



Carriage House at the Henry Overholser Mansion

405 NW 15th Street
Oklahoma City, OK 73103
(405) 525-5325

Operated by:
Preservation Oklahoma, Incorporated

The Henry Overholser Mansion & Carriage House

The Henry Overholser Mansion (the “Mansion”) and Carriage House were built in 1903 by Henry Overholser and his wife, Anna. It is considered the first mansion built in Oklahoma City. The Mansion is owned by the Oklahoma Historical Society and Preservation Oklahoma is the dedicated caretaker for the Mansion. The mission of Preservation Oklahoma is to preserve the places where Oklahoma history lives. We believe communities are enriched when we connect history to our present and future. All money raised through venue rentals and donations is directly invested into Preservation Oklahoma’s mission and the continued preservation, restoration, and upkeep of the Mansion.

Rental Policy

Preservation Oklahoma allows organizations or individuals (the “Renter”) to rent the Carriage House and grounds for the purpose of conducting indoor or outdoor events.



Capacity

- The Carriage House capacity is 75 guests standing or 50 guests seated.
- The Great Lawn provides the most space and capacity of 250 people.

Hours of Operation

The Mansion is open for tours Tuesday through Saturday from 10:00 AM - 3:00 PM. The Mansion and Carriage House are closed to the public and available for rental at times when the Mansion is closed, with such times subject to approval by the Museum Coordinator.

Rental Rates

- (1) The Carriage House with restrooms, kitchen, and grounds;
 - Monday – Friday \$200.00 per hour / 2 hour minimum
 - Saturday – Sunday \$250.00 per hour / 2 hour minimum
 - Plus \$125 cleaning
 - 50% non-refundable deposit
 - \$400 Security Deposit refundable
- (2) Non-Profit Rental of Carriage House with restrooms, kitchen, and grounds.
 - \$50.00 per hour / 2 hour minimum
- (3) Plus \$100 cleaning fee
- (4) Tours of the Mansion may be included in a rental for \$100.00 per hour. However, no food or beverages are allowed in the Mansion.

Rental Request

A rental request date will be temporarily held for two weeks, during which time the Renter must complete the Application form (attached) and submit the required non-refundable deposit. Preservation Oklahoma accepts cash, checks and credit cards.

Rental dates are not confirmed until the deposit is received by Preservation Oklahoma at its office located in the Carriage House. After receiving the application and deposit, the Renter will be contacted to schedule a date and time to walk the venue with the Museum Coordinator to determine the exact location and set up for their event. The full rental fee is due at least two months before the event. Hourly rate is for Renter's full time of use, including set up and take down. The full security deposit will be refunded after the premises are checked by the Museum Coordinator less any additional cleaning, repairs, or replacement. Cancellation less than thirty days from event will result in forfeiture of the non-refundable deposit.

Parking

On-street parking is available on 15th Street. Parking on the lawn or in the driveways is not permitted. Limited access to the Mansion driveway is available for temporary unloading and loading.

Power Supply

Electricity for a standard 110 volt is available in the Carriage House. Power extenders and multi-use power adapters will need to be supplied by the Renter. Electricity for outdoor events is limited and must be pre-approved by the Museum Coordinator.



Catering

- Food should arrive pre-cooked. The kitchen is appropriate only for staging and reheating.
- The Carriage House does not have a dishwasher. The Carriage House kitchen has two ovens, a stove, microwave, sink, and refrigerator.
- All ice must be disposed of in sinks and not in flower beds or on the lawn.
- The grounds do not have appropriate lighting for food served outdoors.
- Renter must provide all necessary cooking and serving utensils.
- All vendors must be pre-approved by the Museum Coordinator.
- Any repairs or replacement for damaged appliances, the cleaning of stains, repainting, or otherwise will be deducted from the security deposit.

Smoking is Prohibited

Smoking is strictly prohibited on all areas of the property.

Decorations

The Renter is responsible for any and all decorations for the event.

- All signs must be free-standing, and may not be stapled, taped, or nailed on the walls of the Carriage House.
- Absolutely NO glitter, confetti, or other material comprised of small particulates may be used in the Carriage House and all should be cleaned if used outside on the grounds.
- No real candles or open flames in the Carriage House.
- All items must be removed immediately after the event or at a separate time pre-arranged with the Museum Coordinator.
- No painting or alterations to the walls, floors, or ceilings.
- Temporary structures are allowed on the Great Lawn, such as a pergola, tent, or portable restrooms so long as the structure is pre-approved by the Museum Coordinate and dismantled before the Mansion's regular tour hours. Renter must coordinate with the Museum Coordinator prior to any staking or adding of water barrels as structural support.

Amenities

The Carriage House has two restrooms and a small, basic kitchen appropriate for reheating and staging. The Renter must furnish all items and equipment, including tables, chairs, tents, sound and lighting systems. The Renter must also provide for all trash removal and food services.

Security & Insurance

Security, liability insurance, and crowd control are the responsibility of the Renter. Renter must provide security for any event with alcohol or having attendees of 50 or greater.

Vendors

All vendors require pre-approval by Preservation Oklahoma.

Music

The venue is located in the historic Heritage Hills residential neighborhood. All music must stop by 10 p.m. Renter is responsible for determining whether a separate noise permit is needed.

Rental Agreement

Renter _____ Telephone _____

Address _____ City, State _____ Zip _____

Rental Date: _____ Hours: _____

Type of Event: _____

Approximate Number at Event: _____

Caterer: _____ Phone: _____

Rental Vendor: _____ Phone: _____

Other Vendor: _____ Phone: _____

Venue in Use (check): Carriage House Great Lawn Mansion

Number of Hours for Event, Set-Up, and Clean-up _____ hours x Rental Rate \$ _____

Total Rental Fee \$ _____

Non-Refundable Deposit (50%): _____ Date: _____

Balance of Rental Fee: _____ Due: _____ Date Paid: _____

Security Deposit Received: _____ Date Paid: _____

Upon receipt of the non-refundable deposit, Preservation Oklahoma, Inc. agrees to reserve for Renter's use the venue on the above date for the hours, and purpose set forth. The Renter will pay the balance due at least two months before the Rental Date. Fees may be paid in cash, check or credit card. Checks should be made payable to: **Preservation Oklahoma, Inc.** Cancellation less than thirty days from event will result in forfeiture of the non-refundable deposit.

Preservation Oklahoma, Inc. assumes no responsibility for any personal property placed in the Carriage House or on the grounds by Renter.

The Renter shall indemnify, defend and hold harmless Preservation Oklahoma, Inc., its officers, directors, members and employees from all costs and expenses arising out of any claim, liability, injury, or damage to an individual, property, or personal property sustained or claimed to have been sustained in the Carriage House or on the grounds, regardless of whether such is caused in whole or part by any act or omission of Preservation Oklahoma, Inc., its officers, directors, members, and employees, or Renter's officers, directors, members, agents, employees, guests, patrons, or invitees, or otherwise caused by the Renter's use of the premises. Renter shall pay and be wholly responsible for any and all damages to the Carriage House or on the grounds during Renter's use.

It is understood that the undersigned has read and accepts the rules, policies and charges for the use of the Carriage House and grounds at the Overholser Mansion.

Renter: _____ Date: _____

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Parking - On-street parking is available on 15th Street. Parking on the lawn or in the driveways is not permitted.

Additional information – Detailed information about catering, decorations, and amenities are set forth in the full rental. Smoking is strictly prohibited on the property. The Carriage House has two restrooms and a small, basic kitchen appropriate for reheating and staging. Security, liability insurance, and crowd control are the responsibility of the Renter. Security must be hired for any event serving alcohol or having attendees greater than 50.

Music - The venue is located in the historic Heritage Hills residential neighborhood. All music must stop by 10 p.m. Renter is responsible for determining whether a separate noise permit is needed.