

NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

Facilities Rental Information



Experiencing History...Making Memories™

From elegant to understated, the National Cowboy & Western Heritage Museum is the perfect site for any special event. You and your guests can enjoy a day or evening in one of the Nation's premier museums. Whether in the Sam Noble Special Events Center or the S.B. "Burk" Burnett Board Room, the Museum provides an atmosphere that is second to none.

Under the best of circumstances, event planning can be a challenge. You can feel confident, with assistance from our professional staff, that your banquet or meeting is the best it can be.

Because we are a museum, our policies differ from those of a hotel or convention center. We ask that you observe our guidelines so that all visitors may enjoy the facility.

At the National Cowboy & Western Heritage Museum, your special event becomes a memorable occasion.

For information contact:

Charlene Ferris

Manager of Facility Sales & Marketing

(405) 478-2250, ext. 254 - or - cferris@nationalcowboymuseum.org

View our rooms at www.nationalcowboymuseum.org

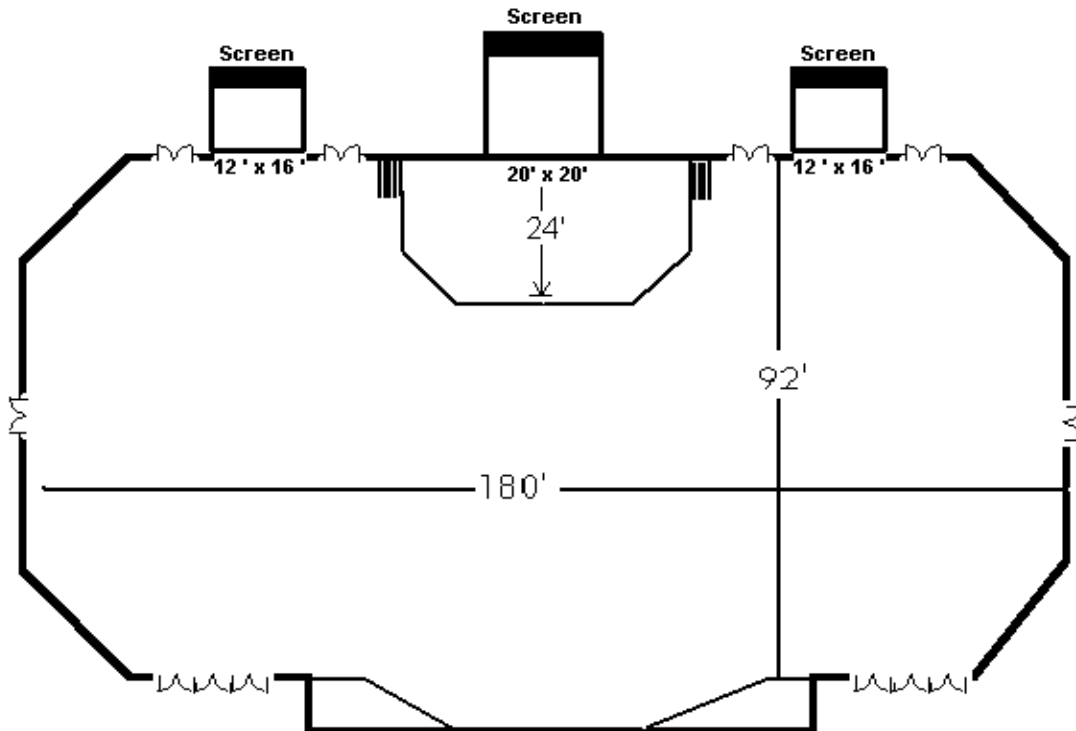
NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

Sam Noble Special Events Center (SEC)

This magnificent 16,500 square foot facility offers the most unique and breathtaking decor in the West. Five monumental 16' x 40' triptychs depicting Western landscapes by renowned artist Wilson Hurley, adorn the walls of this one-of-a-kind banquet area. The room has a banquet seating capacity of 1,100 and is equipped with the latest technology for all of your audio visual needs. Clients of the Museum have the benefit of selecting their own caterer as the Museum does not provide food or beverage service. On-site catering prep kitchen facilities are available.

<u>Rental Fees*:</u>	000 - 100	\$1,200	351 - 500	\$2,800	1501 - 2000	\$7,500
(01/07)	101 - 250	\$1,800	501 - 800	\$3,800		
	251 - 350	\$2,300	801 - 1500	\$5,400		

* Excludes weddings & receptions - please see page 4 for wedding & reception rental fees.



Capacities:

Banquet	1,100 ppl	Theater	1,800 ppl
Classroom	800 ppl	Reception	1,500 ppl

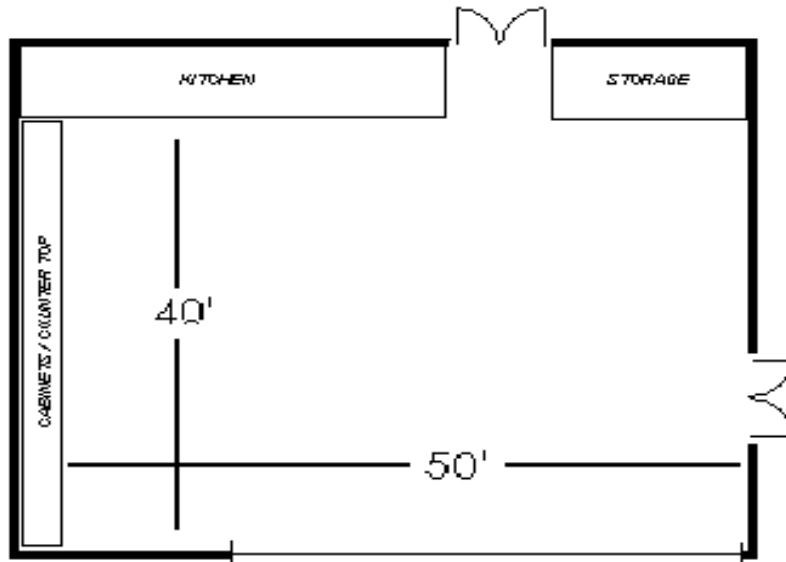
NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

S.B. "Burk" Burnett Board Room (BR)

Whether you want to impress your top clients or conduct a breakaway session with your staff, our Board Room is the perfect conference, or small dining area. The room seats up to 110 banquet style with a variety of options in seating and table arrangements. Audio visual equipment is available for your use. The room is also available for more intimate evening gatherings and receptions.

<u>Rental Fees*:</u>	Day	\$ 400
(01/07)	Evening (after 5 p.m.)	\$1,000

* Excludes weddings & receptions - please see page 4 for wedding & reception rental fees.



Capacities:

Banquet	110 ppl	Theater	180 ppl
Classroom	60 ppl	Reception	150 ppl

NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

Wedding & Reception Rental Fees (effective 1/07)

Sam Noble Special Events Center (SEC):

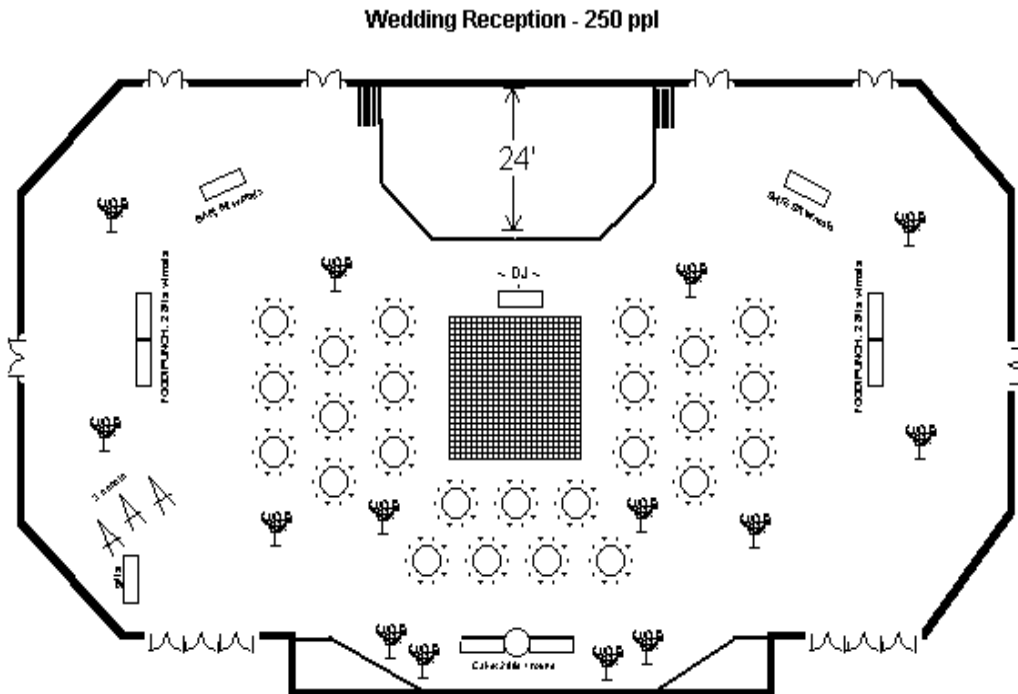
Up to 100 - \$2,400	351 to 500 - \$5,600
101 to 250 - \$3,600	501 to 800 - \$7,600
251 to 350 - \$4,600	801 to 1100 - \$10,800

S.B. "Burk" Burnett Board Room (BR): Evening - \$2,000

Western States Plaza (WSP): Ceremony set-up for up to 350 guests - \$700

Additional Wedding & Reception Leasing Policies:

- Weddings and receptions may not begin before 5:30 p.m.
- Western States Plaza reservations are limited to ceremonies only for no more than 350 guests and may only be reserved in conjunction with rental of Special Event Center for the reception.
- Non-refundable deposits and a signed contract are necessary to guarantee the rental space. Initial deposit totaling 50% of the space rental is due at time of contracting, remaining 50% of the space rental is due 60 days before the event. Both payments are non-refundable. Variables will be billed following the event; i.e., audio visual fees, dance floor, security, etc.



NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

SPACE RENTAL POLICIES (1/07)

AUDIO VISUAL OPTIONS & CHARGES

1. Special Events Center **Non-Technical Package** (included with room rental) is limited to 2 hardwired microphones, podium, pre-set lights, pre-set sound, and playing of one client-provided CD for background music.
2. Special Events Center **Technical Package** (cued lights, sound, **any** audio or video tapes, wireless microphones, or other special equipment) - \$100 per hour (\$150 per hour on Sunday) for two technicians during the hours of the event with a minimum of 3 hours for set up and take down as well as rental fees for special equipment not in NCM inventory. If additional technicians are needed, there will be a \$50 per hour, per technician charge (\$75.00 per hour on Sunday, per technician). At least two weeks notice must be given for the Technical Package. If there is less than two weeks notice, time and a half will be charged for technicians. If less than 72 hours notice is given, double time will be charged.
3. Special Events Center Fixed Equipment Charges: \$10/set - Clear-Com Beltpacks & Headsets, \$700/both - 12' x 16' Dual Screens & Projectors
4. Portable Equipment Charges: \$25 - 35mm slide projector, \$25 - overhead projector, \$50 - 19" TV/VCR Combination, \$75 - 25" TV/VCR Combination, \$50 - Conference Phone, \$10 - Portable AV Screen, \$5 - Flip Charts.

SECURITY FEES - \$75 per hour after 10:00 P.M.

TABLES AND CHAIRS - Basic Package (included with room rental) - dining tables (up to 120 60" rounds) and chairs (up to 1500 padded), buffet tables, bar tables, and registration tables (up to 50 8 ft.). Additional tables and chairs beyond Basic Package can be rented at current market price.

TRANSPORTATION - There will be a fee for special parking needs beyond normal capacity as follows: Parking shuttles are required for daytime events exceeding 300 people and evening events exceeding 800 people. Shuttles are \$60.00 an hour with a minimum of 3 hours per shuttle. Three shuttles are required to operate during peak arrival and departure times with one shuttle remaining for the duration of the event. The number of shuttles can be adjusted upon review of logistics with event coordinator.

MUSEUM ADMISSION FEES - Clients may elect to have the Museum galleries open for self-guided tours. The fee is 20% of the room rental; two weeks notice required. Hours are 9:00 a.m. - 5:00 p.m. for daytime functions and 6:00 p.m. - 10:00 p.m. for evening functions. No event coordinators, participants or guests will be granted admission to the exhibit areas without prior arrangements.

MISCELLANEOUS - Dance Floor - \$2 per 3' X 3' square.

PAYMENT - Applicable deposit(s) and a signed contract are necessary to guarantee the rental space. Wedding & wedding reception reservations require an additional deposit due 60 days before the event. All deposits are non-refundable. A preliminary hold on the rental space gives a customer first refusal rights, but in case of a conflict, the hold must be changed to a guarantee. The contract balance and any additional fees, such as security overtime, AV technician, shuttles, museum admission fees, and any unusual requirements the day of the event, will be billed after the event. Reservation will be dropped and the contract determined null and void if not returned signed with deposit within 30 days of issuance.

DELIVERIES

1. All deliveries must be made through the loading dock area and ID tagged for the specific event.
2. No deliveries accepted without pre-approval from NCM banquet coordinator.
3. All deliveries must be made the day of the event and picked up no later than 24 hours after the event.
4. Liquor must be delivered to the loading dock the day of the event, and cannot be placed in public areas until after museum closing.

SET UP AND TAKE DOWN

Daytime events - Judged on a case by case basis. In general, the event is confined to the rental space and hallway use is not allowed. All additional space allowances are subject to additional fees.

Evening events - NCM will have the room set up by 12:00 pm the day of the event. Public access areas cannot be set up prior to 4:00 pm.

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SPACE RENTAL POLICIES (1/07)

(Continued)

BUILDING USAGE & RESTRICTIONS

1. Activities will be confined to the room rented. All additional space allowances are subject to additional fees.
2. Food and drink is restricted to dining areas, except for pre-dinner cocktails.
3. No set up closer than 5' from any work of art.
4. No stapling or tacking of linens or decorations to any NCM fixtures or furnishings.
5. No banners, placards, or other materials can be attached to the walls, ceiling, or floor.
6. No combustible materials, water fountain displays, popcorn or popcorn machines, smoke or fog machines.
7. No hay or hay bales, fresh pine boughs, fresh/live pine trees, fresh/live Christmas trees, dry brush, limbs or grasses.
8. No candles.
9. No glitter or confetti, including, but not limited to, floral, spray, loose and cannons.
10. No motorized, gas or internal combustion vehicles or equipment including, but not limited to, golf carts, lawn mowers, jet skis, motorcycles and chain saws.
11. No animals.
12. If plants are used, they must be chemically treated before transport to the museum.
13. All decorations or items not owned by NCM must be removed from the rental space the day/evening of the event (see #3 under deliveries).
14. No fireworks or pyrotechnics on Museum property.
15. All transport carts restricted to soft rubber wheeled vehicles furnished by the NCM.
16. No screens and/or projectors may be brought in to serve in place of existing Museum equipment positions.
17. All truss rigging must be approved and arranged for by the Museum's audio visual technicians.
18. NCM reserves the right to deny any activity or equipment usage that could damage the museum or its content.
19. If applicable, user is responsible for any appropriate music license.
20. Weddings and wedding receptions may not begin before 5:30 p.m.
21. High school prom reservations require that client provide one off-duty police officer for every 200 guests plus one marked unit and off-duty police officer in parking lot. In addition, once a prom guest leaves the facility they will not be allowed back into the facility.
22. Cleaning fee of \$1000 will be charged to any event violating listed restrictions and/or to any event whose activities or decorations result in excessive clean-up.

CATERING

1. The customer will provide his own caterer who is responsible for linens, china, silverware, and any other dining needs.
2. A Catering Guide is available from the NCM, if needed.
3. The caterer must provide the NCM with copies of Oklahoma State Department of Health Certificate, a certificate of Insurance for General Liability and Off-site Liquor License in compliance with state of Oklahoma liquor laws.
4. The caterer is responsible for cleaning tables, catering kitchen, other spaces utilized for the event, and removing all trash incurred by activities of the event as detailed in the NCM Catering Policies & Procedures.
5. NCM reserves the right to refuse building access to any caterer who violates these policies.

MISCELLANEOUS

1. No smoking in the building.
2. All customers are responsible for complying with state of Oklahoma liquor laws.
3. Make checks payable to National Cowboy & Western Heritage Museum. Send to Charlene Ferris - 1700 N.E. 63rd Street - OKC, OK 73111.
4. NCM not responsible for any items lost or damaged during an event.

NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

Equipment List (1/07)

~ Available Banquet Equipment ~

60" round banquet tables
8' x 30" buffet tables
Chairs (padded banquet chairs)
Podium (wood - SEC/BR)
Podium (wood - table top)
Podium (wood pillar style)
Easels (14, chrome)
U.S. & Oklahoma flags & stands

~ Audio Visual Fixtures & Equipment ~

Beta SP Video Deck (SEC)
DV Cam Video Playback (SEC)
DVD Player (SEC)
CD Player (SEC)
VGA to Video Switcher (SEC)
Audio Cassette Player (SEC)
Microphones (corded & wireless) & microphone stands
AV cart
Portable Screen (5' x 5')
Camera Boxes (4' x 6' x 6')
Permanent Screen (Board Room - 5' x 5')
Permanent Screen & Projector (SEC - 20' x 20')
New Permanent Dual Screens & Projectors (SEC - 12' x 16' - Usage Fee Applies)
New FREE Wireless Internet (with signed Usage Waiver)

~ Kitchen Equipment ~

Coffee Maker	Tea Maker
Refrigerators	Convection Oven
Ice Maker (2000 lb. capacity)	Transport Carts
Warmers (120 Plate capacity)	Clean-up sinks
Stainless Steel Work Tables	Disposals

~ Other Available Equipment & Fees ~

Dance Floor	\$2 per 3' x 3' square
Additional Tables/Chairs	current market price
New Dual Screens & Projectors (SEC)	\$700 (both)
Clear-Com Beltpacks & Headsets (6)	\$10 (set)
Slide Projector	\$25
Overhead Projector	\$25
19" TV/VCR Combination	\$50
25" TV/VCR Combination	\$75
Conference Phone	\$50
Portable AV Screen	\$10
Flip Charts	\$5

NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

Audio Visual Services Summary Sam Noble Special Events Center (SEC)

Below is an excerpt from the back of our contract which explains the Museum's "Non-Technical A/V Package" which is included with a client's rental and the optional "Technical Package" :

AUDIO VISUAL CHARGES

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2. Special Events Center **Technical Package** (cued lights, sound, **any** audio or video tapes, wireless microphones, or other special equipment) - \$100 per hour (\$150 per hour on Sunday) for two technicians during the hours of the event with a minimum of 3 hours for set up and take down as well as rental fees for special equipment not in NCM inventory. If additional technicians are needed, there will be a \$50 per hour, per technician charge (\$75.00 per hour on Sunday, per technician). At least two weeks notice must be given for the Technical Package. If there is less than two weeks notice, time and a half will be charged for technicians. If less than 72 hours notice is given, double time will be charged.

For example, if a client wants to use the house sound system for a speaker at the podium plus wants to show a video/power point presentation using the house projectors - their event would require the Technical Package in order to show the video/power point presentation. If they only need the podium and microphone on stage then that falls under preset sound and Non-Technical Package. In that same instance, if the speaker requires a wireless microphone then we're back to it being a Technical Package event. Same applies if a client brings in a band or other entertainment which is not fully self-contained and requires use of the house sound system and technical support - the Technical Package would be required. If the entertainer brings everything in except for accessing our 20 amp electrical circuits on stage then it falls under Non-Technical Package and no technicians would be required. In addition, any event requiring cued sound or lighting services requires the Technical Package.

With the exception of the Museum's new 12' x 16' dual screens which are \$700, it's worth pointing out, when a client chooses to take advantage of the Technical Package they are not charged rental fees for house a/v equipment: the 20' x 20' center screen, center mounted video/power point projector, up to 9 microphones w/stands, up to 2 wireless microphones, computer interface, sound system, etc. In cases where additional equipment may be required to support a client's event or entertainment additional charges will apply. For example, spot lights, monitors, equipment truss, IMAG cameras, additional operators, etc. In this case, additional charges will be provided to the client and agreed upon prior to the event.

Since 1994, Little Orchard Sound, Inc. has been the official a/v supplier of the National Cowboy & Western Heritage Museum and trusted operators of the Museum's in-house a/v equipment. Owners Dennis Grigsby and John Ford have participated in every major event at the Museum, beginning with the 1994 Western Heritage Awards. Additional services, through Little Orchard Productions, include concert sound and lighting production, video production, single or multi-camera Image Magnification (IMAG), commercial music production, voice-overs, PowerPoint production and script enhancement. The firm also specializes in design and installation of commercial sound, video and lighting systems.

To contact the Museum's house technicians:

Dennis Grigsby & John Ford
Little Orchard Sound, Inc.
(405) 392-2494 -or- e-mail: soundman@pldi.net
www.littleorchardsound.com

NATIONAL COWBOY & WESTERN HERITAGE MUSEUM

Catering Guide

Aunt PittyPat's Catering

(405) 942-4000

Maggie Howell

Jamie's Culinary

(405) 879-9999

Jamie Davis

www.jamiesculinary.com

Petroleum Club

(405) 232-1184

Jay Aggarwal

www.petroleumclubokc.com

Catering by Bill Finley

(405) 634-0007

Bill Finley

Jim Vallion Catering

& Trochta's Flowers

(405) 840-1323

Jim Vallion

Raspberries 'n' Creme

Nikkelle's Cafe

(405) 755-3560

Mary Jane R. Close

Darla's Delights

(405) 942-1873

Darla Clouse

Johnnie's Catering Company

(405) 751-0688

Debbie Lowery

www.johnniescatering.com

Spencer's Smokehouse

(405) 769-9177

Carol Spencer or Molly Spencer

www.spencersevents.com

Dining on Persimmon Hill (On-site)

(405) 478-2250 x 281

Sid & Mary Beth Hardy

www.nationalcowboymuseum.org

Ned's Catering

(405) 810-0208

Ned Shadid

www.nedscatering.com

The Catering Company

(405) 478-1500

Eddie Hartwick, Don Thiery

www.thecateringco.net

Dub Adams Catering

(405) 842-3715

Dub Adams

Nonna's Euro-American

Ristorante & Bar

(405) 235-4410

Trent Alcott

www.nonnas.com

The Centre

(405) 942-3312

Carolyn Zercher

End O'Main

(580) 623-5279

Steve & Cheryl House

www.watonga.com/eomcater/

Oklahoma City Marriott

(405) 879-7016

Sabrina Hamric

The Prairie Gypsies

(405) 525-3013

BJ White

www.prairiegypsies.com

GopuramTaste of India

(405) 948-7373

Isaac Samuel

Oklahoma County Line BBQ

(405) 478-4955

Brenda Harper

www.countyline.com

Wint's Catering

(580) 223-9660

Charlie Enterline & Ray Blevins

Head Country Bar-B-Q

(405) 627-7883

C. R. Head

www.headcountry.com

Panera Bread

"Via Panera" Catering

(405) 843-2566

www.panerabread.com



Client is not required to use the caterers on the above list. This list is comprised of companies who frequently cater at the National Cowboy & Western Heritage Museum and is only provided as a guide. (updated 1/08)