

# Lawton Heritage Association / Historic Mattie Beal Home

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## Wedding Lease: Facility Use Information 2023

**Small Wedding: (up to 25) indoor or outdoor Rental fee: \$350.00**

**Overtime charge is \$50.00 starting after 1/2 hour**

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**Large Wedding: (up to 50) indoor (up to 75) outdoor Rental fee \$400.00**

**Overtime charge is \$70.00 starting 1/2 hour:**

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Facility Use Lease includes set up, event, and cleanup; all must vacate the facility by agreed upon time.  
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**Payments: Security Deposit of \$150.00 and 1/2 of Rental Fee is due at signing.**

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Security Deposit may be forfeited for the following: (1) Damage to The Home (2) Event goes overtime (3) Event cancelled & not rescheduled (4) Rental Fee not paid in full (5) Home & User Agreement not followed. If all terms of this agreement are met, your deposit will be returned within 14 days of rental.

**Balance of Rental fee is to be paid at least 14 days before the event.**

## Wedding Lease: Home Rules Agreement

1. Use of tobacco, marijuana, and vapor products are prohibited in The Home and within gated property.
2. Maximum number of people permitted in The Home is no more than 50 people.
3. Furniture in The Home will not be moved or used for seating. Metal folding chairs located in the closet below the main staircase may be used. LHA representative assigned to the event will assist if their use is required.
4. China and glassware belonging to The Home may not be used. Lessee must provide own dishes, utensils, etc.
5. The LHA representative present at your event is responsible for regulating The Home's thermostats. Please notify her/him if temperature needs adjustment.
6. No candles or open flames are permitted in The Home.
7. Access by Lessee is limited to first floor only. Maid's room may be used by bride for dressing and touchup.

8. Only the working kitchen on the north side of The Home is available for use. Original kitchen is not to be used.
9. One restroom is available for use and is located on the first floor and is not handicap accessible.
10. With prior approval, white wine/champagne is allowed: however, no beer or liquor is allowed.
11. All food, decorations, and other items brought into The Home shall be removed upon conclusion of the event and within the allotted time.
12. It is the lessee's responsibility to ensure that all trash has been collected and placed in the designated trash containers.
13. Use of tape, tacks, nails, glue, glitter, confetti or other such materials are **not** allowed. Decorating shall be limited to free standing items only. Bubbles may be used outside of the house only.
14. All children must be supervised by an adult at all times.
15. All areas of the home used must be left as found before use, including the kitchen and bathroom.