



**ARDMORE MAIN STREET AUTHORITY**  
101 W Main Street, Ardmore, OK 73401 (580) 226-MAIN (6246)  
**Depot Park Rental Agreement & Contract**  
251 E Main St. Ardmore, Ok  
**Rental Agreement and Contract**

**Depot Park is closed to the public between the hours of 10:00PM – 7:00AM. All deliveries and set up for events must be conducted during the scheduled rental time.**

**FACILITIES RENTAL TERMS AND CONDITIONS**

**1. Suitability:** Reservations for all events, including but not limited to, weddings, receptions, festivals, concerts, run/walk/ride events are made for specific facilities (Depot Park, Santa Fe Depot Building) as deemed suitable by the Ardmore Main Street Authority (AMSA), and by ordinance of the City of Ardmore. Rental of facilities can be for public or private use but will follow appropriate fee schedules for each.

**2. Reservation Period for Depot Park:**

- Depot Park: Friday and/or Saturday 7:00 AM to 10:00 PM.

All attendees must vacate the reserved area at the end of the reservation period. Late arrivals do not constitute additional time at the end of the reservation period. The Lessee acknowledges that AMSA reserves the right to cancel this reservation at any time for specific cause. In accordance with the ordinances of the City of Ardmore, Depot Park closes to the public at 10:00pm, but cleanup may continue until 11:00pm, unless otherwise approved by AMSA.

**3. Reservation Capacity:** Reservations are limited to:

- Depot Park - no limit on the number of invitees. However, AMSA requires security for events of 120 people or more as set forth in paragraph 16 herein.

**4. Care of the Area/Facility:** Lessee is responsible for keeping the site clean during and at the conclusion of the event. A refundable security deposit is required upon execution of this Rental Agreement and Contract. Lessee is responsible for any and all damages and clean-up of the rented facility that go above the amount of the security deposit. Nothing shall be let loose (balloons, birds, unlicensed drones, etc.) during the reservation time. Pyrotechnics (including sparklers) and open flames are prohibited except on food buffets. No glitter, confetti, rice, dried beans, pasta, bird seed, spray paint, glue or artificial snow may be used within or without the premises or on tables, fixtures, or structures inside or outside.

**5. Equipment:** All equipment brought onto the property must be approved by AMSA. No heavy or unusual equipment is permitted on the turf, grounds of Depot Park or Santa Fe Depot Building. Food Trucks, carnival rides and the like should be parked on the designated (reinforced) sidewalk in front of the Depot building, in the North or South parking areas, or along Caddo Street. There are no tables and chairs available for outdoor use.

**6. Alcohol:** Consumption or possession of any alcoholic beverage, including beer, wine, and distilled spirits is allowed if Lessee complies with all State of Oklahoma ABLE Commission laws and regulations and the City of Ardmore ordinance and regulations. Lessee is required to obtain any special permits from the State and/or City of Ardmore. If alcohol is being allowed or served, the Lessee is also required to provide licensed and bonded security from the time the event begins until the conclusion of the event.

**7. Smoking and Marijuana:** Depot Park is a non-smoking facility. The use of Marijuana, including Medical Marijuana, is prohibited at all AMSA parks and facilities due to insurance restrictions.

**8. Safety and Conduct:** Proper safety measures are the responsibility of Lessee. These safety measures must be exercised to protect the participants and properties. Lessee is responsible for the conduct of all participants and guests and is subject to the laws of the State of Oklahoma the ordinances of the City of Ardmore.

**9. Noise:** Those holding reservations shall stop all amplified sound by 10:00pm.

**10. Motor Vehicles:** All motor vehicles must be kept in designated parking areas and are not allowed to be driven or parked on grassy areas, trails, or sidewalks (except those specified which are directly in front of the Santa Fe Depot building).

**11. Electricity/Water:** Electricity will be provided as part of the rental fee of all AMSA facilities. Specific rental arrangements for the use of spider-boxes, outlets on timers, etc. will need to be pre-arranged with AMSA and will require additional fees. Note: Sprinklers for watering the flower beds and lawns are on automatic timers and will need to be discussed prior to the event. Water is only provided for indoor facilities.

**12. Refunds, Credits and Cancellations:** Should Lessee need to cancel, change, or reschedule the reservation for any reason, it must be done at least 10 business days prior to the event by emailing the cancellation form attached here to the AMSA office. 10 business days notification is required for a full refund of the deposit and cancelation of rental fees. Reservations are non-transferable. Failure to submit the attached cancelation form by email 10 business days in advance will obligate Lessee to forfeit the deposit. The reservation is not booked until the deposit has been made. All rental fees for the reservation are due 10 business days in advance of the reservation.

**13. Rental Receipt:** A Rental Receipt issued by AMSA when fees are received is your permit for the use of the specific area ONLY and must be present during the reservation.

**14. Insurance:** An event insurance policy or rider to an existing policy owned by the lessee is required. The policy or rider must clearly indicate both: AMSA 101 W. Main, Ardmore, OK 73401 and the City of Ardmore PO Box 249, Ardmore, OK 73401.

Insurance is not required for Monday – Thursday four-hour maximum events (no alcohol) or Monday – Thursday all day events (no alcohol) at Santa Fe Depot Building

**15. Security:** Security is required for Depot Park Events as follows: One Ardmore Police Officer (2 Ardmore Police Officers required if alcohol is served), One Carter County Sheriff's Deputy, or one bonded Security Guard for 1 to 120 people in attendance. One additional Officer, Deputy, or Security Guard is required for each additional increment of The rate for security services is \$45 per hour per Officer, Deputy, or Security Guard and shall be paid in full by Lessee upon execution of the Rental Agreement.

<b>Number in attendance</b>	<b>Ardmore Police Officers</b>	<b>Sheriff's Deputies/Security Guards</b>
1-120	2	1
121-240	3	2
241-360	4	3
....	....	....
841-960	9	8

**16. Street Closure:** All arrangements for street closures are Lessee's responsibility.

**17. Non-Compliance:** Failure to comply with the above guidelines may result in loss of future reservation privileges.

**18. Service or Equipment:** AMSA will not provide or be responsible for any service or equipment unless solely outlined in this agreement.

**Depot Park Application and Contract**

**Rental Rate (to be filled in by AMSA staff)**

Depot Park Rental Amount: \_\_\_\_\_

Depot Park Deposit Amount: \_\_\_\_\_

Additional Rental Items: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Company Responsible: \_\_\_\_\_

Person Representing the Company: \_\_\_\_\_

Individual Responsible: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Number Expected at Event: \_\_\_\_\_

Deposit Amount Received: \_\_\_\_\_ Date Received \_\_\_\_\_

Deposit Amount Return Date: \_\_\_\_\_ AMSA Representative \_\_\_\_\_

Person Receiving Returned Deposit: \_\_\_\_\_

Key Issued: Name \_\_\_\_\_ Date \_\_\_\_\_ AMSA staff: \_\_\_\_\_

Key Returned: Name \_\_\_\_\_ Date \_\_\_\_\_ AMSA staff: \_\_\_\_\_

**Rental Rates for Depot Park**

**Friday and Saturday** – Depot Park is available for rent on Friday and Saturday between the hours of 7:00am – 10:00pm.

**Deposits:** A refundable deposit equal to the rental fee is required by the Lessee with a reservation. Clean up and removal of event set up may be conducted between 10:00 and 11:00pm, but all invitees shall be out of the park by 10:00 pm.

Private Event:    \$750/ Day            Public Event:    \$500/day            AMSA Partner:    \$375/day

**Additional Electrical Service:**

Spider Boxes are available for electrical service out in Depot Park. A separate rental fee is required for their usage. A \$50 rental fee per box is required. Each box will provide six 110 extensions that can be used to plug in commercial extension cords. You or your event participants will need to provide the extension cords that will plug into spider box extensions.

Will you be renting any spider boxes? If so, how many? \_\_\_\_\_

**Depot Park / Equipment Loading**

Do you need access to the sidewalk in front of the Santa Fe Depot Building? Yes \_\_\_\_\_ No \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Rental Amount \_\_\_\_\_ Date Received \_\_\_\_\_

Will there be alcohol served? \_\_\_\_\_

If so, you agree to abide by Oklahoma ABLE laws and provide a copy of your ABLE & City of Ardmore licenses to the AMSA office? \_\_\_\_\_

Is Security needed? \_\_\_\_\_ If yes for what hours? \_\_\_\_\_

\*You must call the AMSA Office to report arrangements for documentation to this application.

I have received a copy of this application / rental receipt and understand the provisions for rental of property.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Cancelation of Event**

I am canceling my reservation for the reserved event \_\_\_\_\_ at Depot Park.

For the following reason: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_