



50 Penn Place (405) 840-4488

Community Room 3rd Retail Level (R-3)

Room Rental Charges

Half Day Events (10:00 am to 2:00 pm)	\$100.00
Full Day Events (8:00 am to 5:00 pm)	\$150.00
Evening Events (Monday through Saturday)	\$150.00
<i>Room not available on Sunday</i>	

Additional Room Charges

Setup and Breakdown	\$35.00
Rental Chair (each)	\$0.50
Rental Table (each)	\$6.00
Linen for table tops (each)	\$3.00
Table Skirting (per table)	\$10.00

Fees for additional charges will be waived if final bill exceeds
\$300.00 during the week or \$500 on Friday or Saturday nights.

Room Rental Includes
 Dry Erase Board
 Microphone and Podium
 PA System
 Wi-Fi
 Cable

Non-refundable deposit of \$100.00 required during the week.
 Non-refundable deposit of \$200.00 required Friday and Saturday evenings.