

# WILL ROGERS THEATRE

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# THE TASTING ROOM

### **Private Party Policies and Options**

Thank you for considering The Tasting Room for your private event. The Tasting Room is available for casually elegant dinner parties, creative tasting events, corporate meetings, and educational demonstrations. All the culinary and hospitality resources of Western Concepts Restaurant Group will be utilized to create Oklahoma's premiere dining facility.

Whether a rehearsal dinner, cocktail party or business lunch, we will accommodate your needs at The Tasting Room from 10 to 100. Creating memories with a casually elegant private dining experience is our goal.

### **Capacity**

Intimate Chef's table dinners for 10 to 20 guests

Seated dinners up to 48 guests

Theater style seating up to 80 guests

Cooking classes up to 30 guests

Classroom seating up to 40 guests

Cocktails and Hors d'oeuvres up to 100 guests

(With outdoor patio use, depending on weather)

**Booking Policy:** A 25% deposit of the event minimum is required to reserve The Tasting Room for your event. Cancellations made within 40 days of event will forfeit deposit.

**Room Rental:** The Room Rental rates apply to 4-hour event increment bookings. Start time of event is designated by Guest Arrival. End time of event is designated by Guest Exit. The latest an event end time can be scheduled is 11:30pm.

**Daytime Event Room Rental:** Monday – Saturday: \$250

**Evening Event Room Rental:** Monday – Saturday: \$500

### **F&B Minimums:**

This is not a room rental charge, but a food & drink minimum, which must be met to secure The Tasting Room for your use. The minimums are as follows:

Monday – Friday Breakfast: \$800

Monday – Friday Lunch: \$800

Monday – Thursday Dinner: \$1,000

Saturday Breakfast: \$1,000

Saturday Lunch: \$1,000

Friday – Saturday Dinner: \$1,500

**Event Times:** Events have a 4-hour time maximum and must end by 11:30pm. Charge for extra time will depend on type of event and number of servers. Early room access for event host and decoration teams is allowed and does not count as event time increments. The room access time & host arrival will be confirmed in the event contract with the event coordinator.

**Staffing Charges:** The number of servers will be determined by the number of guests and type of event. Depending on the type of event, 1 server per 15 guests is typically what is scheduled.

### **Administrative Service Fee:**

Venue room rental charges, Catering & Beverage charges if any, are subject to a mandatory service charge based on style of catering, which is retained entirely by the Venue.

A 20% service fee will be added to room, food & beverage charges for BUFFET styles of catering. A 23% service fee will be added to room, food & beverage charges for SEATED/PLATED styles of catering. The service charge is not intended to be a tip or gratuity for the benefit of the employees. If you or your attendees wish to provide an additional tip to the Venue's staff, please feel free to do so. The mandatory surcharge with the room rental fee will be added to the event invoice.

**Clean Up:** Clean up of The Tasting Room is included in your package. Items brought in by the customer must be removed within one hour of the ending time unless next day pick up has been arranged and paid for in advance. Items left at The Tasting Room will be discarded and are not the responsibility of The Tasting Room. Personal items and decorations are not responsibility of The Tasting Room, and The Tasting Room will not be held liable for any lost, discarded or stolen items.

**Other Charges:** The Tasting Room will be set with black or white tablecloths & black napkins. Other linen options are available at additional costs as follows:

Solid Color Tablecloths: \$5 per tablecloth

Solid Color Napkins: \$1 Each

Specialty Tablecloths: \$11-\$55 per tablecloth

Specialty Napkins: \$5 Each

**Flowers** – We can arrange for personalized floral arrangements if you would like. The charge will be determined after determining your needs and consulting with our florist.

**Bartender & Bar Services:** 1 Bartender is scheduled per 100 guests and is an additional \$100 per bartender. Cash bar services will not be applied to event minimum requirements.

**Guest Count:** Guest count will be taken exactly one week before the event date. Final guest count, floor plan edits & menu selections will be due at this time. If any guest counts or menu selections are increased after this deadline, it is your coordinator's discretion to supplement the upcharge necessary to accommodate last minute additions.

**Food Service:** Food service will begin at the designated service time on your contract. Reception and buffet food service will not be displayed more than three hours per health code standards. In addition, it is the policy of The Tasting Room that no leftover food can be taken from an event per health code standards. Day of event changes to the specifically confirmed food service times will be left to the Chef & event coordinator's discretion. Day of event changes to previously confirmed service times will compromise the quality of catering provided and flexibility on food service time changes is not guaranteed. If any guests have any food allergies, or dietary restrictions – the amount of specialty plates needed will be due at the same time as the final guest count deadline. If no notice is given or notice, day of event is given, The Tasting Room cannot guarantee this accommodation without proper notice.

**Decorations:** The Tasting Room has limited restrictions. You are allowed to bring in decorations of your choice including but not limited to additional lighting, candles, flowers etc. All candles on linens must be encased in glass. No confetti, loose glitter, water gel jelly beads. Nothing may be permanently affixed to the walls inside the venue, although we do allow blue painters tape to be used to hang posters or pictures. We do not allow loose feather decorations or feather boas to be used for decoration purposes. If you wish to use feathers as a part of your décor or centerpieces, please bring in an example for approval to your event coordinator.

**A/V:** The Tasting Room is equipped with AV equipment for use. All slide show & power point presentations will be connected to the 60" wall mounted flat screen TV. Additional projectors & screens will need to be

facilitated by the event host. Equipment rental is available, this would be a third-party rental service. Please notify your event coordinator if you are interested in additional AV equipment rentals – we can facilitate this rental through an outside vendor. Access to the system is available as follows:

House Music: N/C

Wireless Earpiece Microphone: \$50

HDMI Access: \$50

AUX Access: N/C

**Event Payment:** Final bill must be paid the night of the event, upon event conclusion unless other arrangements have been made with your event coordinator. If balance is not paid within 30 days a 5% delayed interest rate will be charged. This initial 5% figure is then added upon each recurring 30-day period until full amount is received.

**Cancellations:** -In Lieu of Covid-19 Precautions, cancellations without possibility of rescheduling will forfeit the deposit amount that was placed to confirm the room reservation.

-Any cancellations made after the 30-day mark from the event date will be responsible for the room rental fee, in addition to forfeiture of the original deposit.

-If the event is capable of rescheduling to a further future date, all financials placed prior to date change will be transferred in full to new date and will be applied to the event total as a form of payment.

-In any case of cancellation due to government or county shutdowns and the venue must cancel on the event host, all monies will be refunded.

By signing below, you have agreed to this sales agreement & policies, and you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. Pursuant to Oklahoma Senate Bill 1946, you and any guests voluntarily assume all risks related to exposure to COVID-19 and agree not to hold Western Concepts LLC; Will Rogers Theater and The Tasting Room event center; or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury, unless these parties violate the law or applicable safety regulations.

Event Date & Title: \_\_\_\_\_ Date: \_\_\_\_\_

Event Host Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Event Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Management Name: (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_