



The Mill Street Garage
Reservation Form
32 Mill Street in Historic Downtown Ardmore

Name/Organization _____

Contact Person _____

Address _____

Phone Numbers _____

Date / Times of Event _____

Purpose of Event _____

Other Information _____

Deposit Received _____ Date _____

Type of Payment _____ (Check No. Cash)

Received by: _____

Rental Fee Received _____ Date _____

Type of Payment _____ (Check No., Cash)

Received by: _____

The Mill Street Garage Rental Contract

The Mill Street Garage is available for use by community organizations, corporations, and individuals for both public and private meeting and events. By entering into this contract, renter agrees to be present on the Premises for the time rented and to conform to all rules, regulations and restrictions and to assume responsibility for his agents, employees and guest.

RENTAL FEES: Rental Fees (as stated in The Mill Street Garage Standard Schedule of Fees) must be paid at the time the key is picked up from the Agent.

Initial _____

SECURITY DEPOSIT: A Security Deposit shall be submitted upon execution of this contract. Deposits will be refunded in full within 15 days after event unless cleaning service is required or damages have been incurred. Actual costs will be deducted from the Deposit and should expenses exceed the Deposit, the Renter agrees to pay any additional costs. If reservations are cancelled with 30 or more days prior to an event, the Deposit will be refunded in full less 10% cancellation fee. Security deposits will not be refunded if reservations are cancelled with less than 30 days from the rental date of an event.

Initial _____

Alcohol: No alcohol or alcoholic beverages are allowed to be brought on premises except by a licensed and insured alcohol caterer. A certificate of caterer's liability insurance, including liquor liability, will be attached to this when submitted. Event will not be placed on schedule without the above certificate

Initial _____

GUIDELINES; I have read, understand and agree to abide by rules in the "General guideline for use of "The Mill Street Garage".

Initial _____

LIABLILITY; Renter agrees to indemnify and hold The Mill Street Garage and any of it's owners free and harmless of any all liability, claims, damage, or expense, including any attorney's fees cause or allegedly caused by some condition of said premises, the fault of Renter or some act or omission, whether or not negligent or intentional, of Renter or any person in, on or about said premises as a guest employee or agent of Renter. Renter's guests, employees of agents.

Initial _____

This is a binding Contract that constitutes the sole and only agreement between Mill Street Garage and the Renter respecting use of said premises. Prior to signing this Contract, Renter agrees that he/she has read and understand the provisions of the Contract.

Initial _____

Renter agrees to pay a security deposit of _____ at time of contract agreement.
Renter also agrees to pay a rental fee of _____ when the key is picked up before the event.

Initial _____

Rental Date

Signature

Date Signed

The Mill Street Garage

(580)222-1181

GUIDELINES FOR USE OF THE MILL STREET GARAGE

1. The Mill Street Garage is available for use by the community organizations and individuals, i.e., corporations, governments agencies, non-profit and professional organizations. Permitted uses include both public and private meetings and events.
2. Restricted uses include any activity deemed harmful to the physical well-being of The Mill Street Garage property.
3. The scheduling of areas shall be at the discretion of the person designated by The Mill Street Garage. The Mill Street Garage will be reserved to the group/individual whose application and deposit are submitted earliest. All reservations are subject to cancellation at the discretion of Mill Street Garage .
4. A signed application agreement is required for rental. Any changes must be discussed with Mill Street Garage's representative and noted on contract.
5. **A curfew of 12:00 a.m. will be in effect for all events. Renters are responsible for leaving the building in proper order and**
10. Crepe paper may NOT be used, as the colors bleed when exposed to moisture.
11. THE SPRAYING OF GLITTER, SNOW, PAINT, ETC IS NOT ALLOWED IN THE BUILDING
12. THE THROWING OF RICE, CONFETTI, SEED, OR LITTER OF ANY SORT IS NOT PERMITTED INSIDE OR OUTSIDE. ROSE PETALS AND BUBBLES WILL BE PERMITTED.
13. Straw, hay or any other highly flammable materials may not be brought into the building.
14. We will not be responsible for any items left.
15. No flag other than the U.S. and State of Oklahoma will be allowed on The Mill Street Garage property.
16. Tents used must comply with the requirements of the OK State Fire Marshall.
17. Alcohol: No alcohol or alcoholic beverages are allowed to be brought on premises except by a licensed and insured alcohol caterer. A certificate of caterer's liability insurance, including liquor liability, will be attached to this when submitted. Event will not be placed on schedule without the above certificate.

removing all items which have been brought, including trash, by 12:00 midnight. Beer kegs will be confined to bar area only.

6. **NO SMOKING** in the building
7. No parking on sidewalks or walkways.
8. No decorations are to be attached to walls or ceilings.
9. No Nails, tacks, glue guns, or spray glue.

EXHIBITS

20. Displays are limited to free-standing panel or pedestals.

ELECTRONICS

21. Equipment over 20 amps will blow the circuit breakers.

FEES

22. A schedule of standard fees has been established for permit of The Mill Street Garage.
23. Reservations cancelled with thirty or more days notice of the event will have a 10% cancellation fee.
24. Deposits will be refunded in full unless extra janitorial services are necessary or damages have been

18. Caterers with a liquor license may be used as in #17.
19. Renter must provide at least one adult chaperone for every 10 teenagers or persons under the age of 21. No alcoholic beverages are to be served To persons under the age of 21.

incurred. If said cleaning or damage exceeds the deposit, the user agrees to pay any additional costs.

KEYS

The key should be picked up on the day of the event, or the Friday before a week-end event.

Rental fee payment must be made at that time.

Keys are to be returned within 24 hours of the event. Renters not Returning keys on time are subject to a \$50 rekeying fee.

SECURITY DEPOSIT

1. A \$250 security deposit will be required prior to reservations.
2. All cancellations must be made 30 or more days prior to an event in order to obtain a refund less a 10% cancellation fee. Cancellations without 30 or more day notice will result in forfeit of the entire security deposit.
3. Deposits will be refunded in full within 15 days after an event unless cleaning service is required, damage costs have been incurred. Actual costs will be deducted from the Deposit and should expenses exceed the Deposit, the Renter agrees to pay any additional costs.

Signature

Signature