

1015 Rooftop Rental Packages

All packages include standard amenities.

We gladly offer a 20% reservation fee discount for nonprofit organizations & MRi tenants. Reservation must be made and paid for directly by qualifying organization.

Standard Weekend Package

Fridays & Saturdays

6 hour rooftop access — up to 170 persons

Reservation Fee: \$900

+ Security Fee: \$90

[Required for events of 20+ people with alcohol service]

[Additional time may be reserved depending on availability at \$125 / hr]

Standard Weekday Package

Sunday through Thursday

6 hour rooftop access — up to 170 persons

Reservation Fee: \$750

+ Security Fee: \$90

[Required for events of 20+ people with alcohol service]

[Additional time may be reserved depending on availability at \$75 / hr]

Wedding Package

10 hour rooftop access — up to 170 persons

Reservation Fee: \$1450

+ Security Fee: \$120

[Required for events of 20+ people with alcohol service]

[Additional time may be reserved depending on availability at \$125 / hr]

Discounted Party Package rate available for rehearsal dinner bookings with wedding reservation

Party Package

Sunday through Thursday only, unless booked within 2 weeks of event date

4 hour rooftop access — up to 170 persons

Reservation Fee: \$500

+ Security Fee: \$45

[Required for events of 20+ people with alcohol service]

[Additional time may be reserved depending on availability at \$75 / hr]

Mini Party Package

Sunday through Thursday only, unless booked within 2 weeks of event date

3 hour rooftop access — up to 20 persons

No third-party vendors

Reservation Fee: \$325

[Additional time may be reserved depending on availability at \$75 / hr]

Seminar Package

Sunday through Thursday only, unless booked within 2 weeks of event date

3 hour rooftop access — up to 170 persons

No alcohol

Reservation Fee: \$325

[Additional time may be reserved depending on availability at \$75 / hr]

Photo Session Package

Sunday through Thursday only, unless booked within 2 weeks of event date

Rented by the hour — occupancy limited to photographer and subject(s) only

No third-party vendors, food or alcohol

Reservation Fee: \$75 / hr

1015 Rooftop Rental Policies

All use of the rooftop of 1015 N. Broadway Avenue in Oklahoma City, OK, will be governed by the policies and rules set out in this agreement.

Capacity

Events are limited to 170 persons on the rooftop at any time, including guests (adults & children), event organizers, volunteers, caterers and other staff. The safety of our guests is our highest priority — no exceptions. Renter is responsible for keeping attendance under capacity. 1015 Rooftop reserves the right to immediately cancel events over capacity and all fees will be forfeit.

Amenities

Access to public restrooms, located on same floor as rooftop
Indoor and outdoor stair access
Convenient handicap accessible elevator access
Access to alleyway loading zone
Designated built-in bar-height serving areas
Seating: 32 modern lightweight chairs // Built in bench seating for 30
Tables: 8 bistro tables (32" round / 28" tall)
Patio strand lighting
Modern landscaping
AUX access to sound system for ambient music

Booking Policy

Reservations are accepted within 12 months of the event date.

Rooftop is reserved only upon confirmed receipt of:

- signed rental agreement
- deposit of 50% booking fee (or full booking fee for events within 30 days)
- damages deposit check
- host credit card information, to be securely kept on file

A copy of a certificate of liability insurance is due to 1015 Rooftop 2 days prior to event date. Certificate will list Mason Realty Investors as an additional insured in the amount of \$1,000,000 and will specify "Host Liquor Liability."

A list of hired vendors is due to 1015 Rooftop 2 days prior to event date.

Events that are open to the public, charge an entrance or cover fee, or charge for food/alcohol (including tips) are strictly prohibited without express authorization from 1015 Rooftop at time of booking.

Misrepresentation of event details on the signed contract will result in cancellation of event and forfeiture of all fees.

Booking Fee

Your booking fee reserves access to facilities and amenities during event time.

Time reserved includes set up, event and tear down: loading in / out must be done during the reserved event time, including deliveries and vendor arrivals. Overages to booked time will be billed at \$125 / hr and are billed in whole hours (not prorated).

A booking fee down payment of 50% is due with signed rental agreement, with balance due 30 days prior to event date. For events booked within 30 days, the full booking fee is due at time of signing.

Booking fees for Weekend events (Friday – Saturday) and Wedding Package are non-refundable within 60 days of event date. All other booking fees are refundable in full with 30 day cancellation notice, or 50% with 15 day cancellation notice. Cancellations within 15 days of event date will result in forfeiture of booking fee.

Damages Deposit

Host is solely responsible for any damages to premises that occur during reserved time, including damages on the part of guests or vendors.

Host agrees to remove all personal or rented items and return the premises to original condition within the reserved event time. 1015 Rooftop will provide a premises checklist at time of booking to assist in meeting standards.

A Damages Deposit check is required for all events and due 30 days prior to the event (or at time of booking for events within 30 days). Check will be held until the premises are inspected after the event. For premises in original condition, check will be shredded. For premises that are not in original condition, check will be deposited and a list of damages will be provided to host. Costs of repairs or cleaning will be determined solely by 1015 Rooftop and costs in excess of the Deposit amount will be billed to the credit card on file.

'Premises' includes rooftop space and fixtures (floor, tables, chairs, countertops, landscaping, lights and audio), doors and hallways, elevator and stairways, sidewalks and parking.

Security Fee

The safety of guests is our highest priority. Hosts understand that the event is confined to the rooftop area and agrees not to disturb other building tenants. 1015 Rooftop reserves the right to remove or refuse access to any person(s) or personal belongings deemed unsafe or disruptive to other building tenants.

A security fee is required for all events with 20+ people, if alcohol is being served. Security needs for other events will be determined by 1015 Rooftop at time of booking. Security personnel is provided by 1015 Rooftop.

If police are dispatched to the event for any reason or if illegal activities are suspected, immediate cancellation will occur and the host forfeits the entire Damages Deposit.

Prohibited Items / Activities:

- smoking or vaping of any kind on the premises or within 20 feet of any entrance to the premises
- open flames, including candles and sparklers
- weapons
- alcohol service without prior notice to 1015 Rooftop
- underage drinking
- un-chaperoned minors

Amplified Sound

Amplified sound requires prior approval. Proof of approved noise permit and a \$15 fee will apply.

1015 Rooftop provides complimentary access via auxiliary cable to a sound system for ambient music. Host must provide the playback device (i.e. smartphone, tablet or laptop computer). No other audio equipment, including a microphone, speakers, mixing board, etc. is provided or available to rent.

Scheduling Changes & Weather

Rescheduling is subject to availability. Rescheduling made at host's request within 30 days of event date will incur a \$75 change fee.

Host understands that the 1015 Rooftop is an open air venue and that a 'Plan B' indoor location is not provided. Decisions for events likely to be impacted by weather will be discussed by 1015 Rooftop and host, however 1015 Rooftop reserves the right to make the final decision, for purposes of guest safety. If host is unreachable by 10 am on event date, 1015 Rooftop reserves the right to cancel the event. **In the event that weather will make the rooftop unsafe for guests, 1015 Rooftop will work with host to reschedule for an available date at no extra cost.** Any paid fees or deposits will transfer to the new date. Events that are cancelled, rather than rescheduled, will forfeit reservation and paid booking fees.

Rentals & Personal Belongings

Host is responsible to coordinate with all service vendors and is responsible for all costs incurred, including taxes and tips. A list of vendors will be provided to 1015 Rooftop at least 2 days prior to event. Service vendors are welcome to accompany host on scheduled tours of the facilities.

Ensuring deliveries are made safely to the rooftop is solely the responsibility of the host and hired service providers. Deliveries outside of reserved event time may be refused at the discretion of the site manager. Any accepted deliveries will incur a \$50 per occurrence fee. Site manager is not liable for accepted deliveries.

Decorations that are not free standing must be approved in advance by the site manager and installed as approved. Damages like tape residue or nail holes will result in forfeiture of Damages Deposit.

1015 Rooftop is not responsible for any personal belongings or rented items left behind after the event. Costs of cleaning or removal will be deducted from Damages Deposit.

Alcohol Policy

Alcohol service must be disclosed on rental agreement, approved in advance by 1015 Rooftop and in compliance with the Oklahoma ABLE Commission.

Disorderly behavior and underage drinking will not be tolerated.

1015 Rooftop Rental Agreement

I have read and understand the 1015 Rooftop Rental Policies. I agree to all terms and conditions.

Event Date

Start Time

End Time

Event Name

501(c)3 Nonprofit

MRi Tenant

Host Name

Brief Description of Event

Estimated # of Guests

Alcohol Service

Amplified Sound

Booking Type:

Standard Weekend

Wedding Package

Seminar Package

Standard Weekday

Party Package

Photography Session

Mini Party Package

Contact Name

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Email

Phone

To Secure Your Reservation:

Due 30 Days Prior to Event:

Due 2 Days Prior to Event:

- ✓ Signed Rental Agreement
- ✓ 1/2 Payment of Booking Fee

- ✓ Balance of Booking Fees
- ✓ Damages Deposit Check

- ✓ Certificate of Liability Insurance
- ✓ Vendor List

Reservation Invoice will be sent electronically via Square.

*Please make checks payable to 'Mason Realty Investors, LLC' and mail to:
1015 Rooftop Patio // 1007 N Broadway Ave, Oklahoma City, OK 73102*

_____ (Initial Here) I understand that 1015 Rooftop is an outdoor venue, unprotected from the elements. I understand that there is no Plan B location in the event that inclement weather occurs.

_____ (Initial Here) My event is a private event, not open to the public. My event is not a ticketed event and no entrance or cover fees will be charged. No sales of any kind will take place at my event.

_____ (Initial Here) I understand that serving alcohol without disclosing my intent to do so to 1015 Rooftop is prohibited. I understand that 1015 Rooftop has a zero tolerance policy for serving alcohol to minors.

Signature

Date