Cleveland County Historical Society
Moore-Lindsay Historical House Museum
508 N. Peters Avenue • Norman, OK 73069
405-321-0156 • mlhhmuseum@gmail.com
www.normanmuseum.org • www.clevelandcountyhistoricalsociety.com

Birthday Party Package Contract

Customer and Event Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Event Date: _____ Event Time: _____

Name & Age of Birthday Guest of Honor: _____

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

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

2. Date & Time. Birthday parties may be booked on Saturdays between 11am and 4pm. Parties will last 2 hours, with the Carriage House open an extra hour before and after the party for set-up and clean-up.

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 at least 6 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 Historical House, led by museum staff, approximately 30-45 minutes of party time
    - Use of the Formal Parlor in the Historical 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 for 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.

6. Prohibitions.

- Food and drink are not allowed in the Historical House, but are 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 CCHS approval is granted in advance. Also, museum furniture is not to be used for seating, with the exception of a few pre-approved pieces.
- The MLHHM is a tobacco-free, smoke-free (including vapes) and alcohol-free building. The MLHHM property is owned by the City of Norman, and alcohol, tobacco, and/or cannabis use is forbidden on all City of Norman property.
- Use of any type of open flame (including candles) is strictly prohibited in or around the Carriage House or Historical House.

7. Parking. Parking is available in the alley to the north of the Carriage House, on some of the streets in the adjacent neighborhood, and the two paved spots next to the Historical House. If additional parking is needed, a parking variance may be requested from the Norman Police Department to allow parking in the grassy lot north of the Carriage House. This must be filed at least a week in advance, and approval is determined by NPD.

8. Cleaning and Cleaning Deposit. Customer shall pay a $50 cleaning deposit, to be held by CCHS. This amount is due at the time of signing this contract and is refundable after the event if conditions are met. Customer will be responsible for putting all trash into trash cans, rinsing all MLHHM dishes and placing them in the sink, removing all decorations, sweeping the floors, and other basic cleaning tasks. MLHHM staff will wash MLHHM dishes, mop the floors, and take out the trash. If the customer leaves the MLHHM in reasonable condition, CCHS will return the deposit at the end of the event. If the customer has not fulfilled their cleaning duties, or if damage to Venue or its property has occurred, CCHS will keep the $50 cleaning depot to hire a professional cleaning company to clean the Venue or to fund necessary repairs to the Venue. Additional fees may be assessed if serious damage has occurred.

9. Cost. Customer shall pay $150 for use of the Venue for two hours, plus one 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 must be paid at least one week before the event date and is non-refundable.

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

11. 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 Historical 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 does not provide assistance in decorating, greeting guests, serving food, supervising children, or directing the event (aside from the above-mentioned games).

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

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13. Liability Waiver. The Customer shall not hold the Cleveland County Historical Society, the Moore-Lindsay Historical House Museum, or the City of Norman liable for any injury, loss, or damage associated with this event.

14. Total Amount Due: $150/hour party fee + $50 cleaning deposit = $200

- $50 Cleaning Deposit Date Paid:_____
  Payment Method: ☐CASH ☐ CARD ☐ CHECK #_____
  - *Note: If paying by check or card, the deposit and the rental fee must be paid separately. Deposits paid by check will not be processed until after the event, and the check will be returned to the customer uncashed if the Venue is in satisfactory condition after the event.*

- $150 Birthday Party Fee Date Paid:_____
  Payment Method: ☐CASH ☐ CARD ☐ CHECK #_____

- Deposit Returned: ☐Yes ☐ No Date: _____
  Return Method: ☐ CASH ☐ CARD REFUND ☐ RETURNED CHECK
  Reason for Refusal to Refund Deposit: _____

  _____

15. Agreement.

By signing below, I agree to abide by the conditions set forth above.

Customer Name: _____

Customer Signature: _____ Date: _____

CCHS Representative Name: _____

CCHS Representative Signature: _____ Date: _____