



RENTAL USAGE AGREEMENT

NAME	
ADDRESS (STREET, CITY, STATE)	
PHONE #	
PLEASE ENTER YOUR INITIALS NEXT TO EACH ITEM	
	I understand that my event is not considered booked until I have paid a 50% deposit. The remainder of the amount due is due the day of the event.
	I understand that I may cancel my rental up to 48 hours before my event and receive a refund minus a \$50 cancelation fee. I also understand that if I cancel within 48 hours of my event, I forgo my deposit. In either case, I may reschedule and keep my payment on file for future use.
	I will not bring alcoholic beverages onsite or allow my guests to smoke or vape on the premises.
	I understand that I may decorate using items that will not damage the walls, floors or ceiling. See FAQ on page 2 for allowed items.
	I understand that my rental comes with tables, chairs at no additional fee.
	I understand that tablecloths are an additional fee.
	I understand that the audio/visual equipment is only available upon request and that any damage to that equipment will result in a fee of \$90 per hour for repairs.
	I understand that at the conclusion of my rental I am required to remove all items brought in (food, decorations, trash) must be removed. A dumpster is provided onsite for my trash.
	I understand that I am to return the key to the drop box located on the east side of the building.
	I also understand that any damage to the room I rent will result in responsibility for payment of repair fees. Occasions will make me aware of any current damages prior to my event.

Signature: _____

Date: _____

If you have any questions, please call (405) 306-6271.



FREQUENTLY ASKED QUESTIONS

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- HOW DO I BOOK A ROOM?** Go to the Check Availability form on Occasionsok.com. Complete and submit the form. We will be in touch soon after receiving your request. Once you have chosen the date and room you want to use, a **50% deposit is required to secure the date**. Please note all renters must be 21 and older.
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- WHAT IS YOUR CANCELLATION POLICY?** We know that sometimes things happen and dates change or get cancelled. If you cancel within 48 hours of your event the deposit will not be refunded. If you cancel more than 48 hours out, a refund of your deposit (minus a \$25 transaction fee) will be allowed. In both cases, you are able to reschedule for a later date!
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- DO YOU ALLOW ALCOHOL?** Occasions has a strict no-alcohol, no-smoking/vaping policy.
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- CAN WE DECORATE?** Absolutely! We want your event to reflect your style! You can use command hooks, painters tape and wall putty to hang decorations. We ask that you not use scotch tape or puncture the walls with tacks or nails. You are also allowed to hang decorations from the ceiling as long as you use fishing line or special ceiling hooks so that there is no damage done to the tiles or grid.
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- WHAT TABLES/CHAIRS OTHER AMENITIES DO YOU HAVE ONSITE?** We have white, black and cream (limited supply) tablecloths for rent, short rectangular tables (4 ft) long rectangular tables (8 ft), round tables (60 in) and black stacking chairs. Other items available that may incur a fee include a podium, a high-chair, and a portable Bose microphone and speaker.
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- CAN WE BRING IN CATERERS?** Yes! Please bring in your caterer or fix your food onsite in our kitchen (Unit D only). We do not have an ice maker onsite so make sure and have your caterer bring it with them.
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- DO WE HAVE TO CLEAN OR SETUP THE ROOM?** We want to make your rental as easy on you as possible. During the rental agreement process, we will determine what table/chair setup you want and will have the room all ready for you at check-in time. After your rental is over, we ask that you take out all your decorations, food and trash (we provide the trash liners and a dumpster is provided onsite). We come in after you leave and put up the tables and chairs and do the clean up!

HOW CAN WE
DETERMINE BEST
USE OF THE SPACE?

The best way to determine how to use the space would be to make an appointment to see the room and work out details with our staff. We have also created files online that offer suggested floor plans. You can access those here for [Unit C](#) and here for [Unit D](#).

WHAT
AUDIO/VISUAL
CAPABILITIES DO
YOU HAVE?

We have an audio/visual system in Unit D that allows you to play house music via Bluetooth from your device, display a slide show or video from your computer via HDMI, or play your favorite DVD. In Unit C we have a simple set up that will still allow you to play files from your laptop via HDMI or play a DVD.

WHAT DO WE DO
WHEN WE'RE ALL
DONE?

After removing all your personal belongings including your decorations, food and trash, we ask that you set the thermostat back to the setting it was at when you checked -in, turn off the lights, lock the door and drop the key in the drop box on the back of the building.

OTHER QUESTIONS?

Call us at 405-306-6271

Our facebook page has a lot of info as well. Go take a look!
<https://www.facebook.com/occasionsok/?ref=bookmarks>