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## **FACILITY RENTAL GUIDELINES**

### **Full Museum - \$200 per hour (3 hour minimum)**

Available evenings only after 6 pm  
46 person capacity for seated meal  
100 person capacity for reception  
Includes access to all museum exhibits  
Does not include additional furniture or A/V rental

### **Special Event Room - \$75 per hour (2 hour minimum)**

General availability during museum hours  
46 person capacity

### **Sandy H. Singleton Board Room - \$50 per hour (2 hour minimum)**

General availability during museum hours  
14 person capacity

### **Building Usage & Restrictions**

No candles, glitter, confetti, floral arrangements with water in vases  
No red wine or red punch  
No animals - with the exception of service dogs  
No stapling or tacking of linens or decorations to any fixtures or furnishings  
No audio/video equipment may be brought in to serve in place of existing museum equipment  
No smoking in the building

ABM is not responsible for loss or damage to your property or injury to your guests and does not maintain insurance covering it. Event liability Insurance is the responsibility of the renter and the American Banjo Museum must be named as an additional insured on said policy.

The American Banjo Museum reserves the right to deny any activity that could result in damage to the museum.

The nature of events at the American Banjo Museum must not conflict with the museum's mission or musical identity.

**Furniture Rental**

6' Rectangular Tables - \$25 each

Café Tables - \$25 each

Black Table Cloths - \$25 each

**Audio/Visual Charges and Equipment Rental**

Stage 8 x 12 with skirt in Event Room - included in cost of rental

Podium - \$20

Wireless Microphone - \$20

PA System 8 channel with microphones - \$80

LCD Projector & Screen - \$35

**ABM Approved Caterer**

Catering Oklahoma – 405-245-9095 – [www.cateringoklahoma.com](http://www.cateringoklahoma.com)

Caterer is responsible for their parking fees. The customer/caterer is responsible for cleanup of the facility and removing all trash from the facility.

Liquor can be brought into the premises only by ABM approved caterer that has an off-site liquor license.

**Damage Deposit**

A damage deposit of \$500 is due 30 days prior to an event. The deposit is refunded within 21 days after the event when there has been no damage and all regulations were followed.

**Cancellations**

Cancellations must be made in writing thirty (30) days in advance.

**Payment** - Payment in full is due thirty (30) days in advance with signed contract.