



508 N. Peters Avenue • Norman, OK 73069  
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www.normanmuseum.org

## Historical House/Carriage House Private Event Rental Contract

Updated October 2025

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 will provide the Carriage House and/or Historical House on the grounds located at 508 N Peters ("Venue"), Norman, OK, for use by the Customer as specified below. 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. Seating.** The customer is responsible for setting up and taking down all folding tables and chairs used for the event.

Historical House (Formal Parlor):

- Formal Parlor Seated Audience: 20 attendees maximum, in folding chairs
- Other options may be requested but must be approved by CCHS staff.

Carriage House:

- Seated Audience: 20 attendees maximum
- Board Room set-up: 16 attendees at long 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: 30 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 unless pre-approved by MLHHM staff, 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), cannabis-free, 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. It is the responsibility of the customer to file parking variance requests, but MLHHM staff can provide assistance if needed.

**7. Times of Rental.** The property may be rented from 11 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. A deposit equal to 50% of the total rental fee is due at the time of signing this agreement. The remaining balance may be paid on the day of the event. The venue is reserved for the date and time specified above, which prevents CCHS from booking other events on that day. As a result, the rental fee is only refundable if the booking is canceled more than 48 hours in advance. If CCHS cancels the booking for any reason, the rental fee and cleaning deposit will be fully refunded.

**10. 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.

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

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**12. Liability Waiver and Indemnification.** The customer shall be liable for their own actions and those of their guests, including any minors in attendance. By signing this contract, you expressly and specifically agree to release, forever discharge, and hold harmless the Moore-Lindsay Historical House Museum, the Cleveland County Historical Society, the City of Norman, all associated representatives and employees, and their successors (hereinafter referred to as “venue management”) and from any and all liability for injury, illness, death, property damage, or loss resulting from activities during the rental period, including those involving minors under your supervision. By signing this contract, you acknowledge and agree that this release discharges venue management from any liability or claim you, your guests, or any minors in your care may have for bodily injury, personal injury, illness, death, or property damage that may occur during the rental, whether caused by the negligence of venue management or otherwise. You also understand that venue management does not assume any responsibility for, nor is it obligated to provide, financial or other assistance in the event of injury or illness, including but not limited to medical, health, or disability insurance.

**14. Total Amount Due.** \$50/hour rental fee\* \_\_\_ hours + \$50 cleaning deposit = \$\_\_\_

- \$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.*
  
  - Rental 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: \_\_\_\_\_
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**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: \_\_\_\_\_

Customer Contact Information:

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

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

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