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Historical House/Carriage House Private Event Rental Contract

Updated December 2024

This Agreement is entered into by and between 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/or Historical House on the grounds located at 508 N Peters ("Venue"), Norman, OK, to Customer. The Venue may only be rented to host private events and will be open exclusively to the guests of the below-signed Customer.

2. Date & Time. The Event will be held: _____. The Event will begin at _____ and end at: _____.

3. Types of Events/Seating.

Historical House (Formal Parlor):

- Formal Parlor Seated Audience: 25 attendees maximum, in folding chairs
- Other options may be requested but must be approved by CCHS staff.

Carriage House:

- Seated Audience: 25 attendees maximum
- Board Room set-up: 16 attendees at long board table (pull down screen available)
- Party/luncheon set-up: 16 attendees at 4 card tables
- Kids at craft tables: 18 attendees at long folding craft tables
- Kids seated on floor: 35 attendees maximum
- Other options as proposed.

4. Decorating. All decorations must be cleared with the CCHS before the event. There can be no tape, tacks, glitter, or confetti of any kind. All decorations must be removed by the Customer after the event.

5. 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 marijuana 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.

6. 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 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.

7. Times of Rental. The Carriage House may be rented from 10 AM-5 PM Tuesday-Saturday. Other times may be negotiated if needed.

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, removing all decorations, sweeping the floors, and other basic cleaning tasks. 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. Venue Rental Fee. Rental of the MLHHM is \$50 per hour, with a two-hour minimum. Customer shall pay: _____ for use of the Venue. 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.

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. Please note that event staff is not responsible for decorating, greeting guests, and/or directing the event.

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