



Glenpool Conference Center User Agreement

This Agreement dated _____, 20____, is entered into by and between the Glenpool Industrial Authority, an Oklahoma Statutory Trust, d/b/a the Glenpool Conference Center, 12205 S. Yukon Ave., Glenpool, OK 74033 ("Lessor" or "Conference Center" as applicable) and
[Renter/Organization] _____ ("Lessee")

To be used for: **[name of event and brief description of function]** _____

On the following: **[date(s)]** _____

Room(s) to be Rented: _____

Contact Name*: _____ Phone Number: _____

****Contact will be required to present proof of age and will be responsible for all obligations of the Lessor.***

Mailing Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Rental Time: (From) _____ (To) _____ Event Start Time: _____

Expected Attendance: _____ Kitchen Fee (\$100) _____

Clean-Up Fee: 200 guests or more (\$150) _____ 350 or more guests (\$300) _____

Alcohol Being Served? _____ Alcohol Request Submitted: Yes _____ **[No alcohol may be served without separate agreement]**

Rental Equipment Information (please provide the quantity requested)

8' Rectangle Tables (\$5) _____ 6' Rectangle Tables (\$5) _____ 60" Round Tables (\$5) _____

Brown Banquet Chairs (\$1) _____ Bistro Tables (\$7) _____ Beverage Dispensers (\$5) _____

75" TV (\$50) _____ Theatre Projector (\$50) _____ Portable Projector (\$30) _____

Outdoor sound system (\$50) _____ Podium _____ Handheld/Headset Mic. _____

Beverage Service (\$1 per person with a \$25 set-up fee; includes tea, coffee, water) _____

Additional details: _____

Indicate the type of set-up:

Self-Set-up _____ Self-Tear Down _____ Weekday: GCC staff set-up/tear down (fee of \$3 per table and \$1 per chair) _____

Weekend: GCC staff set-up (fee of \$3 per table and \$1 per chair) _____ GCC staff tear down (fee of \$3 per table and \$1 per chair) _____

Room Rental Amount: _____ **Deposit Amount:** _____

Quoted Total Price: _____ as of **[date]** _____

- **Deposit will be applied to balance total amount – Lessee will be responsible for all damages and/or violations of Conference Center policy, to be assessed immediately following event.**

FOR THE LESSOR
GLENPOOL CONFERENCE CENTER

FOR THE LESSEE

Date: _____

Date: _____