

# THE HUB

12 Dawes Ave  
Bixby, OK 74008  
918-366-9445

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## EVENT DETAILS

Contact Name: \_\_\_\_\_ Event Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Event Date: \_\_\_\_\_

Email: \_\_\_\_\_ Event Start/End Time: \_\_\_\_\_

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## GUIDELINES

### Rental Fee

- Total amount due \$ \_\_\_\_\_
- Deposit due at booking \$150

### Cancellation Policy

- If the event cancels within 30 days prior to the event, a full refund of the deposit will be made.
- If we are not contacted within 15 days of the event to cancel, the deposit will be forfeited.

### Alcohol Liability

- The renter is responsible to for all attending persons that consume alcohol during rental period.
  - No one under the age of 21 may have the opportunity or be permitted under any circumstance to consume alcohol.
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## RESPONSIBILITIES

### Liability

- The renter is responsible for any damages to the property during rental period.
- The renter must obtain any necessary permits or Licenses for the event.

### Clean Up

- All furniture must be put back in its original place
- Kitchen must be cleaned, wipe down counters, sweep the floor, mop if applicable.
- Trash taken out to the dumpster and new trash bags placed in the cans. Dumpster is located in the back parking lot.
- Sweep main event space, wipe tables and mop up large spills.

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HUB Representative

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