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Arts Annex Rental Information



The Arts Annex is a multi-purpose facility centrally located at the State Fair, which offers a wide range of flexible space options for special events and performances.

Available spaces include multipurpose classrooms, a small gallery, dedicated dance studios, an expansive center gallery, a fenced outdoor area with playground, as well as a dedicated theatre space.

All areas have restroom access and high-speed internet access and kitchen facilities are available on request.

Rental Rate Schedule

Rates as of 6/15/2021

Space	Daily Rate <i>Mon – Fri, 9:00 am – 5:00 pm only</i>
Classrooms	\$85.00
Dance Studios	\$85.00
Circle Gallery	\$85.00
Main Gallery	\$425.00
Theatre	\$325.00
Garden/Playground	\$220.00
<i>Additional hours before and/or after these set times will be charged \$30.00 per hour. A 10% discount will apply to consecutive multi-day rentals. (Space fee only)</i>	
Other Costs & Fees	
Non-Refundable Deposit (<i>Due at time of application</i>)	\$150.00
Wi-Fi Access	\$10.00 / day
Kitchen Access (<i>Included in Main Gallery rentals</i>)	\$25.00 / day
Theatre Security Deposit (<i>Theatre rentals only</i>)	\$300.00
Unused Space Fee (<i>For rentals where access is not needed on a particular day. Charged in lieu of daily rate. No facility access on these days.</i>)	\$100.00

Reservation Process

- 1) Read through this handbook, book a tour, and decide if a rental at the Arts Annex is right for your event.
- 2) Contact us to confirm space availability and request a Rental Quote. For more complicated rentals we may require you to complete a rental application before a quote can be made.
- 3) Complete and submit your signed Rental Application, Rental Quote and nonrefundable deposit.
Rentals cannot be secured until forms are received and deposit is paid.
- 4) After we receive your completed documents and deposit we will email you a confirmation, along with information about the next steps to take.
- 5) Approximately 2-3 weeks before your reservation we will be in touch regarding any event changes and other rental details.
- 6) 14 days prior to your event you will be required to pay any remaining balance and provide proof of insurance.

Frequently Asked Questions

How can I see the spaces?

Tours of the facility may be arranged during our regular business hours by calling 405-208-6200 or emailing reception@oklahomachildrenstheatre.org.

How far in advance should I submit my application?

The Arts Annex is a multi-purpose facility that features periods of high demand. We encourage applicants to reach out as early as possible, however applications for events are only accepted up to 6 months in advance.

What are the Rental Hours?

All spaces within the Arts Annex must be rented by the day and will be available Monday – Friday, 9:00am – 5:00pm. Partial day rentals are not available. Rental access is available outside of these hours from 7:00am – 11:00pm for an additional hourly fee.

When are my Rental Fees due, and how can I pay?

A \$150 deposit is required to secure your reservation with the remainder due at least 14 days prior to your event. Payment can be made by check, credit card, or cash.

Do you offer discounts?

A 10% discount will be applied for consecutive multi-day rentals. Registered 501(c)3 organizations are also eligible for a 25% discount on their daily rental fee. Evidence of status is required. Discounts only apply to daily rate, does not apply to deposits, or other fees.

What if my event changes?

We know plans change and we'll be happy to make all reasonable updates to your rental agreement as needed.

What else do I need to know?

Please read through this handout carefully. It will answer most of your general questions. For other questions please contact us at 405-208-6200 or at reception@oklahomachildrenstheatre.org.

Rental Policies

Our general rental policies are below. Additional requirements may be listed on your rental agreement.

General

- A signed and completed Rental Application, Rental Quote, and \$150 deposit is required to secure reservation. Remaining balance due 14 days prior to rental start. All deposits are non-refundable.
- A certificate of insurance of \$1,000,000 or more naming Oklahoma Children's Theatre as Additional Insured must be provided 14 days before the event.
- The Arts Annex is a smoke and weapon free facility.

- The lessee is responsible for bagging all trash, removing any decorations or other items, and leaving the space in an acceptable manner. A cleaning fee of \$150 will be charged for spaces not returned to their original manner.
- Your rental application form must specify if alcohol will be served. The rental party is responsible for any required liquor license and proof of license must be provided prior to event start. Security, at the rental party's expense, will be required for private events serving alcohol with more than 50 people in attendance, or for any public event where alcohol is served.

Theatre Rental

- Rentals of the theatre include 1 hour of technical setup and support. Additional time will be billed at \$45.00 per hour. A \$300.00 security deposit is required for all theatre rentals.
- The renter will incur reasonable costs for repair or replacement of any equipment loss or damage suffered during their occupancy, however caused.
- No Food or drink is allowed in the theatre or on the stage, except bottled water.
- The use of glitter, balloons, and confetti are strictly prohibited in the theatre.
- Seating capacity is 120 and maximum theatre occupancy is 200 people.
- Please use the Additional Event Information section to explain any technical requirements your event will have. Specific questions regarding theatre technical capabilities can be sent to nathan@oklahomachildrenstheatre.org.

Cancellation and Refunds

- Rentals can be cancelled by providing a written notice of cancellation at least 14 days prior to rental start date. A refund of all fees paid, minus your non-refundable deposit, will be issued by the original payment method or check within 21 days of cancellation.
- Force Majeure: Rental Agreements agreement are subject to cancellation due to acts of God, war, government regulation, natural disaster, strike, civil disorder or any other emergency beyond the Lessor's control.
- Oklahoma Children's Theatre reserves the right to cancel any rental agreement in the event of emergency situations, where we are unable to provide the space as advertised (e.g. unplanned maintenance or other circumstance), where we feel there is reasonable cause that the event does not match descriptions provided on the application, or where the lessee or their party has failed to comply with rental policies. In the event the rental agreement is cancelled by Oklahoma Children's Theatre a full refund or prorated amount will be provided.