



Janet Raines, Sales & Marketing
9 East Sheridan Avenue
Oklahoma City, Oklahoma 73104
405-604-2793

events@americanbanjomuseum.com

FACILITY RENTAL GUIDELINES

Full Museum - \$200 per hour (3 hour minimum)

Available evenings only after 6 pm

48 person capacity for seated meal

100 person capacity for reception

Includes access to all museum exhibits and use of catering kitchen

Does not include additional furniture or A/V rental

Special Event Room - \$75 per hour (2 hour minimum)

General availability during museum hours

46 person capacity

Sandy H. Singleton Board Room - \$50 per hour (2 hour minimum)

General availability during museum hours

14 person capacity

Building Usage & Restrictions

No candles, glitter, confetti, floral arrangements with water in vases

No red wine or red punch

No animals - with the exception of service dogs

No stapling or tacking of linens or decorations to any fixtures or furnishings

No audio/video equipment may be brought in to serve in place of existing museum equipment

No smoking in the building

ABM is not responsible for loss or damage to your property or injury to your guests and does not maintain insurance covering it. Event liability Insurance is the responsibility of the renter and the American Banjo Museum must be named as an additional insured on said policy.

The American Banjo Museum reserves the right to deny any activity that could result in damage to the museum.

The nature of events at the American Banjo Museum must not conflict with the museum's mission or musical identity.

Furniture Rental

6' Rectangular Tables - \$25 each

Café Tables - \$25 each

Black Table Cloths - \$25 each

Audio/Visual Charges and Equipment Rental

Stage 8 x 12 with skirt in Event Room - included in cost of rental

Podium - \$20

Wireless Microphone - \$20

PA System 8 channel with microphones - \$80

LCD Projector & Screen - \$35

ABM Approved Caterer

Catering Oklahoma – 405-245-9095 – www.cateringoklahoma.com

Cater has access to catering kitchen equipment (refrigerator, ice maker, clean-up sinks) is included in rental cost when renting the entire facility. Cater is responsible for their parking fees. The customer/caterer is responsible for cleanup of the facility and removing all trash from the facility.

Liquor can be brought into the premises only by ABM approved caterer that has an off-site liquor license.

Damage Deposit

A damage deposit of \$500 is due 30 days prior to an event. The deposit is refunded within 21 days after the event when there has been no damage and all regulations were followed.

Cancellations

Cancellations must be made in writing thirty (30) days in advance.

Payment - Payment in full is due thirty (30) days in advance with signed contract.