

RENTAL APPLICATION
Millard K. Ingram Community Room and/or Gazebo/Patio
Santa Fe Station (The Depot)

A \$400.00 refundable* deposit is required before a date is officially reserved.
Rental fee for Millard K. Ingram Community Room - \$400.00 per day (8 a.m. – 12 midnight)
Rental Fee for Gazebo/Patio only - \$150.00 per day (8 a.m. – 12 midnight) or \$100.00 when
rented with Millard K. Ingram Community Room (8 a.m. – midnight)

Name of Event _____ Date of Event _____
 Sponsoring Organization _____ Phone _____

Primary Contact _____ Email _____
 Phone _____ (mobile) _____ (home) _____ (work)
 Address _____
 Street/PO Box _____ City _____ State _____ Zip _____

Alternate Contact _____ Email _____
 Phone _____ (mobile) _____ (home) _____ (work)
 Address _____
 Street/PO Box _____ City _____ State _____ Zip _____

Number of guests expected _____ Event start time _____ Event end time _____
 Name of caterer _____ Phone _____
 Will alcohol be served? Yes No (Security guard is required if Yes; hired through AMSA)

For Office Use Only

Deposit (\$400 required at booking)
 Date received _____ Cash _____ Check # _____ CC _____ PayPal _____

Rental Fee (\$400 for rental)
 Date received _____ Cash _____ Check # _____ CC _____ PayPal _____

Security Guard (If alcohol is served, \$25-\$30/hour of total event time.)
 Total Hours Contracted _____ Rate Paid _____ Total Cost _____
 Date received _____ Cash _____ Check # _____ CC _____ PayPal _____

Facility Key (Rental Fee must be paid in full before a facility key is issued.)
 Key number _____ Date issued _____ Date returned _____
 Issued to _____
 Renter's Name (printed) _____ Renter's Signature _____ Date _____

Catering Fee Total charged by caterer _____ 10% due AMSA _____
 Date received _____ Cash _____ Check # _____ CC _____ PayPal _____

DEPOSIT REFUND
 Full Refund _____ Partial Refund _____ No Refund _____ Date Refund _____
 Comments: _____

 AMSA Official's Printed Name/Signature/Date

Customer Initials

I have read and agree to the charges as listed. _____

**ARDMORE MAIN STREET AUTHORITY
RENTAL AGREEMENT**

**Millard K. Ingram Community Room and/or Gazebo/Patio
Santa Fe Station (The Depot) is located at 251 E Main St, Ardmore, OK 73401**

ALL CONTRACTS, PAYMENTS AND INQUIRIES SHOULD BE MADE AT THE Ardmore Main Street Office, 203 W Main Street in Ardmore. Our phone number is (580) 226-6246.

This Rental Agreement, entered into this ____ day of _____, 20____, by and between the Ardmore Main Street Authority (AMSA), a public trust, Lessor, and _____, Lessee.

1. Lessor leases to Lessee and Lessee rents from Lessor, the following locations in the Santa Fe Depot located at 251 East Main Street, Ardmore Oklahoma (hereafter referred to as "Depot"):
____ Millard K. Ingram Community Room and/or ____ Gazebo/Patio.
2. The TERM of this rental agreement commences on the ____ day of _____, 20____, at 8:00 a.m. and shall terminate on the ____ day of _____, 20____, at 12 midnight. ____
3. The RENTAL FEE for the term is \$400.00 payable **not less than 5 days in advance of the event**. A \$25.00 charge will be assessed for any check returned for insufficient funds. ____
4. The Lessee agrees to pay a SECURITY DEPOSIT to Lessor in the amount of \$400.00 which will be refunded in full within fifteen (15) business days following termination of the lease, unless cleaning service is required or damages have incurred. The Lessee agrees to be responsible for all CLEANING and for complete repair of any and all DAMAGES caused by Lessee during its tenancy, even if the amount of cleaning and damage exceeds the security deposit amount. Cleanliness upon termination of the lease is at the sole discretion of AMSA. ____
CANCELLATIONS ninety (90) days prior to the event, excluding the month of December, will receive a full refund less a 15% cancellation fee. The security deposit is not refundable if reservations are cancelled less than ninety days (90) from the rental date of the event. No security deposit refunds for any cancellation for any reason will be made for any event booked during the month of December. ____
5. Lessee shall receive one KEY to the facility **no earlier than one (1) business day prior to the rental date**. Said key must be returned no later than the first business day following the rental date. Failure to return the key will result in re-keying charges. ____
6. The Depot shall be used by the Lessee for the purpose of _____, and for no other purpose. ____
7. Lessor provides the service of setting up furniture and items included in the FLOOR PLAN, a copy of which is attached to this Rental Agreement and made a part hereof for all purposes.

- Lessee shall remit a floor plan for this service **no later than one week prior to the event**. Failure of lessee to remit a floor plan does not entitle Lessee to any credit of rental fees. _____
8. Lessee shall comply with and obtain ALL NECESSARY PERMITS OR LICENSES REQUIRED by Federal, State and Local Statutes or Ordinances and agree to comply with all of the guidelines for use of the Depot, a copy of which is attached to this Rental Agreement and made a part hereof for all purposes. The Lessee before SERVING ALCOHOLIC or NON-ALCOHOLIC BEVERAGES as defined by applicable Oklahoma Statutes shall obtain and provide copies to Lessor of all licenses and permits required by the ABLE Commission and the Oklahoma Tax Commission. The requirements under this numerical paragraph shall include, but shall not be limited to, caterer's licenses, special event liquor licenses and permits from the ABLE Commission, Oklahoma Tax Commission for special event and caterer's licenses as required by Title 37 O.S. 594, 595 and 577 and all other laws and regulations. It is understood and agreed by and between the parties that this contract will be governed by Oklahoma Law. _____
9. Lessee shall not do or permit to be done upon Depot anything that will tend to MAR or in any manner DEFACE the Depot and will not drive or install any nails, hooks, tacks or screws into any part of the Depot, or allow to be posted any signs, posters, show bills, or cards of any description on any part of the Depot. **No glitter, confetti, rice, dried beans or pasta, bird seed, spray paint, glue or artificial snow may be used within or without the premises.** _____
10. No performance, exhibition or entertainment shall be given or held in the Depot, which is illegal, indecent or sexually explicit in nature in accordance with LOCAL STANDARDS. Lessee shall not distribute or circulate or allow to be distributed or circulated any advertising material or programs at the entrance to or about any part of the Depot except such advertising as may pertain to the immediate use of the Depot under this contract. Lessor shall not be liable for any INJURY or DAMAGE to persons or property resulting from fire, smoke, explosion, falling ceilings, steam, gas, electricity, water, rain, snow or leaks from any part of the Depot or from the pipes, appliances, plumbing works, roof, street or substance of any floor or ceiling or from any other place in the Depot or because of dampness or climatic conditions or from any other by the negligence or intentional acts or omissions of Lessor or those for whom Lessor is legally responsible. All property of Lessee kept or stored at the Depot shall be so kept and stored at the risk of Lessee only and Lessee shall indemnify Lessor in the event of any claims arising out of damages to the same, except when Lessor has acted grossly negligently or intentionally, including any subrogation claim by Lessee insurers. _____
11. Lessee shall INDEMNIFY and HOLD HARMLESS Lessor and Lessor's agents and employees from and against any and all claims or liabilities, proceedings, damages or litigation arising from or in connection with the conduct of any business, activity within the Depot or any work or thing

whatsoever done, or any conditions created in or about the Depot during the terms or during the period of time, if any, prior to the commencement date or that Lessee or its contractors may have been given access to the Depot. Lessee shall indemnify and hold harmless Lessor and Lessor's agents and employees from and against any act or omission of Lessee, Lessee's agents or any subtenants or licensees or their partners, officers, agents, employees or contractors and any accident, injury or damage whatsoever (unless caused solely by Lessor's negligence) occurring in, at or upon the Depot and any breach or default by Lessee in the full and prompt payment and performance of Lessee obligations under this Lease, together with all costs, expenses and liabilities incurred in or in connection with each such claim or action or proceeding brought thereon, including, without limitations, all attorney's fees and expenses. In case any action or proceeding be brought against Lessor or its agents by reason of such claim Lessee, upon notice from Lessor, shall resist and defend such action or proceeding by counsel reasonably satisfactory to Lessor. _____

12. The Lessor shall have the right to enter the leased premises to inspect those premises at all reasonable times without prior notice to Lessee. _____

IN WITNESS WHEREOF, the Lessor and Lessee have hereunto set their hands the date first above written.

LESSOR:
Ardmore Main Street Authority
203 West Main Street
Ardmore, Oklahoma 73401
580-226-6246

LESSOR: Ardmore Main Street Authority, Representative
By: _____
Signature Date

LESSEE:

Name Title

Organization

Street or PO Box

City State Zip

Phone Alternate Phone

LESSEE:
By: _____
Signature Date

RENTAL USAGE REQUIREMENTS
Millard K. Ingram Community Room
Santa Fe Depot
251 East Main Street
Ardmore, OK 73401

As Lessor, you are financially responsible for the cleanliness and condition of the facility during and after your event. Please review the requirements, complete the attached information form and present it with your security deposit at the time of the contract signing. Copies of the Rental Usage Requirements should be given to all agents participating in your event.

Ardmore Main Street Authority (AMSA) does not provide nor is it responsible for:

- Telephone or television service
- Clean up service
- Staff to work your event, provide information or allow access* to visitors/callers
- Placement of decorations or display materials
- Guard services
- Receiving, storage or shipment of materials
- Gas
- Decorations
- Power strips or extension cords
- Labor for set-up/tear-down or load-in/load-out of your items

*Access for Lessee representatives, services or deliveries may be scheduled for normal business hours (Tuesday – Friday, 8:30 a.m. – 4:30 p.m.) by calling the AMSA office at (580) 226-6246. Please inquire at least one (1) week prior to your event regarding anticipated office closures.

AMSA does not allow the following within the Santa Fe Depot:

- Smoking (Any smoking in the building results in automatic forfeiture of deposit.)
- Unapproved outside food or beverage
- Sale of any alcoholic beverages without proper permits
- Serving alcoholic beverages to persons under the age of 21 years
- Live animals
- Open flames for displays or cooking
- Highly flammable materials including hay, gas/propane bottles, crepe paper
- Cloth or skirting stapled to tables
- Glitter, confetti, rice, beans, dried pasta or bird seed
- Spray paint, glue or artificial snow
- Attachment of any items to walls, ceiling or floors by any means (This will result in damage fees.)
- Persons under the age of twenty-one (21) years without adult chaperones at a ratio of at least 10:1

AMSA does not allow the following on the Santa Fe Depot grounds:

- Flags flown on the Main Street flag poles other than the U.S. and Oklahoma flags
- Unapproved outside food or beverage
- Sale of any alcoholic beverages without proper permits
- Serving alcoholic beverages to persons under the age of 21 years
- Glitter, confetti, rice, beans, dried pasta or bird seed
- Spray paint, glue or artificial snow
- Persons under the age of twenty-one (21) years without adult chaperones at a ratio of at least 10:1
- No RV parking or hook-ups are available at the Santa Fe Depot. No RVs will be plugged into the power outlets on the exterior of the facility or to any other point at any time without the express written consent of AMSA
- Attaching or displaying signage or banners on the Santa Fe Depot, Gazebo or anywhere on the grounds must have prior permission

CHECKLIST

When event date is secured with AMSA

- Submit deposit to reserve room, sign contract and receive rental packet
- Have caterer contact AMSA office for a caterer's agreement

One week in advance

- Ensure caterer's agreement is returned to AMSA office
- Submit floor plan to AMSA office
- Arrange floor plan execution prior to 8 a.m. on date of rental if needed

One day prior to event (be aware of office weekend and holiday business hours)

- Pay rental fee
- Pick up key

Event date

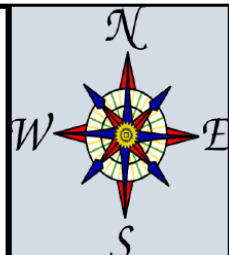
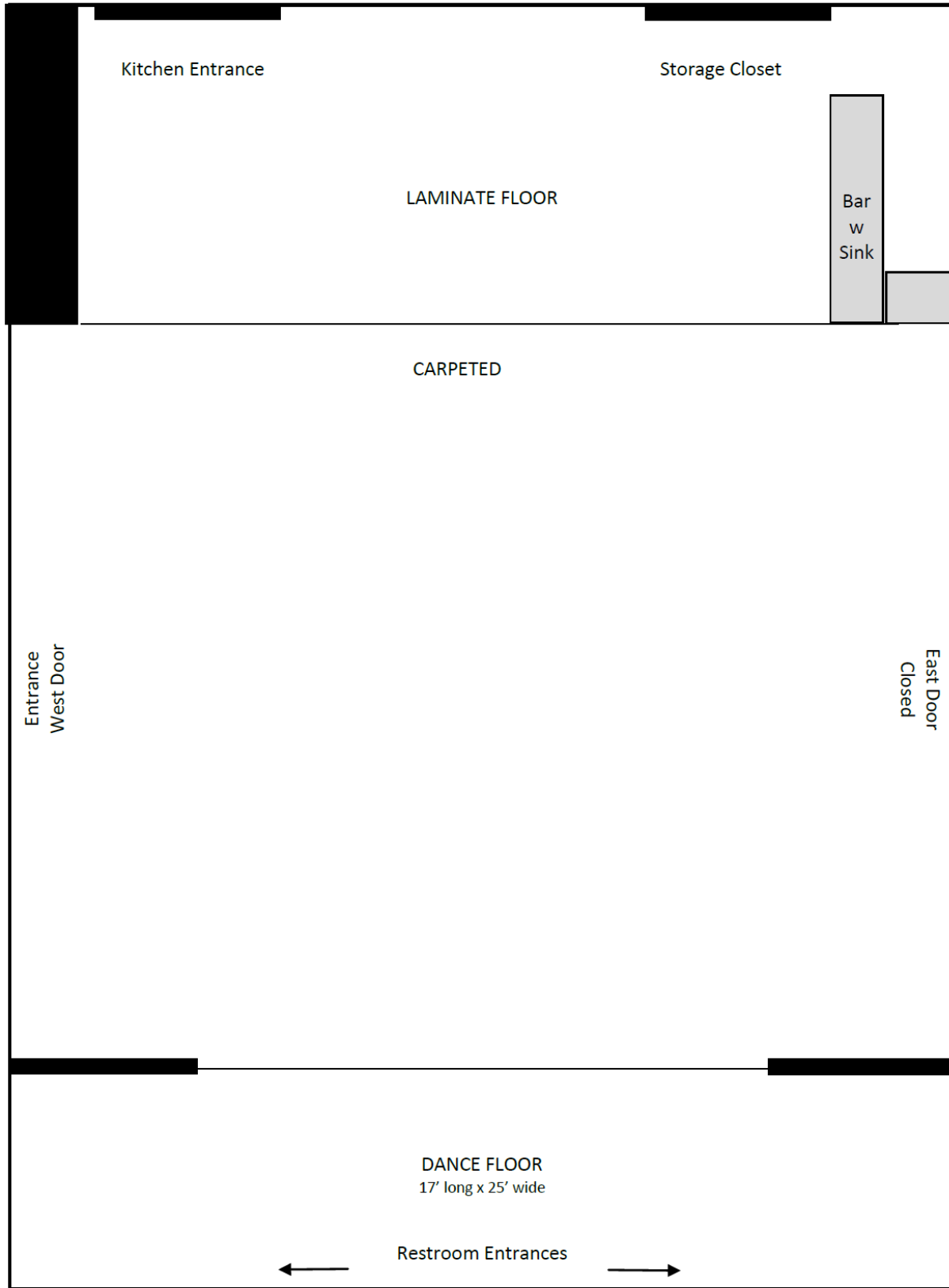
- Return to indoors all furniture and signage moved outside - *Removal of all furniture to storage closet is not necessary*
- Empty refrigerator
- Empty all trash cans into dumpster and replace cans with fresh liners (event room, kitchen and bathrooms)
- Lower and close all blinds in event room and kitchen
- Set thermostats to 45 degrees in Winter and off in Summer
- Turn off all lights in Millard K. Ingram Community Room, kitchen and restrooms
- Lock all doors
- Deposit key in mailbox at front of Santa Fe Depot

First business day following rental date

- Return key if not deposited in mailbox immediately after event

Fifteen business days following rental date

- Check that you have received any deposit refund due



**ROOM SET-UP
Required
at least 10 days
before event**

Using diagram, make sketch of desired set-up. (include table placement, # of chairs/table & position of sound system)

**TOTAL NEEDED
EACH ITEM**

Tables/Chairs

5' Rounds

Chairs @ Table

8' Rectangles

Chairs @ Table

5' Rectangles

3' Rounds

Will you need sound system?
YES___ NO___

Room Dimensions
73' long x
28' wide

**ROOM CAPACITY
120 persons**

of Guests

- 8' x 3' rectangle Qty—12
6-10 chairs per
- 5' x 3' rectangle Qty—3

- 5' round Qty—23
6-10 chairs/
table
- 3' round Qty—6
Hi or Low

- 2 speakers/cords & 1 microphone w stand
- 1 American flag on pole
- 1 tabletop podium
- 2 dome top trash receptacles
- 2 large ice chests
- 2 round rolling coolers
- Wi-Fi service available

Kitchen includes icemaker, microwave & commercial refrigerator
No ovens or stoves

ARDMORE MAIN STREET AUTHORITY
Approved Caterers
Millard K. Ingram Community Room, Santa Fe Depot
Market Place on Broadway

| Business | Contact | Address | Phone | Type of Food |
|-------------------------------------|-----------------------------|--|------------------|----------------------|
| Café Alley | Jasyn or Samantha Norton | 126 Caddo St Ardmore 73401 | 223-6413 | American/Continental |
| Casa Romo | Daniel Romo | 120 W Main St Ardmore 73401 | 224-9526 | Mexican |
| Edamame An American Sushi Bar | Stephanie Schwartz | 210 Hinkle Ardmore 73401 | 223-2333 | Sushi Bar |
| El Chico | Darla Andrews | 124 Holiday Dr Ardmore 73401 | 226-3343 | Mexican |
| Interurban Classic Grill | Jeff Bobst | 322 Holiday Dr Ardmore 73401 | 223-0503 | American/Grill |
| Jimmy J's Catering | Jim Jensen | 705 W. Broadway Ardmore 73401 | 580-768- 1024 | American/Gourmet |
| Rhonda's Catering | Rhonda Adams | 25 W Broadway POB 73 Ardmore 73402 | 580-465- 6541 | Gourmet/All Types |
| Smokin' Joes Rib Ranch | Joe Wells | 3165 Jollyville Rd Davis, OK 73030 | 580-369- 2818 | Barbeque/Ribs |
| Two Frogs Grill | Aubry Harris | 2646 W Broadway Ardmore 73401 | 226-3764 | Cajun/Steak/Ribs |
| Sullivan's Catering | Robin Sullivan | 77 Hwy Davis, OK 73030 | 580-369- 8386 | Gourmet/All Types |

WIFI INFORMATION for Santa Fe Depot Community Room

DEPOT WIFI - AT & T

NETWORK NAME: ATTfN4jZja

PASSWORD: d9s2xecmdfme

**SANTA FE DEPOT
RATE SHEET**

Rates are on per day basis

| | |
|---|-----------|
| Chair Covers (white only) | \$2 each |
| Tablecloths (white or black) | \$10 each |
| Decorations: | |
| Battery-Operated Candles (without batteries) | \$2 each |
| 12 - 3" diameter, 4" tall | |
| 12 - 8" tall tapers | |
| 12 - 1" diameter tea lights | |
| Chargers (200 - 12") - all silver | \$2 each |
| Clear Glass Terrarium Bowls (20 - 8" diameter) | \$2 each |
| Clear Round Vases (20 - 4" diameter, 12" high) | \$2 each |
| Glass stones for vases (Colors: _____)/bucket | \$2 each |
| Heart-shaped silver baskets (___? - 3" diameter) | \$1 each |
| Lighted branches (4) | \$10 each |
| Lighted trees (1 - 9', 2 - 7', 2 - 4') | \$15 each |
| Mirrors (30 - 10") | \$2 each |
| Pedestals (2 - 4' t, 1' diameter) | \$10 each |
| Projector/Screen | \$30 |
| Red heart-shaped glass garlands (___? - _____" lengths) | \$2 each |
| Tulle backdrop (12' high, 8' wide) | \$10 |
| Wooden slabs (12 - 10") | \$2 each |

