Host will be given a receipt with an explanation within 72 hours of damage and card being charged.  
-Credit Card may be used for remaining balance or rental fees, upon host approval.

## Cancellations

- Event Reservation Fee Down Payments are non-refundable and non-transferrable to another date. If you would like to reschedule your event, the new date will be treated as an entirely new event and your original down payment will not transfer to hold new date.
- Cancellations within 30 days of the event date will forfeit the total rental fee.
- The Venue at Melrose on May reserves the right to postpone any event due to safety concerns.
- Should weather become imminent, as determined by Melrose on May, you will be given the option to reschedule your event (based on venue availability).
- Melrose on May retains the right to cancel any event for any reasons.

## AGREEMENTS OF MELROSE ON MAY EVENTS:

- HOST agrees to a contractual start and end time. This time includes first vendor in through and last person out. Events must be concluded by agreed time. (Overage of any amount of time will be charged to the credit card on file at a rate of \$135.00 per hour). **Venue will be opened 15 minutes before the booking time as a courtesy and must show up on time to open.**
- HOST agrees to remove all personal belongings, decorations, rental equipment, flowers, trash, etc. at the conclusion of the event. Please arrange pick-up of personal and /or rented items. All balloons must be removed or disposed of in the trash. Any items left after the conclusion of the event may result in an added cleaning fee charge of \$55.00.
- HOST understands the venue is not responsible for any gifts, keepsakes, flowers, personal items, etc. left behind at the conclusion of the event. In the event decorations, packing materials, large boxes, or trash is left in the venue following the event, a cleaning fee will be deducted and charged to the card on file of \$85.00.
- HOST agrees not to move or remove any venue fixtures without full consent of Melrose on May. **Venue furniture must be put back the way it was found. \$85.00 fee for replacing venue the way it was found.**
- HOST is responsible for any damages at Melrose on May due to negligence, including actions of GUESTS during the contracted rental period. (Damages will be charged to the credit card on file upon review.)
- HOST will approve all decorations being attached to the walls and property. The method of attachment must be approved by Melrose on May prior to set up. Please use zip ties or string to stabilize. No duct tape, scotch tape, nails or screws are allowed as it will damage the property and will result in charges to the credit card for the amount of repair.
- HOST agrees to not use glitter, confetti, flower petals, birdseed, hay bales or any similarly compared materials and will result in an added fee of \$125.00.
- HOST understand only enclosed flames are allowed on the property. (See Events Coordinator for further clarification if needed.)
- HOST understands tobacco use or smoking, including vapor and hookah or chewing tobacco, is strictly prohibited on the premises of Melrose on May Events by any persons. Smoking may occur 20 feet away from the building and all cigarette butts must be discarded in proper container.
- HOST understands food can be provided by a caterer or food brought in by the HOST.
- HOST understands the Venue at Melrose on May is not rentable to third party events, events requiring a cover-charge for profit or open to the general public.
- HOST is responsible for communicating Venue Agreements to other vendors hired for their event.
- **HOST guests and children must remain in the building and not be wandering in the parking lot due to liability reasons.**

## Special Dates and Rates

- The Venue is unavailable for rent on certain dates: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, July 4, Thanksgiving
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## Weather

- We rely on the most up-to-date national weather forecasting data, as well as reports from several surrounding communication facilities in Oklahoma.
- If your event will be affected by imminent weather (tornado, ice storm) please note that the following policies will be implemented at once:
  - o You will be offered the option to reschedule to a date and/or timeline when Melrose has an open date. If you do not have the flexibility for rescheduling, your contract will be forfeited, WITHOUT REFUND of any payments.

## Alcohol Policies

- HOST understands and agrees to the Alcohol Policies
  1. Alcohol is allowed on the premises with authorization of Melrose on May. This is a BYOB ruling by the Able commission.
  2. Alcohol is encouraged to be served by a licensed bartender if a large event.
  3. Melrose on May has zero-tolerance policy for under-age drinking. It is illegal and authorities will be contacted.
  4. Sneaking in alcohol unbeknownst to Melrose on May during any type of event will result in forfeiture of space without refund.

## Add-Ons:

Microphone/Speaker: \$25

Teacups/Teapots: \$50

Punch Bowl: \$20

Two Large Coffee Urns: \$15

Cake Stands: \$20

**Providing your own event food is allowed**

# VENUE AGREEMENT

(PAGE DUE UPON BOOKING)

This is a contractually binding agreement between the HOST and Melrose on May. The completion of the form indicates the HOST understands and agrees to uphold the Agreements guaranteed by a signed contract and completed reservation. A reservation requires a signed Venue Agreement, half of the rate or full rate, and a copy of a credit card with address. This contract supersedes all oral agreements.

DATE OF EVENT: \_\_\_\_\_ Time of party: \_\_\_\_\_

HOST NAME: \_\_\_\_\_ Type of party: \_\_\_\_\_

HOST EMAIL: \_\_\_\_\_

HOST CELL NUMBER: \_\_\_\_\_

\_\_\_\_\_. STANDARD EVENT: Monday – Thursday (8am-10pm) \$135/hour

\_\_\_\_\_. STANDARD EVENT: Friday – Saturday – Sunday (8am-10pm) \$150/hour

YES, I HAVE RECEIVED & REVIEWED THE VENUE AGREEMENT & AGREE TO ALL TERMS AND CONDITIONS.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## CREDIT CARD INFORMATION

Visa,  Mastercard,  American Express

Card # \_\_\_\_\_

Exp: \_\_\_\_\_

CVS: \_\_\_\_\_

Zip code: \_\_\_\_\_

Amount: \_\_\_\_\_

3%: \_\_\_\_\_

Total: \_\_\_\_\_

There is a 3.00% Charge on Credit Card Usage that is automatically added on.

## Bluetooth Receiver Instructions

1. Stand next to receiver with iphone.
2. Clear all Bluetooth settings
3. Hold Bluetooth button on remote down till it syncs with iphone.
4. If having difficulties please unplug from wall to reset the receiver.

### Using the TV for videos or games

Must use a HDMI cord and plugs in behind the TV on the right side  
Can use a Flash Drive also and also connects to the back of the TV