

HARWELDEN

VENUE RENTAL AGREEMENT AND ALCOHOL SERVICE

Lessee Name: _____

Event Planner: _____

Event Name: _____

Planner Contact: _____

Billing Contact Name: _____

Billing Address:

Email: _____

Phone Number: _____

Type of Event: _____

Number of Attendees: _____

Date of Event:

Start Time: _____

End Time: _____

Space(s) Reserved: _____

This agreement is made effective by and between Harwelden aka Harwelden Mansion ("Lessor") and Lessee.

Harwelden hereby grants Lessee use of the above-stated area(s) during the contract period. Lessee shall abide by the attached rules and policies governing the use and operation of Harwelden Mansion.

If damages or losses occur as a result of actions of members, guests, or agents of Lessee, Lessee shall be liable for all damages and/or losses to persons and/or Harwelden. Lessee shall indemnify and hold harmless Harwelden, Harwelden Society of Tulsa, Harwelden Manison, LLC, Hickory House Properties, LLC, and their employees, owners, and agents from liabilities, claims, or damages resulting from the actions of Lessee's members, guests, family, and vendors.

RENTAL FEE

The rental fee covers only the specific hours and areas reserved in this agreement. If Lessee exceeds the agreed end time, \$500 will be charged per 15-minute increment. If additional setup or decorating time is required, prior written arrangements must be made with Harwelden at least two weeks in advance and are subject to availability. Additional hours are \$750–\$900 per hour. No portion of the rental fee is refundable if the event ends early.

Other charges may include, but are not limited to, \$250 per hour for additional custodial, janitorial, or cleanup services. The cost of repairs resulting from damage incurred during the event will be charged to the signed credit card authorization form after the event. Failure to limit occupancy and use to the designated areas and specified times will result in additional charges billed after the event.

Lessee Initials: _____

This agreement includes booked-hours use, Wi-Fi, an on-site representative, a day-before rehearsal (up to one hour, if space is available), green rooms (Bridal and Groom), tables, and chairs.

Excluding half-day and hourly rentals.

DATE CHANGES

If Lessee is forced to change the event date, Harwelden Mansion will make every reasonable effort to move the reservation to the desired new date. Lessee agrees that expenses, deposits, and fees that are non-refundable or non-transferable are the sole responsibility of Lessee.

CLEANING

Harwelden Mansion is to be returned to the same condition and cleanliness in which it was received. After the event, a walk-through inspection will occur with Mansion personnel. All items on the Mansion Cleanup Checklist must be completed. Failure to complete the checklist and/or property damage will be billed and is due upon receipt.

DOWN PAYMENT

A non-refundable, non-transferable 25% down payment is required upon signing this agreement. The down payment reserves the scheduled event date and is applied to the total rental amount. The final balance is due two (2) months in advance of the scheduled event, or on the final payment date listed.

CANCELLATION

In the event of a booking cancellation, deposits paid to date will be forfeited as non-refundable. If the event is canceled on or after the scheduled final balance due date, the full and final payment will be immediately due and payable. All cancellations must be made in writing or by email to Harwelden Mansion.

FEES

Venue Rental: \$ _____

Cleaning Fee: \$ _____

Additional Services:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Subtotal: \$ _____

Down Payment: \$ _____

Balance: \$ _____

Balance Due Date: ____ / ____ / ____

VENUE RENTAL POLICIES

Harwelden Mansion was constructed in 1923 and is listed on the National Register of Historic Places. Honoring Harwelden Mansion's legacy and historical significance means we maintain high standards and expectations of those who use or work in Harwelden Mansion to preserve the integrity of the restoration, architecture, and the Mansion's reputation.

The team at Harwelden Mansion wants the Mansion to serve as a perfect setting for your event, but the nature of historic properties means there may be construction or maintenance work ongoing in certain parts of the Mansion at the time of your event. Every effort will be made to minimize any impact this may have on your event.

Please note the following policies:

EVENT START/END TIMES

Start times will be documented in your agreement. All events must end no later than 10:00 PM unless otherwise approved. Each rental includes a minimum of one hour for setup and one hour for cleanup, with many events requiring more time.

Exceptions must be discussed with a Harwelden Mansion representative. Early entry or late exit will be charged at the applicable hourly rate.

SETUP

The setup of tables and chairs will be completed as discussed and agreed to with a Mansion representative. Once documented, no alterations to floor plans may be made within 30 days of the event without approval.

CHILDREN

Children must be supervised by an adult at all times. No jumping on furniture or running through the Mansion. Children are not allowed to use the historic grand piano for play.

LANDSCAPE

All persons must remain on pathways or lawns during outdoor events. Guests and vendors may not walk through flower beds for photography or other purposes.

Guests are expected to respect the landscape, and Lessee may be charged for damage, including replacement of plants.

The pond behind Harwelden Mansion is not for swimming and may not be used in any manner.

AEROSOLS

Application of hairspray, cologne, perfumes, aerosol sprays, and makeup is permitted only in designated dressing rooms, public restrooms located on the basement floor of the Mansion, or outdoors.

SMOKING

Harwelden Mansion is a smoke-free environment. Smoking is prohibited indoors and outdoors on Mansion grounds. This includes vaping.

PERMANENT FIXTURES

The historic piano may not be moved and may not hold heavy objects or drinks. The bar is permanently located in the Sun Room.

Existing furniture may be rearranged only by Harwelden staff and with prior approval. Moving fees may apply. The historic piano top requires a cloth to protect the wood from scratches. This cloth is to be provided by the Lessee.

MUSIC AND SOUND

Harwelden is a historic estate, boutique inn, and residential-neighborhood property. To preserve the character of the estate and the comfort of overnight guests and our neighbors, music should complement the setting rather than dominate it.

Harwelden welcomes acoustic and low-volume live music, including solo musicians, small ensembles, piano, strings, jazz, and similar performances. We are happy to provide recommendations for musicians whose style and sound are well suited to the property.

Amplified music, DJs, bands with amplified drums or bass, subwoofers, and other high-volume entertainment must receive prior written approval from Harwelden. Harwelden is not intended to operate as a high-volume party or nightclub-style venue.

All music and entertainment must be maintained at a reasonable volume and may not interfere with overnight guests, neighboring properties, or the normal operation of Harwelden. Harwelden reserves the right to require an immediate reduction in volume at any time.

Unless otherwise approved in writing, amplified sound may not exceed 85 dBA measured at 25 feet from the primary speaker source and must end by 10:00 p.m. Outdoor music may be subject to a lower volume or earlier ending time depending upon the location and nature of the event.

Harwelden staff have final authority regarding acceptable sound levels and may require adjustments to speakers, bass levels, equipment placement, doors and windows, or performance volume as necessary.

DANCING

Indoor dancing shall be restricted to the Garden Room or west veranda. Harwell Hall may be used as an alternative with an approved rented dance floor.

PARKING

Parking is available on the premises and on permitted surrounding streets. Harwelden also owns the lot on the southwest corner of 21st and Main Street, which may be used.

Events of 50 or more guests are required to secure valet service. No parking is permitted in adjacent private lots. Lessee is responsible for notifying guests of these policies.

ORDINARY WEAR AND TEAR

Lessee is responsible for all damage not caused by ordinary wear and tear.

“Ordinary wear and tear” means normal deterioration caused by ordinary, reasonable, and proper use of Harwelden Mansion and its furnishings.

Damage that is not ordinary wear and tear includes, but is not limited to, broken dishes, improper use of facilities, abuse of furniture, damage to wood floors, lack of cleaning, and soiling of the venue by ink, blood, vomit, paint, mud, plaster, concrete, or other material.

Lessee will be held financially responsible for such damages at the sole discretion of Harwelden Mansion.

RENTALS

All rentals, including linens and table settings, must come from Party Pro Rents in Tulsa unless otherwise approved by Harwelden.

Rented items may be stored in the kitchen or back patio for pickup by the rental company the following day.

DECORATIONS

All décor plans are subject to approval and limited to designated event spaces.

Nothing may be affixed to any interior or exterior surface of Harwelden Mansion without advance approval. Decorations must be minimal and free-standing or draped.

No signage or banners may be placed on Harwelden Mansion grounds without approval.

OPEN FLAME POLICY

Because of the significant fire risk to Harwelden Mansion, open flames are not permitted anywhere on the property.

LED or other battery-powered candles are acceptable provided they do not use halogen or other high-heat bulbs.

APPROVED GRAND EXIT ITEMS

For indoor events such as weddings, silk flower petals may be used as decoration or tossed and must be collected in their entirety by the end of the event.

Rice, confetti, birdseed, potpourri, and similar items are prohibited indoors and outdoors.

Approved items include lighted devices, glow sticks, silk flower petals, noise makers, pom-poms, small hand-held flags, and cold sparklers.

Glitter is never permitted, either by itself or on décor of any kind.

Real flower petals may be used only outside Harwelden Mansion and must be picked up afterward.

PHOTOGRAPHY

Harwelden may take photographs at events. Harwelden often uses live video and still photography to help promote the venue.

Harwelden has the right to use photographs and video taken at Harwelden by event photographers and videographers for promotional purposes. Please refer to Harwelden's Photography and Video Policy for additional information.

ALCOHOL — RESPONSIBLE SERVICE & OKLAHOMA COMPLIANCE

Alcohol service at Harwelden Mansion must comply with applicable Oklahoma law, Oklahoma ABLE Commission requirements, and Harwelden Mansion's responsible hospitality standards, including applicable requirements of the Marissa Murrow Act.

Harwelden Mansion is committed to providing gracious hospitality while protecting the safety of guests, employees, vendors, and the community. Responsible alcohol service is a condition of every event at which alcoholic beverages are served.

LICENSED SERVICE

All alcoholic beverages must be served by properly licensed personnel as required by the Oklahoma ABLE Commission.

All bartending companies and individual servers must be pre-approved by Harwelden Mansion and must provide copies of applicable licenses, required training documentation, and evidence of insurance by the final walk-through unless Harwelden requires earlier submission.

Where required by Oklahoma law, proof of required bartender training must be maintained and available for inspection at the event venue.

AGE & IDENTIFICATION

No alcoholic beverage may be served to or consumed by anyone under twenty-one (21) years of age.

Bartenders may require valid government-issued photo identification. Alcohol service will be refused when satisfactory identification cannot be provided.

CONTROL OF ALCOHOL

All bars must be staffed and under the control of authorized beverage-service personnel at all times.

Self-service alcohol is prohibited.

This includes unattended alcohol stations, self-pour bars, bottles placed on guest tables for self-service, coolers accessible to guests, or other arrangements that permit guests to serve themselves.

Guests, members of the wedding party, event hosts, or other unauthorized individuals may not pour, distribute, or serve alcoholic beverages.

PROHIBITED SERVICE PRACTICES

The following are prohibited:

- Cash bars;
- Shots of any kind;
- Drinking games or contests involving alcohol;
- Service to anyone under age 21;
- Service to a visibly intoxicated or impaired person;
- Guest self-service;
- Continued service after a bartender or Harwelden representative has discontinued service; and

- Service practices Harwelden reasonably determines encourage rapid or excessive consumption.

Harwelden may restrict double pours or other high-alcohol-volume service at its discretion.

AUTHORITY TO REFUSE SERVICE

Bartenders and Harwelden Mansion management have full and independent authority to refuse or discontinue alcohol service to any guest who appears intoxicated, is behaving unsafely, cannot provide acceptable identification, or whose continued consumption may create a safety concern.

The decision of the bartender or Harwelden Mansion management to refuse or discontinue service is final.

The Lessee, wedding party, event planner, host, family members, guests, or vendors may not direct, pressure, or otherwise attempt to require a bartender to continue serving a guest after the guest has refused service.

HARWELDEN'S RIGHT TO SUSPEND ALCOHOL SERVICE

Harwelden reserves the right to restrict, suspend, or terminate alcohol service to an individual guest or to the entire event whenever Harwelden management reasonably determines that continued alcohol service presents a safety, legal, licensing, insurance, or property risk.

Suspension or termination of alcohol service for these reasons shall not entitle Lessee to a refund or reduction of any rental fee or other amount due under this Agreement.

BAR CLOSING & LAST CALL

Bar service must stop promptly thirty (30) minutes before the contracted event end time, or earlier if directed by Harwelden Mansion management.

Harwelden reserves the right to establish an earlier last call or bar closing when reasonably necessary for guest safety.

Water and non-alcoholic beverages should remain available through the conclusion of the event.

FOOD, WATER & NON-ALCOHOLIC BEVERAGES

Events serving alcoholic beverages should provide adequate food and readily available drinking water throughout alcohol service.

Harwelden encourages the availability of appealing non-alcoholic beverage options throughout the event.

SAFE TRANSPORTATION

If a guest appears impaired, Harwelden personnel, bartenders, the event planner, or security personnel may assist in arranging safe transportation, including rideshare, taxi, a designated sober driver, or transportation by another responsible person.

Lessee agrees to cooperate with reasonable efforts to prevent an impaired guest from driving.

If an impaired guest attempts to drive and Harwelden reasonably believes the individual presents a danger to themselves or others, Harwelden may contact law enforcement or emergency services.

ALCOHOL REMOVAL

All open alcoholic beverages must be properly disposed of at the conclusion of alcohol service.

Unopened alcohol must be removed from Harwelden Mansion by the end of the contracted event period unless another arrangement has been approved in writing by a Harwelden Mansion representative.

INCIDENT DOCUMENTATION

Harwelden Mansion may document significant alcohol-related incidents, including refusal or discontinuation of service, intoxicated or disruptive guests, transportation intervention, security involvement, injury, emergency medical response, or law-enforcement involvement.

Such documentation may be maintained as a Harwelden Mansion business record.

CLIENT RESPONSIBILITY

Lessee agrees to support Harwelden Mansion's responsible alcohol-service policies and to communicate these requirements to the event planner, wedding party, hosts, guests, and vendors as appropriate.

Lessee is responsible for ensuring that any bartender, caterer, or alcohol-service vendor retained for the event complies with Harwelden Mansion requirements and applicable Oklahoma law.

Guest safety takes precedence over client requests, bar-package expectations, or event schedules.

Lessee Initials: Alcohol Policy: _____

WEDDING REHEARSALS

For weddings, if no event is booked the day before, a one-hour rehearsal may be held during business hours, 9:00 AM to 4:00 PM.

This hour cannot be applied toward a rehearsal dinner or other venue rental.

ADDITIONAL SITE VISITS

Harwelden allows one additional site visit for all events after the venue is booked. We recommend coordinating all necessary vendors to attend this visit.

FINAL WALK-THROUGH

A final walk-through with all vendors must be scheduled during business hours approximately two weeks before the event.

At this time, Lessee must provide Harwelden with a list of vendors and their contact information, a floor plan, a day-of itinerary, insurance verifications, and all bartender/caterer licensing and required alcohol-service training documentation.

EMERGENCY MANAGEMENT

In an emergency requiring the fire department, police department, or emergency medical personnel, call 911 immediately.

Harwelden representatives are not trained or qualified to administer emergency services.

Mansion representatives reserve the right to immediately amend or alter any setup or placement they consider hazardous.

Behavior or activities that are offensive, abusive, illegal, or may endanger Harwelden Mansion's property, guests, personnel, visitors, collections, or facilities are prohibited.

Lessee is responsible for the behavior of guests, invitees, and agents while at Harwelden Mansion.

Harwelden representatives may require individuals engaging in such behavior to leave the premises and may terminate an event at any time if, in their judgment, the event endangers guests, personnel, visitors, collections, or facilities.

SECURITY

Harwelden reserves the right to require Lessee to provide security for an event.

For approved events of 125 or more guests, event security is required. Security companies must provide the required insurance endorsement. Security verification must be provided at least one month prior to the event.

FIREARMS

No weapons or firearms are permitted on Harwelden property.

CLEAN UP

All food and other waste must be placed in the provided trash bags.

All items brought onto the property must be removed by the end of the contracted time, including food, supplies, and florals.

Any damage or additional cleanup caused by Lessee, contractors, vendors, or guests will be billed after the event.

A credit card must remain on file to cover charges above the deposit amount.

Lessee must notify a Mansion representative of breakage or unsanitary conditions resulting from the event.

INDEMNIFICATION

Use of the facility is at Lessee's own risk.

Harwelden Mansion is not liable for lost or stolen items, personal injury, or damage to personal property while at the facility.

Lessee agrees to hold harmless, indemnify, and defend Harwelden Mansion and its representatives, to the maximum extent allowed by law, from liability arising from Lessee's use of the facilities, including legal fees and costs incurred in defense of actual or alleged liability.

INSURANCE

Lessee may be required to provide Harwelden Mansion with and maintain a \$1 million property damage and liability insurance certificate naming Harwelden and Hickory House Properties, LLC as additional insureds.

Proof of insurance must be submitted with the final payment 60 days prior to the event. This requirement also applies to vendors when requested by Harwelden Mansion.

Any bartending company, caterer, or other vendor serving alcoholic beverages must maintain insurance acceptable to Harwelden Mansion, including liquor liability coverage as required by Harwelden Mansion, and must provide evidence of such coverage before the event.

ACCESSIBILITY

Certain rooms and outdoor spaces in Harwelden may not be accessible to guests with mobility issues.

Every reasonable effort will be made to provide accommodations, although the historic nature of the building may make it impossible to render every space accessible.

EVENT COORDINATION

Lessee must designate and hire an event coordinator who will communicate with Harwelden as needed before, during, and after the event.

The final walk-through will occur approximately two weeks before the event during regular business hours.

At that time, a list of all vendors and their contact information must be provided to Harwelden, along with insurance verifications, floor plan, day-of itinerary, and applicable alcohol-service documentation.

LESSEE ACKNOWLEDGMENT

I have read, understand, and accept the terms and conditions of the Harwelden Mansion Venue Rental Agreement and Venue Rental Policies, including the Alcohol; Responsible Service & Oklahoma Compliance provisions.

I understand and agree that Harwelden management and authorized bartenders have final authority regarding alcohol service and may refuse service to an individual or restrict, suspend, or terminate alcohol service when reasonably necessary for safety or compliance.

I agree that neither I nor my guests, family members, event planner, wedding party, or vendors will interfere with a decision to refuse, restrict, or discontinue alcohol service.

I agree to assume financial liability for any expenses incurred as a result of my, my vendors', or my guests' failure to follow these policies, including additional time, cleanup, damage, or other liabilities.

I further agree to hold harmless, indemnify, and defend Harwelden, to the maximum extent allowed by law, from liability arising from my use of the facilities.

Signature of Lessee

Date: ____/____/____

Printed Name

Signature of Harwelden Official (Lessor)

Date: ____/____/____

Printed Name

HARWELDEN

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