

EVENT ORDER FORM

Oklahoma Center for Nonprofits Headquarters
701 N. Lindsay Ave., Oklahoma City, OK 73104
www.okcnp.org/booking booking@okcnp.org

ORGANIZATION INFORMATION

Organization

Contact for Event

Email Address Phone

Is your organization a member with The Center? Yes No

EVENT DETAILS

Date

Time
(include time for catering set-up and cleaning after your meeting/event)

Room(s) Training Room A* (32 max)
 Training Room B* (32 max)
 Training Room C* (32 max)
 Event Space* (200 max)
 Coworking Conference Room (8 max)
 Professional Development Conference Room (10 max)

Name of Event

Number of Guests

Seating (only applies to training rooms)
 Classroom U-Shape
 Rectangular Pods of 6
 Other

A/V Needs

Catering Details

Are you planning to serve alcohol? Yes No

CENTER MEMBER PRICING

Available Spaces	Business Hours	After Hours*
Co-working Desk	Free	N/A
Private Room	Free	N/A
Conference Room	Free	\$25/hour
Training Room	Free	\$50/hour
Event Space	N/A	\$100/hour

REGULAR PRICING

Available Spaces	Business Hours	After Hours*
Co-working Desk	\$10/hour	N/A
Private Room	\$10/hour	N/A
Conference Room	\$25/hour	\$50/hour
Training Room	\$100/hour	\$125/hour
Event Space	N/A	\$200/hour

*AFTER HOURS BOOKING

A 2-week notice is required for any after hours booking. A \$25 facility fee will be applied to after hours bookings with fewer than 50 expected guests. For after hours bookings with 50 or more expected guests, a facility fee of \$50 plus \$1 for each additional guest over 50 will be applied.

Completing this form does not guarantee a booking. You will receive confirmation or denial of booking directly from The Center.

Authorized Signature Date / /