



Oklahoma Children's Theatre
 MORE THAN 30 YEARS OF INSPIRING YOUNG IMAGINATIONS

2501 N Blackwelder, Oklahoma City 73106
 (405) 208 6200
www.oklahomachildrenstheatre.org

**Arts Annex
 Rental Application**

Applicant(s) Information				
Name/Responsible Party				
Organization/Company				
Website				
Address				
Phone				
Email				
Are you a non-profit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide EIN:	
Event Details				
Event Title/Description				
List Date & Times space is needed	Date	Times	Date	Times
Space Requested	<input type="checkbox"/> Classroom <input type="checkbox"/> Dance Studio <input type="checkbox"/> Circle Gallery <input type="checkbox"/> Main Gallery <input type="checkbox"/> Theatre <input type="checkbox"/> Garden/Playground			
Event Type	<input type="checkbox"/> Private	<input type="checkbox"/> Public	Are tickets being sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Attendance				

Will kitchen access be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Will food/drink be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Will amplified sound be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Will Wi-Fi access be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Additional Event Information

Policy Agreement

Initial _____ I have reviewed guidelines and policies on building and rental usage.

Initial _____ In case of an emergency or for reasons beyond the OCT’s control, OCT reserves the right to cancel the rental agreement prior to scheduled use without liability. Refunds will be made if cancellation by OCT is necessary.

Initial _____ I understand that my rental time is inclusive to set-up and clean-up time and will not gain access to my facility rental before said time on contract.

Initial _____ I understand rentals can be canceled by providing a written notice of cancellation at least 14 days prior to rental start date. A refund of all fees paid, minus any deposit paid, will be issued by the original payment method or check within 21 days.

Initial _____ I understand that all rentals outside the hours of 9:00 am – 5:00 pm Monday - Friday, will be charged an additional \$30.00 per hour. This fee is charged in 1 hour increments and must be paid prior to event start.

Initial _____ I understand I am required to leave all spaces in the same general condition that they are received in. All debris and trash must be bagged immediately. I understand a cleaning fee of \$150.00 will be issued if space is not returned to prior condition.

Initial _____ I understand that this is a smoke and weapon free facility. Use of confetti or glitter is prohibited in all areas of the facility, and balloons are prohibited in the theatre.

Initial _____ I agree that I will be responsible for the behavior, actions etc. of all of the attendants at my event/activity.

Initial _____ I understand and agree to any additional requirements if alcohol is served, including licensing, security, and additional insurance. Copies of licenses will be provided to Oklahoma Children’s Theatre at least 14 days prior to the event.

Initial _____ I agree to provide a certificate of insurance of \$1,000,000 or more naming Oklahoma Children’s Theatre, its agents, employees, and volunteers as Additional Insured. Proof must be provided 14 days prior to the event.

Initial _____ I agree to fully indemnify, defend, and save harmless, Oklahoma Children’s Theatre, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by Oklahoma Children’s Theatre’s attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as “Liabilities”), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of Oklahoma Children’s Theatre facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Agreement and Signature

I, the undersigned have read the rules and regulations with reference to this application. I confirm the information contained herein is complete and accurate and agree to the conditions set forth.

Name (Printed)			
Signature		Date	

Office Use Only

Received Date		Staff	
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Notes