

**THE MOORE-LINDSAY HISTORIC HOUSE MUSEUM  
HISTORIC HOUSE/CARRIAGE HOUSE RENTAL CONTRACT  
For Private Events  
*Updated October 2018***

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 or Historic 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 only open to the exclusive guests of the below-signed Customer.

2. **Date & Time.** The Event will be held: \_\_\_\_\_. The Event will begin at: \_\_\_\_\_. Event will end at: \_\_\_\_\_.

3. **Types of Events/Seating:**

**Historic House (Formal Parlor):**

- Formal Parlor Seated Audience: 25 attendees max. in folding chairs (there is no other seating available in the House).

**Carriage House:**

- Seated Audience: 25 attendees maximum
- Board Room set-up: 17 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. The Venue will be open to customer for decorating at \_\_\_\_\_ the day of the event. See 8. *Cleaning and Cleaning Deposit.*

5. **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 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.

**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 Historic House.

**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 the following cleaning deposit: **\$50.00** to be held by the CCHS. Customer shall clean the Venue to its original condition by the end time of the Event. If so, the CCHS will return the deposit at the end of the event. If the Venue is not returned to its previous condition, or 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.

**9. Cost of Rental.** \$50 per hour, with a two-hour minimum

**10. Venue Rental Fee.** 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.

**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. Please note that event staff is not responsible for assistance in decorating, greeting guests, and directing the event.

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

---

---

---

**14.** The Vendor 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:** \$\_\_\_\_\_ 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: \_\_\_\_\_