



Our event centers hold up to 200 seated guests. Our new restaurant, Maxxwell's, is available for catering for both Event Centers; but if you would like to use outside catering, you may do so with one of our preferred vendors. Should you use the caterer of your choice, they must be licensed within the state of Oklahoma and approved by The Campbell Hotel. The Campbell Hotel/Maxxwell's will be happy to provide full bar services for your event, outside alcohol is prohibited in both event centers.

### **Ballroom/Renaissance Square Pricing:**

- Monday through Thursday 1/2 day (8:00am – 1:00pm) \$ 375
- Monday through Thursday Full day/evening (10:00am – 12:00am) \$1000
- Monday through Thursday Evening Rental (4:00pm – 12:00am) \$ 750
- Friday Full Day (10:00am – 12:00am) \$1750
- Saturday Full Day (10:00am – 12:00am) \$2000
- Sunday Full Day (10:00am – 12:00am) \$1500

### **Boardroom Pricing:**

- Monday – Friday 1/2 day (4hrs) \$185
  - Only during business hours Full day (8hrs) \$350

Parking is located on the South side of the Hotel and along the North side on 11<sup>th</sup> Street and is permitted in neighborhood streets. There is ample parking for Renaissance Square on site.

Smoking is prohibited. This is a non-smoking building. Smoking will result in a \$250 charge.

### **Reservation/Payment**

The deposit payment must be made in order to secure the date of your event. We offer a payment plan, with the final payment being made **30 days** prior to the event date. Payments can be made by check or credit card. A cleaning fee will be added to the facility rental, if space is left dirty. **A Credit Card must be on file.**

**Cancellation** must be made **90 days** prior to the event date for a refund. Deposits are **non-refundable.**  
Customers Initials \_\_\_\_\_

**The Campbell Hotel Ballroom and Renaissance Square Contract**

**Room Contracted:** \_\_\_\_\_

**Customer/Organization**

Name _____	Group Type _____
Address _____	Phone (cell) _____
City/State/Zip _____	Phone (hm) _____
Email _____	Phone (wrk) _____
Main contact _____	Other Contact _____
Date Reserved _____	Start Time _____ End Time _____
Event Type: _____	# of People _____

If event is a wedding, please print the couple's first and last names:

\_\_\_\_\_

**Hotel Rooms**

Check in Time: **3:00pm**                      Number of Rooms \_\_\_\_\_  
Check Out Time: **12:00pm**                      Reserve by Date \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERY IMPORTANT:**

A credit card is required to confirm hotel rooms. If reserving a group block of 10 rooms or more, in order to receive a negotiated rate, full balance must be paid on a minimum of 10 rooms at the time of booking or be held with a Credit Card. **THE RELEASE DATE FOR ROOMS IN A GROUP BLOCK IS 60 DAYS PRIOR TO YOUR EVENT. A CHARGE OF 70% OF THE UNRELEASED BLOCKED ROOMS WILL BE CHARGED TO THE CREDIT CARD ON FILE IF NOT RELEASED 60 DAYS PRIOR TO EVENT BY THE CUSTOMER.**

After the room block is released to the public, your guests are welcome to call and reserve rooms, if available, at the negotiated rate.

**Customers Initials** \_\_\_\_\_

**Reserved Facility/Service Charges**

Service	Information	Charge	Price	Accept/Decline	Customer Initials
Dance Floor	Built in Terrazzo Floor	No Charge	\$0		
Bartender	4 hour minimum * 1 bartenders per 50 people	\$35 per hour, per bartender			
Dual Event	Turnaround between Events	\$250			
Security	4 Hour Minimum 2 weeks' notice required	\$50/hr – unarmed \$55/hr - armed			
Cleaning the facility(s)	See guidelines	\$250	CC on file		
Table and Chairs	Provided – Will Specify **		\$0		
Multimedia Package	Projector, Screen, DVD Slideshow, Microphone	\$25/each			
Valet Service	50 – 75 Guests. 3 valets 75 – 100 Guests. 4 valets 100 – 225 Guests. 5 valets	\$500 \$600 \$700			
Party Perfect Kim - 918-258-7368	Linens & Event Rentals	See Attached			
TK Wedding & Event Tasha – 918-809-6395	Florals & Decor	See Attached			
Zach Downing Productions Zach – 918-382-7278	Entertainment, Lighting, Photo Booth, Casino Nights, Themed Parties, Etc.	See Attached			
<b>Event Space</b>					
Other					
Additional Time	\$150.00 per hour				
Deposit	Received Date:				

\*4 hour minimum also includes a half hour before and a half hour after the event for setup and cleanup.

\*\*Once layout and quantities are initialed and approved, no changes can be made.

\*\*\*The customer is responsible for the operation of the AV equipment.

Balance Due: \_\_\_\_\_

Customers Initials\_\_\_\_\_

## Facility Terms & Conditions

The Hotel requires a **\$500 NON REFUNDABLE** deposit at the time of reserving the space. Balance of the Event is required **30 days** prior to the event. Any changes made to the contract that result in additional charges are due no later than **30 days** prior or upon the date of the change whichever is sooner, and will require acknowledgement from both parties.

- Final Payment of Event is due **30 days** prior to the event date. Any changes made after that date will be due at the time of the change. A credit card for damages or incidentals must be on file.
- Facility rental is only during the contracted time. Florist, caterers, musicians and all vendors are allowed access prior to your contracted time if **empty and scheduled** , and must be out of the facility by the end of the contracted time or additional charges will incur. Guests and other vendors may not set up prior to the contracted time and must be out of the facility by the end of the contracted time, or additional charges will incur.
- The use of confetti will incur a \$100.00 dollar cleaning fee.
- All food, glassware and tableware must be cleaned and all trash removed from the facility at the end of your event. A dumpster is provided by the Hotel. Failure to remove all trash will result in a cleaning fee of **\$250**. This applies to the upstairs facility in Renaissance Square Event Space also.
- No changes 48 hours prior to event.
- There are no exceptions to leaving decorations or personal items overnight, as we often have events the next day.
- Individuals booking events are responsible for parking for all events. Valet is permissible and needs to be coordinated with hotel and event staff. When using the Ballroom for an event space please tell your guests they may park in Mayo School parking lot across the street. There is ample parking at Renaissance Square Event Center. Event guests are asked not to use Restaurant parking.
- All Liquor Service must be provided by the Hotel if using the Ballroom. Cash and Host bars are available.
- This is a non-smoking facility. Smoking is prohibited in any part of the building. Smoking will result in a **\$250 charge**.
- No sparkles or powder flash devices are allowed inside any building. No smoke machines are allowed inside any building.
- Individuals needing to use the AV equipment, as accepted or declined on page 1, will need to schedule an appointment to meet with hotel staff regarding the use of the equipment or accessories needed for your event 72 hours prior to event. Person who will use the equipment during event needs to be present for this meeting.
- The Campbell Hotel is not liable on the day of event if AV equipment mal-functions: Your fee for the equipment will be refunded and that will be the extent of the Campbell Hotels liability for your presentation.
- If security is required it must be provided by a licensed security professional.

Customer Initials \_\_\_\_\_

By signing this contract, you are stating that you have read and agree to abide by all terms and conditions as outlined in The Campbell Hotel and Event Center policies.\* It is your responsibility to communicate and enforce these policies with all guests and vendors you invite and/or contract services with. You are responsible for your guests and all vendors. Thank you!

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Customer	Signature	Date
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GM of Hotel Signature		Date
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How did you hear about us? \_\_\_\_\_

\*The final amount is subject to change as a result of additional services to be agreed upon by the parties.