



THE VENUE AT
PLENTY

02.27.23

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 with color options
- 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-11:00am
- 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 \$120.00 required due 30 days from event [unless otherwise indicated]
- Event Liability Proof of Purchase required due 30 days from event [unless otherwise indicated]
- 2nd Half of Reservation Rate Due 30 Days Prior]

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

Includes Birthdays, Graduations, Office Parties, etc.

SUNDAY - THURSDAY

- \$995.00.....Warehouse Only
- \$1195.00.....Rooftop Only
- \$1595.00.....Warehouse & Rooftop

FRIDAY

- \$1495.00.....Warehouse Only
- \$1895.00.....Rooftop Only
- \$2695.00.....Warehouse & Rooftop

SATURDAY

- • \$1995.00.....Warehouse Only
- • \$2395.00.....Rooftop Only
- • \$3195.00.....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.

- \$1895.00.....SUNDAY - THURSDAY
- \$2995.00.....FRIDAY
- \$3395.00.....SATURDAY

WEDDING | 12 HOUR ACCESS TO WAREHOUSE & ROOFTOP

An exchange of vows requires Wedding vs Standard Event rate

- \$4195.00..... **FRIDAY**
- \$4995.00..... **SATURDAY**
- \$3795.00 **SUNDAY**
- \$3595.00 **MONDAY - THURSDAY**
- \$2950.00 **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
(including all guests, bride, groom and wedding party)

A cross between traditional wedding and an elopement! Strict Parameters Apply.

- \$2500.00 **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 (and) 12 benches
- Choice of ceremony site: 2 options available in warehouse / 2 options available on rooftop
- 6 Cocktail Tables
- **OPTIONAL ADD- ON: PLENTY Bar Service** [please inquire for rates]

SUNDAY FUNDAY | 4 HOUR ACCESS TO CHOICE OF WAREHOUSE OR ROOFTOP

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

- \$595.00..... **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 ONLY 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.*

**Package is for timeframe of 5:45pm - 7pm only*

- **\$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.
- Fridays and Saturdays can not be rented more than 7 days out.
- **\$300.00.....MONDAY – SATURDAY [only between 10:00am – 6:00pm]**

**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 any amount 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** agrees to 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.
- **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 and may result in cleaning fee charges.
- **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 charged to the card on file.
- **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 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 charge to credit card for amount of repair.
- **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 cleaning fee. 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 food must be provided by a **PLENTY**-approved caterer. (Approved List can be found at plentymercantile.com/catering_bar)
- **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, events requiring a cover-charge for profit or open to the general public.
- **HOST** is responsible for communicating Venue Agreements to other vendors hired for their event.

SPECIAL DATES AND RATES

- The Venue is unavailable for rent on certain dates: Christmas Eve, Christmas Day, Thanksgiving Day and Easter Sunday.
- The Venue can be rented on these dates for a rate twice the standard rate for desired date, season and package: New Years Eve, New Years Day, July 4th

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
 1. Alcohol is prohibited on the premises without authorization of **PLENTY**.
 2. Alcohol must be served by a licensed bartender under an insured and approved caterer from the catering list.
 3. Alcohol must be dropped off in designated bar areas to be served by bartender.
 4. **PLENTY** has zero-tolerance policy for under-age drinking. It is illegal and authorities will be contacted.
 5. 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.
- 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]
 5. Remaining Reservation Fee required 30 days prior to Event Date.

-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.

CATERING & BAR SERVICE

FOOD

PLENTY is a state-licensed commercial catering kitchen and must legally abide by the law.

HOSTs under contract with PLENTY must abide by the following to stay outside of violations by the State of Oklahoma:

- PLENTY is partnered with seasoned, local restaurateurs to provide licensed food and bar services to your event. This ensures veteran caterers are taking care of our guests and for the legal reasons listed below.
- All prepared food (assembled, temperature-sensitive ingredients) and alcohol, per Oklahoma state law, must be served by one of the licensed food and bar professionals on the Approved Catering list. This is to ensure safe food handling and lawabiding alcohol service.
- Oklahoma state law does not permit food to be brought in, delivered, or dropped off and served by unlicensed individuals in a licensed catering kitchen. It is recommended to hire your licensed and insured caterer to stay on site to serve and monitor the food areas to lessen the load and burden of the HOST during party and clean-up.
- **If you do not hire your caterer to stay during your event**, your "drop-off service" will require explicitly approval and coordination with PLENTY, to ensure the venue has a licensed individual on site during your event.
- Any licensed Food Truck may serve from the alley, without access to commercial kitchen or access to venue. Food Trucks who are also listed as Approved Caterers may utilize the kitchen and serve within the venue. (Big Truck Taco for example.)
- The HOST is responsible for all arrangements between caterer and PLENTY event staff as well as catering costs, fees, taxes, and gratuity associated with the event. PLENTY is not responsible for any catering agreements, details, service staff or company practices of your caterer.
- In certain circumstances, a vetting fee of \$240, an onsite visit, and provided licenses and insurance may enable a restaurant to a one-time-use of the kitchen and venue. This is to accommodate specific ethnic, cultural, or religious requirements. (This process does not permanently add the company to the Approved List.)

ALCOHOL

PLENTY is a licensed bar and falls under the same legal parameters as any traditional bar.

HOSTs under contract with PLENTY, are to uphold the law in protection of all involved. Rules and policies are as follows:

- **An individual with their own bartending license may not bartend an event or serve themselves.**
- **All bartenders must be EMPLOYED BY one of the businesses on the Approved List.** These companies are vetted, licensed, and properly insured to protect the HOST and the bartender in the event of an accident regarding alcohol during event.
- No person is allowed to consume alcohol on PLENTY premises **UNLESS** it is served by one the licensed and insured professionals on the Approved Catering List. **This is Oklahoma State Law.**
- Underage drinking is strictly prohibited. If minors are caught with alcohol, it will be confiscated immediately, and authorities may be contacted. **This is Oklahoma State Law.**
- Any alcohol brought on to the property, outside of the agreement between HOST and Caterer, will be confiscated and put in the designated bar area under supervision of the approved bartender.
- If selecting a Corkage Package with your Bartender/Caterer (Where Host supplies alcohol and Caterer serves), the alcoholic beverages must not arrive to the Venue before Access Time begins, and must be placed in designated bar area. (HOST must also be prepared to carry beverages up the stairs to The Rooftop bar service is upstairs.)

FOOD & BAR SERVICES

ABBEY ROAD CATERING

Food & Bar Service
 Email: meagan@abbeyroadcatering.com
 Phone: 405.360.1058
 Site: abbeyroadcatering.com

BIG TRUCK TACOS OR BACKDOOR BARBECUE

Food & Bar Service
 Email: bttcatering@gmail.com
 Phone: 405.640.1082
 Site: bigtrucktacos.com/catering

CAFÉ 7

Food & Bar Service
 Email: cafe7caters@gmail.com
 Phone: 405.625.4885
 Site: cafe7okc.com

CHEF CURRY CATERING

Food Service Only
 Phone: 405.842.8646
 Site: chefcurrytogo.com

CLARK CREW BBQ

Food & Bar Service
 Phone: 405.724.8888
 Site: clarkcrewbbq.com

FASSLER HALL/DUST BOWL

Food & Bar Service
 Email: jamie@dustbowlounge.com
 Phone: 405.609.3302
 Site: fasslerhall.com

FUZZY'S TACO SHOP

Food & Bar Service
 Email: bricktown@fuzzystacoshop.com
 Phone: 405.602.3899
 Site: fuzzystacoshop.com/catering

HALL'S PIZZA KITCHEN

Food & Bar Service
 Email: events@thehallskitchen.com
 Phone: 405.600.1991
 Site: thehallskitchen.com/catering

HARRIS CUSTOM CATERING

Food & Bar Service
 Email: janice@harriscustomcatering.com
 Phone: 405.371.3032
 Site: harriscustomcatering.com

HIDEAWAY PIZZA

Food Service Only
 Phone: 405.796.7777
 Site: hideawaypizza.com

HRG CATERING

BOULEVARD, CAFE 501, SPARROW ITALIAN
Food & Bar Service
 Email: julie@boulevardsteakhouse.com
 Phone: 405.202.5306
 Site: hrgok.com/holloway-restaurant-group-catering

IGUANA GRILL CATERING

Food & Bar Service
 Email: iguanagrillcatering@gmail.com
 Phone: 405.606.7172
 Site: iguanamexicangrill.com/catering

MEDITERRANEAN IMPORTS DELI & GASTRO GOODS

Food & Bar Service
 Email: contactus@medimportsokc.com
 Phone: 405.810.9494
 Website: www.medimportsokc.com

MICKEY MANTLE'S STEAKHOUSE

Food & Bar Service
 Email: janie@mickeymantlesteakhouse.com
 Phone: 405.272.0777 Ext: 3
 Site: mickeymantlesteakhouse.com

NASHBIRD

Food & Bar Service
 Email: jenny@nashbirdchicken.com
 Phone: 405.600.9718
 Site: nashbirdchicken.com

PICASSO CAFÉ

Food & Bar Service
 Email: picasso@feedhumankind.com
 Phone: 405.602.2002
 Site: picassoonpaseo.com/catering

PACKARD'S AMERICAN KITCHEN OR INTERURBAN

Food & Bar Service
 P - Email: catering@packardsokc.com
 P - Phone: 405.605.3771
 P - Site: www.packardsokc.com/catering
 I - Email: darci@interurban.us
 I - Phone: 405.208.6600
 I - Site: www.interurban.us/catering

RUNNING WILD

Food & Bar Service
 Email: catering@runningwildcatering.com
 Phone: 405.942.0381
 Site: runningwildcatering.com

SCISSORTAIL CHARCUTERIE

Food Service Only
 Email: scissortailcharcuterie@gmail.com
 Site: scissortailcharcuterie.com

THE LOADED BOWL

Food & Bar Service
 Email: theloadedbowltruck@gmail.com
 Phone: 405.820.9599
 Site: theloadedbowl.square.site

84 HOSPITALITY GROUP - EMPIRE SLICE HOUSE, REVOLUCIÓN, BURGER PUNK

Food & Bar Service
 Email: DRackley@84hospitality.com
 Phone: 405.812.5117
 Site: 84hospitality.com/catering

BAR SERVICES

AMBER'S FULL BARTENDING SERVICE

Email: ambersbartenders@gmail.com
Phone: 405.772.6993
Site: ambersbartendingconnection.com

BOZZAVAN

Email: hello@bozzavan.com
Site: bozzavan.com

LUXE BAR

Email: luxebarservicesllc@gmail.com
Phone: 405.679.0484
Site: luxebarservicesllc.com

OKIE SOIREE MOBILE BAR CO.

Email: info@okiesoiree.com
Phone: 405.697.1991
Site: okiesoiree.com

PROHIBITION TRUCK MOBILE BAR

Social: @prohibitiontruck
Phone: 405.204.5846

THE TIPSY CARAVAN

Email: thetipsycaravan@gmail.com
Phone: 405.875.7218
Site: thetipsycaravan.com

TINY BUBBLES

Email: hello@tinybubbles.com
Phone: 405.476.2322
Site: tinybubblesokc.com

VENUE AGREEMENT



{PAGE DUE UPON BOOKING}

This is a contractually binding agreement between the **HOST** and **PLENTY**. The completion of this form indicates the **HOST** understands and agrees to uphold The Agreements provided by The Venue at **PLENTY**. Rates and services are subject to change and are only guaranteed by a signed contract and completed reservation. A reservation requires a signed Venue Agreement, half of the rate, a copy of the **HOST** ID and a copy of a Credit Card. This contract supersedes all oral agreements.

DATE OF EVENT: _____

HOST NAME: _____

HOST EMAIL: _____

WHICH PACKAGE WILL YOU BE RESERVING?

- Standard Event- Rooftop & Warehouse [6 Hrs]*
- Standard Event- Rooftop Only [6 Hrs]*
- Standard Event- Warehouse Only [6 Hrs]*
- Wedding Reception or Rehearsal Dinner [8 Hrs]*
- Luncheon [Mon - Thurs / 10a-2p]*
- Sunday Funday [Sun 12p-4p]*
- Wedding [12 Hrs]*
- Micro Wedding Package [4 Hrs]*
- Photoshoot [1 Hr / 2 Hr Max]*
- Rooftop Proposal [5:30p -7p]*

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

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

