



A signed rental agreement form holds the person listed as the Responsible Party (Renter), on the rental information form, responsible for compliance to these regulations. Guests of the event are to be compliant with the rules and regulations as well. The rental facility is Central Center &/or portions of Centennial Park located at 1028 East Sixth Street, Tulsa, OK. 74120.

RULES AND REGULATIONS:

No smoking in the building. Smoking is permitted in designated outdoor areas only. Smoking in unauthorized areas will result in termination of event. No refunds.

Beer, wine and champagne are allowed for private parties **ONLY**. A licensed bartender is required. Securing a licensed bartender is the responsibility of the renter. No unauthorized alcoholic beverages are allowed. Open bar only.

(NO CASH BARS)

No open flames inside or outside the building. All candles must be contained in glass globes, votives or hurricanes. (Sterno containers will be allowed for keeping food warm).

NO decorations are to be attached to any walls.

Access to the upper level of the auditorium is prohibited. We cannot allow decorations or lighting to be hung on the upper railing for individual events.

No rice, confetti, glitter, sparklers, flower petals, etc. may be thrown.

No helium filled balloons are permitted inside of Central Center.

Curfew is at 11:00pm.

After 11:00pm a curfew waiver must be filled out and approved prior to rental.

Set-up and tear-down for all events must be included during your rental time.

Please be advised that you will not be able to start any earlier or stay later without paying for the additional time.

Vendor and caterer drop-off, set-up, and tear-down times should be scheduled within your rental hours. Please check with the Central Staff if you need previous-day delivery times.

Overflow parking is allowed along the south side of Sixth Street east of Central Center. All overflow parking using the VFW parking lot must use the lots to the North and to the East of the VFW building. Please call the VFW for prior approval to use their lot located on the west side of their building. Their phone number is (918) 585-9148.

Please do NOT use this lot without approval.

RENTER RESPONSIBILITIES:

Compliance to the above stated rules and regulations as well as adherence to City of Tulsa Park & Recreation Department – *Permits, Guiding Ordinances, & Other Park Rules.*

Rental requests will not be confirmed until a reservation form has been signed and a \$100 non-refundable deposit is made.

All fees are to be paid in full two weeks prior to the event. In the case that the event runs over the scheduled ending time, the overage must be paid upon occurrence.

It is recommended that groups wishing to use the A/V equipment should arrange a time with the Central Staff to test the compatibility of the equipment with your recordings. All A/V equipment is complimentary, but working status cannot be guaranteed for your event. All DJs, bands, etc. are responsible for bringing their own sound equipment. Central Center's sound system is not available to be tied into any other outside sound sources, excluding laptops, MP3 and CD players.

A room set-up diagram must be submitted to Central Center at least 2 weeks prior to your rental. Diagrams submitted or changed within the 48 hours prior to your rental may incur additional charges or fees. If your caterer is responsible for the set-up please make certain that they have submitted their diagram within the allotted time frame so that you are not billed for changes.

A one week notice is required for all cancellations.

Renters, vendors and caterers must schedule appointments to view the building and for time to discuss set-ups and designs. Please make sure to contact the Central Staff several days in advance for appointments to meet in the auditorium.

CENTRAL CENTER RESPONSIBILITIES:

Complimentary set-up and use of Central Center's tables and chairs.

Use of Central Center's tables and chairs is not permitted on the outside of the building.

For rentals requiring outdoor furniture, it is the responsibility of the renter to make arrangements.

Central Staff will not be responsible for set-up or tear-down of outdoor furniture. Central Staff is not responsible for set-up or tear-down when party is using tables and chairs from other rental vendors.

The Central Staff is **NOT** responsible for lost or stolen items.

A member of the Central Staff will be on duty during the rental for assistance when needed.

RESPONSIBILITIES FOR KITCHEN USAGE:

Kitchen must be left in the same condition as found.
Broom, dustpan & mop are provided.

All sinks must be clean & clear of food and debris.

All trash bags containing food must be disposed of outside in designated trashcans.