

# THE MOORE-LINDSAY HISTORIC HOUSE MUSEUM BIRTHDAY PARTY PACKAGE CONTRACT

*Updated February 2019*

This Agreement entered into by and between Cleveland County Historical Society (CCHS), guardians of the Moore-Lindsay Historic House Museum (MLHHM), and the undersigned, "Customer," agree to the following terms:

**1. Venue.** CCHS rents the Carriage House and Historic House on the grounds located at 508 N Peters ("Venue"), Norman, OK to Customer. The Venue will only open to exclusively to guests of the below-signed Customer.

**2. Date & Time.** The Event will be held: \_\_\_\_\_. The Event will begin at: \_\_\_\_\_ and will end at: \_\_\_\_\_. The Carriage House will be open for set-up at: \_\_\_\_\_ and remain open for clean-up until: \_\_\_\_\_.

### **3. Event Attendees.**

- Birthday parties at the MLHHM are limited to 20 total attendees, with a maximum of 12 tea party participants. Due to space constraints, this number is not negotiable.
- At least 2-4 of the attendees must be adults. MLHHM staff will not be available to supervise children; please plan accordingly.
- It is recommended that tea party participants be 6-11 years old. The Customer must ensure that all attendees follow general museum rules.

### **4. Event Description.**

- Birthday parties at the MLHHM last two hours and include:
  - Use of the Carriage House for the tea party
  - Use of MLHHM tea party china
  - Parlor games and a scavenger hunt in the Historic House, led by museum staff, approximately 30-45 minutes of party time
  - Use of the Formal Parlor in the Historic House for opening gifts (seating on the floor or in folding chairs)
- All food and drink will be provided by the Customer and must remain in the Carriage House

**5. Decorating.** Only the Carriage House can be decorated for birthday parties. All decorations must be cleared with CCHS before the event. There can be no tape, tacks, glitter, or confetti of any kind. The Carriage House will be open to the Customer for decorating, set-up, and clean up half an hour before and after the party

time on the day of the event. All decorations must be removed by the Customer after the party. See 8. *Cleaning and Cleaning Deposit*.

## **6. Prohibitions.**

- Food and drink are not allowed in the Historic House, but are absolutely allowed in the Carriage House, outside on the porches, and in the yard.
- Furnishings and artifacts inside the museum are not to be handled or relocated unless cleared with the Board in advance. Also, museum furniture is not to be used for seating unless pre-approval is granted by CCHS.
- The MLHHM is a smoke and alcohol free building. All alcoholic beverages and smoking are forbidden on City of Norman property.
- Use of any type of open flame (candles, et al) is strictly prohibited in or around the Carriage House or Historic House.

**7. Parking.** Parking is available in the alley way to the north of the Carriage House, on some of the streets in the adjacent neighborhood, and the two paved spots next to the Historic House.

**8. Party Times.** Birthday parties may be booked on Saturdays 11am-4pm, with the exception of the first Saturday of every month, which is only available 1-4pm. Parties will last 2 hours, with the Carriage House open an extra half hour before and after the party for set-up and clean-up.

**9. Cleaning and Cleaning Deposit.** Customer shall pay a **\$50** cleaning deposit, to be held by the CCHS. Customer will be responsible for putting all trash into trash cans, rinsing all MLHHM dishes and placing them in the sink, removing all decorations, and other basic cleaning tasks. MLHHM staff will wash MLHHM dishes, sweep/mop the floors, and take out the trash. If the customer leaves the MLHHM in reasonable condition, the CCHS will return the deposit at the end of the event. If the customer has not fulfilled their cleaning duties, or if damage has occurred, CCHS will keep the \$50 cleaning depot to hire a professional cleaning company to clean the Venue, or for repairs to the Venue.

**10. Cost.** Customer shall pay **\$150** for use of the Venue for two hours, plus a half-hour in the Carriage House before and after the event. This event is booked for the day & time described above and thereby eliminates CCHS opportunities for booking other events for that day; therefore, this amount is paid at the time of signing this contract and is non-refundable.

**11. Indemnification.** Customer shall be liable for his/her actions and that of his/her guests.

**12. Event Staff.** CCHS will have staff on duty in the Museum to assist the Customer in matters pertaining directly to the maintenance and operation of the Venue during the event. MLHHM staff will lead parlor games and/or a scavenger hunt in the Historic House, accounting for approximately 30-45 minutes of party time. Other than this time, staff will not be involved in hosting or leading birthday parties. Please note that MLHHM staff is not responsible for assistance in decorating, greeting guests, serving food, supervising children, or directing the event (aside from the above-mentioned games).

**13. Special Provisions,** *which may add an additional cost – if so, noted here.*

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**14.** The Customer shall not hold Cleveland County Historical Society, Guardians of the Moore-Lindsay Historic House Museum, or the City of Norman, owners of the MLHHM, liable for injury, loss or damage during the time of the event.

**TOTAL AMOUNT DUE:** \$150, +\$50 cleaning deposit  
Payment Method: CASH      CARD      CHECK (#\_\_\_\_\_)

***AGREED UPON BY:***

Customer Name: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CCHS Representative Name: \_\_\_\_\_

CCHS Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Customer Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_