



THE VENUE AT
PLENTY

04.09.19

SUBJECT:
Venue Agreement

HELLO, FRIEND.

We are thrilled you are considering hosting your next celebration at *PLENTY*. The following information details our offerings for both *The Rooftop and The Warehouse at PLENTY*. Please direct all questions and inquiries to gather@plentymercantile.com

Best Wishes,
The Plenty Team

807 N. Broadway, OKC, OK
GATHER@PLENTYMERCANTILE.COM
405.778.5949

ELEMENTS OF THE VENUE AT PLENTY

**Warehouse occupancy is MAX 90 persons and Rooftop occupancy is MAX 150 persons. If both spaces are rented together, the capacities combine for MAX 240 persons between the two spaces, for a come-and-go event.*

- Guests access venue through the mercantile for an unexpected preamble to your event
- Dressing room available
- Two private enclosed restrooms
- Internal & external stair access
- Alley access for easy loading and unloading
- Original concrete floors in warehouse
- Twinkle lights in warehouse and on rooftop
- 100-year-old 7'x12' warehouse window with paned frosted safety glass
- Crisp white brick walls throughout warehouse
- Curtains to divide space in warehouse
- Several included props in warehouse and on rooftop to be used at your discretion
- Rental props available in addition to space rental
- Free setup and breakdown of Plenty-Picked rental items
- Four unique views on rooftop: Arbor Doors, Bar, Gardens and Skyline
- Designated bar or serving surfaces in both spaces
- 1 of 2 required security guards provided by venue
- Included dress rehearsal for weddings on day prior from 10:00am-12:00pm
- Suggested vendor list provided upon booking
- Select audio equipment available for rent

VENUE

Rates & Offerings

REQUIRED TO RESERVE DATE & RATE:

- Signed Venue Agreement
- Half of the Reservation Rate [unless otherwise indicated]
- Copy of Drivers License
- Copy of Credit Card

ALL RATE DETAILS:

- Dressing Room included in all rates
- Rate time slots include entire set-up, event, and breakdown from first vendor in to last person out
- Security Fee of \$90.00 required due 30 days from event [unless otherwise indicated]
- Event Liability Proof of Purchase required due 30 days from event [unless otherwise indicated]

STANDARD EVENT | 6 HOUR ACCESS TO CHOICE OF SPACE(S)

Includes Birthdays, Graduations, Office Parties, etc.

SUNDAY - THURSDAY

- \$795.00.....Warehouse Only
- \$895.00.....Rooftop Only
- \$1295.00.....Warehouse & Rooftop

FRIDAY & SATURDAY

- \$1100.00.....Warehouse Only
- \$1495.00.....Rooftop Only
- \$2200.00.....Warehouse & Rooftop

WEDDING RECEPTION OR REHEARSAL DINNER | 8 HOUR ACCESS TO WAREHOUSE & ROOFTOP

Allows family to setup and then attend wedding ceremony or dress rehearsal before returning for event.

- \$1595.00.....SUNDAY - THURSDAY
- \$2500.00.....FRIDAY & SATURDAY

WEDDING | 12 HOUR ACCESS TO WAREHOUSE & ROOFTOP

An exchange of vows requires Wedding vs Standard Event rate

- \$3400.00 **FRIDAY**
- \$3900.00 **SATURDAY**
- \$3200.00 **SUNDAY**
- \$3000.00 **MONDAY - THURSDAY**
- \$1950.00 **MONDAY - SUNDAY** [Rate available January 2nd – February 28th only / Rooftop access pending weather]

MICRO WEDDING PACKAGE | 4 HOUR ACCESS TO WAREHOUSE & ROOFTOP | 30 GUEST MAXIMUM

A cross between traditional wedding and an elopement!

- \$1500.00 **MONDAY - THURSDAY**
- [Choice of 6pm or 7pm ceremony; access begins 1 hour before ceremony and ends 3 hours after for a total of 4 hours.]

AMENITIES INCLUDE:

- 6 Biergarten Tables
- Choice of 30 chairs (or) 12 benches
- Choice of ceremony site: 2 options available in warehouse / 2 options available on rooftop
- 6 Cocktail Tables
- **OPTIONAL ADD-ON: PLENTY** Styled Grazing Board [please inquire for rates]
- **OPTIONAL ADD-ON: PLENTY** Bar Service [please inquire for rates]

WEDDING OR BABY SHOWER | 4 HOUR ACCESS TO CHOICE OF WAREHOUSE OR ROOFTOP

[NO SECURITY FEE REQUIRED] * May only be reserved within 6 weeks of desired date.

- \$450.00..... **SUNDAY [12pm-4pm] ONLY**

LUNCHEON | 4 HOUR ACCESS TO CHOICE OF WAREHOUSE OR ROOFTOP

[NO SECURITY FEE REQUIRED]

- \$450.00..... **MONDAY - THURSDAY [10am-2pm] ONLY**

ROOFTOP PROPOSAL PACKAGE | *5:45PM - 7PM ACCESS TO ROOFTOP ONLY
[NO SECURITY FEE REQUIRED]

**This is our recommended timeframe. Time of day for a Rooftop Proposal [2.25 hours] is negotiable depending on availability. Please inquire.*

**Full payment required to reserve date and rate*

**Includes 2 mini bottles of champagne and love songs playlist*

**Rooftop access is limited in Rooftop Proposal Package: Couple, Photographer, and 2 other persons maximum.*

- **\$300.....MONDAY – SUNDAY [Friday, Saturday, Sunday may only be reserved within 7 days of the desired date]**

^ RECOMMENDED ITINERARY

5:45pm – Have your photographer arrive and get set up
[can hide behind the bar or in garden]

6:15pm – Couple arrives

6:15pm - 6:55p Proposal and Photos

7:15pm – Make a dinner reservation for two or your families at one of our walkable restaurants in Auto Alley!

**If couple books their Wedding at PLENTY after getting engaged on the rooftop, the full \$300 credit will be credited towards booked event.*

PHOTOGRAPHY SESSION | 1 HOUR ACCESS TO WAREHOUSE & ROOFTOP [2 HOUR MAXIMUM]
[NO SECURITY FEE REQUIRED]

- Full payment required to reserve date and rate
- Rates may not be prorated and access is not available for less than the hourly rate.
- Sessions are reserved start to finish by the minute and will not be extended due to tardiness of client or subject.
- Alcohol is STRICTLY prohibited on the property during photoshoots.
- Any food must be approved by PLENTY.

- **\$150.00.....MONDAY – SATURDAY [only between 7:00am – 9:00pm]**

**Photography sessions are subject to rescheduling should the time slot be rented for full event.*

AGREEMENTS OF THE VENUE AT PLENTY

- **HOST** agrees to a contractual start and end time. This time includes first vendor in through last vendor out and events must be concluded by midnight. [Overage of time will be charged to credit card on file at a rate of \$150.00 per hour.]
- **HOST** agrees to submit the Floorplan Diagram 14 days prior to event date to be signed by both **PLENTY** and the **HOST** upon review. If the rooftop is being rented, a Plan A Setup as well as a Plan B Setup must be submitted. Plan B Setup is to be used during inclement weather that would affect a rooftop gathering.
- **HOST** understands **PLENTY Mercantile** is also a retail shop as well as a venue and will ensure events remain confined to the private rented spaces to ensure a top-notch experience for **HOST'S** guests as well as shoppers in the store. Please load and unload via the alley access instead of through the east entrance off Broadway through the store. Guests may enter through the shop or the rear exterior stairs. [All guests will exit via the rear entrance at event end.]
- **HOST** agrees to remove all personal belongings, decorations, rental equipment, flowers, trash etc. at the conclusion of the event. Please arrange pick-up of personal and/or rented items – they may not be left after the conclusion of event for any reason.
- **HOST** understands **PLENTY** is not responsible for any gifts, keepsakes, flowers, personal items, etc. left behind at the conclusion of any event. In the event decorations, packing materials, etc. are left in the venue at the end of the event, a cleaning fee will be deducted from damages deposit.
- **HOST** agrees not to move or remove any venue fixtures without full consent of **PLENTY**.
- **HOST** is responsible for any damages at **PLENTY** due to negligence, including actions of **GUESTS** during contracted rental period. [Damages will be deducted from Damages Deposit or charged to credit card on file upon review.]
- **HOST** understands any attachable decor such as banners, signage, lighting, floral arrangements, must be attached to existing hardware without risking damage to the property in any way. Your method of attachment must be approved by **PLENTY** prior to set up. Please use zip ties or string to stabilize. No duct tape, nails or screws are allowed as it will damage the property and will result in forfeiture of damages deposit.
- **HOST** understands, due to the nature of the slats in the rooftop decking and the public spaces surrounding the building, the use of glitter, confetti, flower petals, birdseed, hay bales or any similarly compared materials are prohibited and will result in forfeiture of damages deposit. For further clarification, please ask the event manager.

**Sparklers are allowed in the alley, but not on the rooftop.*

- **HOST** understands only enclosed flames are allowed on the property. [See **Events Coordinator** for further clarification if needed]
- **HOST** understands tobacco use or smoking, including vaping and hookah or chewing tobacco, is strictly prohibited on the premises of PLENTY by any persons. Smoking may occur 20 feet away from the building and all cigarette butts must be discarded in proper container.
- **HOST** understands **The Rooftop at PLENTY** is not wheelchair/handicap accessible and there is no elevator access. The two restrooms in the warehouse are ADA compliant.
- **HOST** understands **The Venue at PLENTY** is not rentable to third party events requiring a cover-charge for profit or open to the general public.

EVENT LIABILITY INSURANCE

- **HOST** understands Event Liability Insurance is required to host an event at **PLENTY. PLENTY Mercantile, LLC** must be listed as certificate holder (additionally insured) for \$1,000,000.00. "HOST LIQUOR LIABILITY" is required on policy with no exceptions. This measure protects the **HOST** in the event of an unintended accident related to the event.
- This may be purchased through your current insurance provider or online through companies such as www.theeventhelper.com and www.specialeventinsurance.com.
**We strongly suggest purchasing wedding insurance to cover any expenses relating to the postponement of your wedding.*
- **HOST** understands Liability Insurance is due to **PLENTY** 48 HOURS prior to event date.

WEATHER

- Every outdoor event is at the risk of being impacted by inclement weather. Aside from preparation, our chief concern is the safety of our clients, their guests, and our **PLENTY Mercantile** staff and equipment.
- We rely on the most up-to-date national weather forecasting data, as well as reports from several surrounding communication facilities in Oklahoma.
- If your event will be affected by imminent weather, please note that the following policies will be implemented at once:
You will be offered the option to reschedule to a date and/or timeline when **PLENTY has an open date. If you do not have the flexibility for rescheduling, your contract will be forfeited, **WITHOUT REFUND** of any payments. **PLENTY** strongly advises wedding insurance.*
- If inclement weather requires contingency [**PLAN B**] to be set, **PLENTY** and Caterer must be consulted/notified by 12 noon to confirm plan. If unable to reach **HOST** by noon, **PLENTY** will set rentals at **PLENTY's** discretion.
- If inclement weather recedes and allows for safe use of rooftop, as determined by **PLENTY** Events Manager, event may precede on the rooftop. **HOST** is solely responsible for any change in set up after **PLAN A** or **PLAN B** has been set by **PLENTY**.

ALCOHOL POLICIES

- **HOST** understands and agrees to the Alcohol Policies
- Alcohol is prohibited on the premises without authorization of **PLENTY**.
- Alcohol must be served by a licensed bartender under an insured and approved caterer from the catering list.

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- Alcohol must be dropped off in designated bar areas to be served by bartender.
 - **PLENTY** has zero-tolerance policy for under-age drinking. It is illegal and authorities will be contacted.
 - Sneaking in alcohol unbeknownst to **PLENTY** during any type of event will result in forfeiture of space without refund.

SECURITY

- **PLENTY** is determined to provide a safe and family friendly venue. If **HOST's** guest list consists of 10 or more persons with the inclusion of alcohol OR 50 or more persons without alcohol, additional security charges will apply at a rate of \$90.00 per security guard. [See **Event Coordinator for details**] In regards to the safety of our guests, our establishment, and neighboring establishments; **PLENTY** and the security team reserve the right to determine anyone or anything to be excluded and/or removed from the event.
- If **PLENTY** summons the police to your event for any reason, the damages deposit will be forfeited.
- Events planned for minors require a minimum of two adult chaperones, to be provided by client, for every 20 minors.

CANCELLATIONS

- Event Reservation Fee Down Payments are non-refundable and non-transferrable to another date. If you would like to reschedule your event, the new date will be treated as an entirely new event and your original down payment will not transfer to hold new date.
- Cancellations within 30 days of the event date will forfeit the total rental fee.
- The Venue at **PLENTY** reserves the right to postpone any event due to safety concerns.
- Should weather become imminent, as determined by **PLENTY**, you will be given the option to reschedule your event [**based on venue availability**].
- **PLENTY** retains the right to cancel any event for any reason.

BOOKING

- Dates will only be reserved when the following have been submitted:
 1. Signed Venue Agreement [**last page of this document**].
 2. Reservation Fee Down Payment of 50% or Payment in Full if event is less than 30 days out. [**Non-refundable, even if rescheduling date.**]
 3. Copy of host ID
 4. Copy of Credit Card [and Billing Address]
 - Credit Card on file will be charged for repair or replacement value in the event of property damage or theft. Host will be notified within 72 hours of damage and before card is charged.
 - Credit Card may be used for remaining balance or rental fees, upon host approval.

Additional time to set up for events may be available for an additional charge of \$150.00 per hour.

APPROVED CATERING FOR THE VENUE AT PLENTY

APPROVED CATERING PARTNERS

We have partnered with hand-selected, local restaurateurs who provide delicious food and bar options to suit your needs. Prepared food and beverage, including liquor, must be provided by a licensed food and bar professional. ONLY those caterers on the list may be used; please contact them directly to inquire about availability and pricing. ALL details related to food and bar are the sole responsibility of the entity providing those elements. The **HOST** is responsible for all arrangements between the determined caterer and the Event Coordinator. The **HOST** is responsible for all catering costs, including fees for services, tax, and gratuity associated with the event. **PLENTY** is not responsible for catering agreements, details, service staff, and/or company practices.

*Ask about your favorite food truck if not listed here – we can likely accommodate!

FOOD & BEVERAGE OR FOOD SERVICES

ABBEY ROAD CATERING

Food & Bar Service
Kris Abbey - 405.360.1058
abbey@abbeyroadcatering.com

BIG TRUCK TACO (FOOD TRUCK) BACK DOOR BARBECUE

Food & Bar Service
405.525.TACO or 405.525.RIBS
bttcatering@gmail.com

CAFÉ 501 CLASSEN CURVE

Food & Bar Service
405.844.1501
Margaret@cafe501.com
cafe501.com

CAFÉ 7

Food Service
405.625.4885
Cafe7caters@gmail.com
cafe7okc.com

FASSLER HALL/DUST BOWL

Food & Beverage Service
405.609.3302
Jamie@dustbowlounge.com

FUZZY'S TACO SHOP

Food & Bar Service
405.602.3899
bricktown@fuzzystacoshop.com

HALL'S PIZZA KITCHEN

[Food Truck] Food Service Only
Molly Hall - 405.520.8202
thehallspizzakitchen@gmail.com
thehallskitchen.com

IGUANA GRILL CATERING

Food & Bar Service
405.249.6859
iguanagrillcatering@gmail.com
iguanamexicangrill.com

MICKEY MANTLE'S STEAKHOUSE

Food & Bar Service
405.272.0777
mickeymantlesteakhouse.com

PICASSO CAFÉ

Food & Bar Service
Marti Storie, General
Coordinator - 405.602.2002
marti@feedhumankind.com
Picassosonpaseo.com

PACKARD'S AMERICAN KITCHEN OR INTERURBAN RESTAURANT

Food & Bar Service
Packards - 405.605.3771
catering@packardsokc.com
Interurban - 405.208.6600
darci@interurban.us

RUNNING WILD

Food & Bar Service
405.942.0381
catering@runningwildcatering.com
runningwildcatering.com

STELLA MODERN ITALIAN CUISINE

Food & Bar Service
Todd Davis - 405.235.2200
todd@stella-okc.com

THE LOADED BOWL

Food Service + Food Truck
405.820.9599
loadedbowlcatering@gmail.com
theloadedbowlkc.com

UPTOWN GROCERY

Food & Bar Service
Nusheedan Patterson - 405.607.0971
Events9515@uptowngroceryco.com

YOKOZUNA SUSHI

Food & Bar Service
405.500.1020
Victor@yokozunasushi.com

84 HOSPITALITY GROUP

Food & Bar Service
[Empire Slice House // Revolucion
// Punk Burger Food Truck]
981.519.5999
rchan@84hospitality.com
84hospitality.com

BAR SERVICES

PLENTY BEER & WINE

Bar Service Only
405.778.5949
gather@plentymercantile.com

AMBER'S FULL BARTENDING SERVICE

Bar Service Only
405.772.6993

DOUBLES HOT BAR SERVICES

Bar Service Only
Richie Bean
405.664.1646
doublshotbarservice@yahoo.com

VENUE AGREEMENT



{PAGE DUE UPON BOOKING}

Completion of this form, payment, and copies host ID and valid credit card will secure your date. See **Guest Guide** for additional remaining requirements before date of event.

Your reservation is only valid when the **PLENTY** Events Coordinator has confirmed all of the required information has been received. Rates and services are subject to change. Rates are only guaranteed by signed contract. This contract and the information within supersedes all oral agreements.

BOOKING DATE: _____

DATE OF EVENT: _____

NAME OF EVENT: _____

OCCASION: _____

CONTACT: _____ **DIRECT PHONE:** _____

EMAIL: _____

ACCESS STARTS: _____ **ACCESS ENDS:** _____

ESTIMATED NUMBER OF GUESTS: _____

REFERRED BY: _____

Circle One: *Standard Event- Rooftop & Warehouse [6 Hrs]* *Wedding [12 Hrs]*
 Standard Event- Rooftop Only [6 Hrs] *Micro Wedding Package [4 Hrs]*
 Standard Event- Warehouse Only [6 Hrs] *Photoshoot [7a -9p]*
 Wedding Reception or Rehearsal Dinner [8 Hrs] *Rooftop Proposal [5:45p -7p]*
 Luncheon [Mon. - Thurs. // 10a-2p]
 Shower [Sun 1p-4p]

YES, I HAVE RECEIVED & REVIEWED THE VENUE AGREEMENT & AGREE TO ALL TERMS & CONDITIONS.

PRINT NAME: _____ **SIGNATURE:** _____

____ [INITIAL HERE] *I understand this is an outdoor venue located on the rooftop of a nearly 100-year-old building. There are no guarantees of perfect weather. The rooftop is accessible by stairs only. The PLENTY team is not responsible for any details surrounding caterers, DJ's, bands, wedding planners, florists, security, valet, or any other rentals and/or services provided by a third party.*

____ [INITIAL HERE] *Plenty Mercantile does not condone or excuse underage drinking. Authorities will be called in the event a minor is served alcohol and/or inebriated.*

____ [INITIAL HERE] *I understand Oklahoma State law requires any and all alcohol must be served by a licensed, insured, and approved bartending service. Bartending service must be secure by host and approved by PLENTY within 48 hours of event or event will be cancelled with full forfeiture of space and all payments.*

____ [INITIAL HERE] *I understand I am responsible for providing proof of purchase of Liability Insurance.*

____ [INITIAL HERE] *I understand I am responsible for providing a \$90 check to Pro Security for one guard.*

____ [INITIAL HERE] *I understand I am responsible for submitting a PLAN A Floorplan to PLENTY 14 days prior to the event as well as a PLAN B Floorplan if renting Rooftop, in Case of inclement weather.*

____ [INITIAL HERE] *I understand I am responsible for submitting names of my vendors and times of arrivals. I understand vendors or guest may not access venue for drop off or decorating until my contractual time begins.*

