



## Event Form 2019

Please complete this form and return it to [becki@tulsapressclub.org](mailto:becki@tulsapressclub.org)

Name of Organization: \_\_\_\_\_

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

Contact person: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Start time (including set-up if applicable): \_\_\_\_\_

End time (including clean-up if applicable): \_\_\_\_\_

\*Use of club facilities outside operating hours is an additional fee of \$100/per hour

Are you a Tulsa Press Club member: YES / NO

Will you be needing catering for your event: YES / NO

If YES, would you like the Tulsa Press Club to provide catering? \_\_\_\_\_

\*Request a menu by emailing [becki@tulsapressclub.org](mailto:becki@tulsapressclub.org)

### Rental Rates:

**Tulsa Press Club Member: \$250**

**Non-Member: \$300**

\*Tulsa Press Club members receive (1) free rental of the clubhouse per year

Preferred payment method:

- Cash
- Check
- Credit Card
- On Account

\*There is a \$100 deposit for Non-Tulsa Press Club members to reserve the clubhouse space. Deposit will be applied to rental fee.