



## Basic Information for Facility Rentals

### Expectations of Renter:

- Call to schedule time to decorate your space. Decorating times depend on other scheduled events and staff schedules and accessibility may vary.
- Vendors should be scheduled no more than 4 hours prior to the event.
- Rental fee covers day of service only
- Rental must be returned to the exact condition prior to use and a walkthrough must be completed with Museum staff to receive return of damage deposit unless determined unnecessary by Museum staff.
- Trash must be collected in cans provided.
- No decorations can be fixed to walls with adhesives.
- Weekday daytime hours: Monday – Thursday, 7-4 pm
- Weeknight and weekend hours: weekdays after 5 pm; Friday-Sunday, 7 am – 11 pm.

### Tips:

- Open catering & liquor policy
- Chairs and tables available for self-set up and tear down
- No security or staff available during event, though on-call staffing is available for emergency purposes at the following number: Dee at [620-786-9320](tel:620-786-9320)

### Costs:

- Weeknights & Weekends: \$150 rental fee and \$100 refundable damage/cleaning deposit due at the time of booking
- Weekday Daytimes: \$100 rental fee



Rental Agreement:

Rental agreement made on this day, \_\_\_\_\_, between \_\_\_\_\_ and  
The Kansas Oil & Gas Museum, is as follows:

- Time of event:
- Time need conference room opened:
- Date of event:
- No programs or tours scheduled
- Cost agreed upon set at:
- Acknowledgement of unstaffed event with the exception of on-call staffing

Please return this signed agreement with damage/cleaning deposit to no later than seven days of above date of the verbal agreement made in order to secure booked date.

Signature and date of acknowledgement of above contact person:

\_\_\_\_\_

Signature and date of Museum representative

\_\_\_\_\_

Kansas Oil & Gas Museum  
PO Box1294/5944 10<sup>th</sup> St.  
620-793-8301  
[lesliefrancis2@gmail.com](mailto:lesliefrancis2@gmail.com)