

# *Experience* YOUR EVENT AT THE COWBOY



The National Cowboy & Western Heritage Museum is America's premier institution of Western history, art and culture. It's also home to some of the best meeting and event spaces in the region. With the recent multi-million-dollar renovation of the Museum's signature event space, the Sam Noble Special Events Center, the best is now even better. We are continuing to build upon our other event spaces with new audio visual updates.



**NATIONAL  
COWBOY  
& WESTERN HERITAGE  
MUSEUM®**

**For more information**

eventservices@thecowboy.org  
(405) 478-2624



*Sam Noble*

# *Special Events Center*

This magnificent, 16,500-square-foot facility offers the most unique and breathtaking decor in the West. Five monumental, 18' x 46' triptychs depicting Western landscapes by renowned artist Wilson Hurley adorn the walls of this one-of-a-kind banquet area.



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To view a detailed tour of the Special Events Center, scan the QR code to visit [thecowboy.org/sec](http://thecowboy.org/sec).

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# Event Space Specifications

## Sam Noble Special Events Center

	Guest Count	Price
1,000 Banquet	000-250	\$3,220
1,250 Theater	251-350	\$3,760
1,400 Cocktail	351-500	\$4,300
800 Classroom	501-800	\$5,500
50 Trade Booths	801-1000	\$7,120

### Audio Visual Services

#### Sam Noble Special Events Center

Cory's is the onsite technology partner of the Museum.

#### In-House Audio & Lighting Systems • \$1,250

- Includes flown line array speakers with subs, center fill, and side fill driven by a 24-channel digital audio console for full, clear sound for any event, including concerts. Includes up to four wireless mic, a wooden podium, and wired podium microphone.
- The lighting system includes 18 LED fixture stage wash to ensure anyone on the stage looks great in person and on camera. In addition, the lighting package comes with six LED moving wash fixtures above the stage to add color to a backdrop, the stage, the ceiling, and any other location to enhance the creative design of your event. Finally, the lighting system includes an Obsidian NX1 digital lighting console to bring the lights to life.

#### In-House Dual Screen HD Video System • \$2,500

- Includes an HD video system with state-of-the-art laser projectors, 2 large projection screens on either side of the stage, 2 Mac computers equipped with presentation software, video switcher, recorder, and remote presentation controller.

#### In-House Center HD Video System • \$1,000

- This system includes an HD video system which features a state-of-the-art laser projector. A 20ft screen is included to hang from the backdrop truss; truss and labor extra.

#### Perimeter LED Lighting Package • \$1,000

- We will line the SEC in 20 LED uplights in your color(s) of choice.

#### Hallway Speaker Package • \$500

- Speakers in the hallway from the main entrance to the SEC.

#### Labor Policy

- All events in the SEC require at least one AV technician.
- \$75/hour per technician; 4 hour minimum; up to 10 hours.
- \$112.50/hour per technician after 10 hours or on holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day)

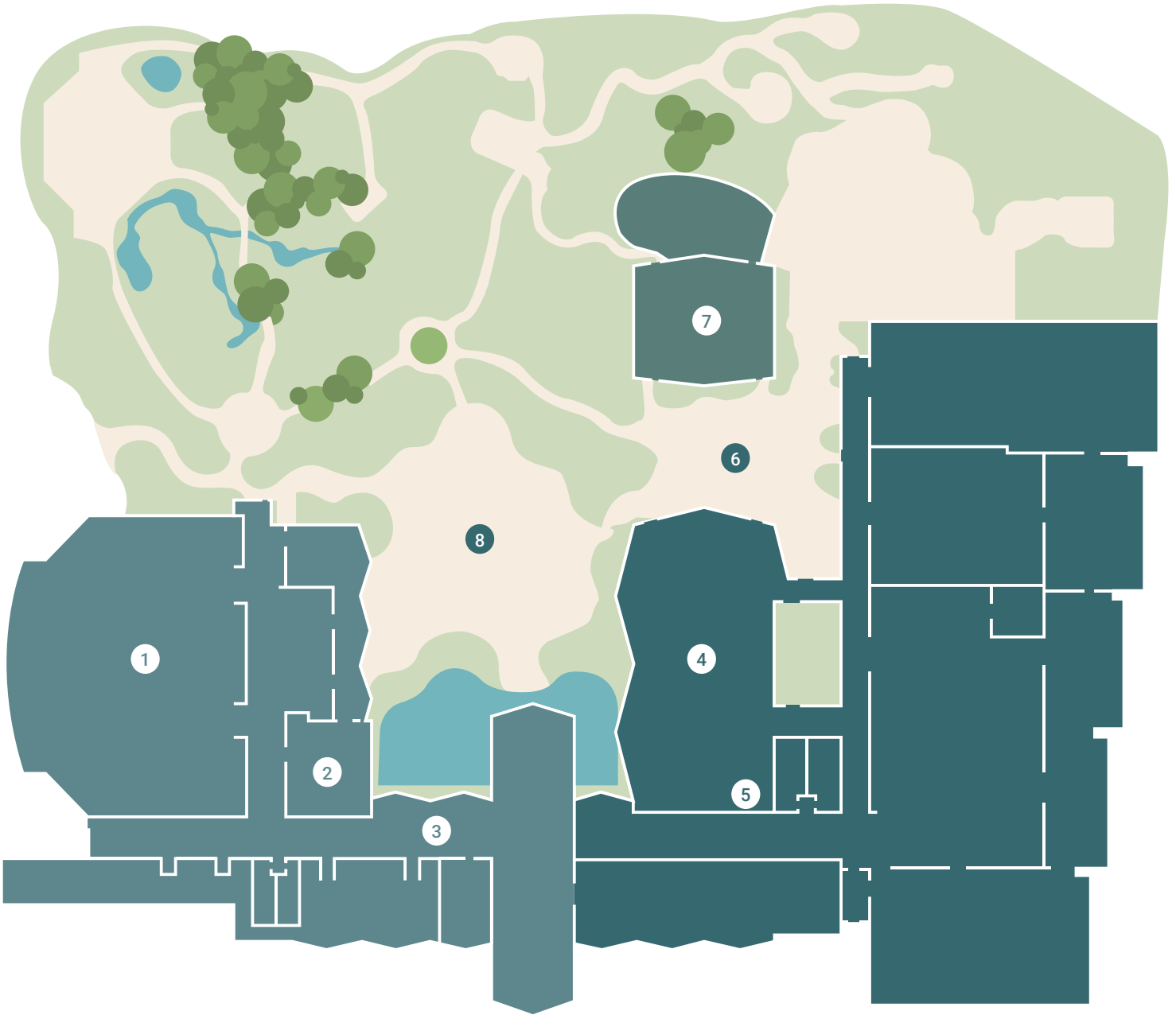
#### Other features are available at additional cost:

- A sleek, clear, acrylic podium.
- Pipe and drape or ceiling-rigged stage backdrop.
- Live camera, image magnification.
- Teleprompting.
- Creative services such as animated logo, name and title slides, event sponsor video, custom script writing, stage management, professionally record voice-over announcements, pre/post show music, walk-on/walk-off music and more.
- Specialty lighting – custom or stock gobos, moving lights and uplights.

#### Space Add-ons available at additional cost:

- See page 11.

**Contact Nathan Keever**  
**Museum's Director of Audio Visual**  
**nkeever@corys.pro • (405) 839-7758**



- 1. Sam Noble Special Events Center
- 2. S.B. "Burk" Burnett Board Room
- 3. Devon Foyer and Main Hallway
- 4. Prosperity Junction

- 5. Prosperity Junction Theater
- 6. Lichokoshkomo' Town Square
- 7. Annie Oakley Center
- 8. Western States Plaza



## Annie Oakley Center

The Annie Oakley Center is ideal for wedding receptions, cocktail receptions, and community events; seating up to 150 banquet style with a variety of options in seating and table arrangements. For a cocktail style reception, the Annie Oakley Society Event Center can accommodate up to 300 people.

### Specifications

#### Capacity

Banquet • 150  
Cocktail • 300

#### Location

Indoor • 7 on map

#### Size

3,046 square feet

#### Rate

\$2,015  
Only available after  
5:00 p.m.

#### Self-Service

\$500

PA with one wireless handheld microphone and connection of client device to installed screen(s).

#### Full-Service

\$1,000

PA with up to four wireless microphones (handheld or lavalier), installed screen(s) and up to three cameras with live stream capabilities.





## Liichokoshkomo' Town Square

The Town Square seats up to 250 theater style; perfect for an outdoor wedding, cocktail reception or dinner. The awning adds shading in the late afternoon and additional lighting in the evening for a breezy cocktail reception.

### Specifications

#### Capacity

Banquet • 300  
Cocktail • 450

#### Location

Outdoor • 6 on map

#### Size

4,572 square feet

#### Rate

Evening events only, available after 5:00 p.m.  
\$1,500  
Applicable Annie Oakley Society Event Center  
or Prosperity Junction rate.





## Prosperity Junction

Transport your guests to a bygone era as they experience Prosperity Junction, a gallery depicting a turn-of-the-century cattle town with rail connections. The time of day is just after sunset and most of the 19 buildings stand two-stories tall. Sounds of life lend reality to the town with the tones of a distant train whistle, the faintly heard barking of a dog, and the wind rushing across the prairie. Guests can order a drink in the Silver Dollar Saloon, take a selfie in Osborn Photography, and explore the school house, church and bank.

### Specifications

#### Capacity

Banquet • 190  
Cocktail • 280

#### Location

Inside • 4 on map

#### Size

2,000 square feet

#### Rate

Evening events only, available after 5:00 p.m.  
\$2,980

#### Portable Sound System

\$400

For use throughout The Museum, this system includes a 16-channel digital audio console, 2 speakers on stands, and a wireless microphone (handheld or lavalier).

#### Enhancement Package

\$750

This package includes the Portable Sound System (above) and 8 LED uplights.



## Prosperity Junction Theater

The Prosperity Junction Theater is available as an add-on. Includes an input for one client-provided laptop. The system supports audio for the laptop and projects an 11' x 20' image.

### Specifications

#### Capacity

60

#### Location

Inside • 5 on map

#### Rate

Applicable Prosperity Junction rental fees plus \$500 and audio visual technician.



## Western States Plaza

If you love the great outdoors, you will enjoy this spacious plaza nestled among glistening pools and native plants and flowers. Dine under the stars surrounded by the Plaza's beautiful and romantically lit scenery. This dramatic and private outdoor setting is perfect for any event. The Sam Noble Special Events Center must be rented in conjunction with the Plaza to accommodate inclement weather plans.

### Specifications

#### Capacity

Banquet • 500  
Theater • 800  
Cocktail • 1,000

#### Location

Outdoor • 8 on map

#### Size

10,000 square feet

#### Rate

Applicable Sam Noble Special Events Center Rental Fees Plus \$1,500.





## Devon Foyer & Main Hallway

A grand marble and glass entry awaits guests framed by iconic sculptures – *The End of the Trail*, pensive *Abraham Lincoln*, and the new *Code of the West\** experience. Floor to ceiling windows overlook a gorgeous garden with elegant sculptures and fountains. The Devon Foyer provides an elegant setting to receive guests, serve pre-dinner cocktails, or hold a silent auction.

### Specifications

#### Capacity

Cocktail • 700

#### Location

Inside • 3

#### Size

7,000 square feet

#### Rate

Included in Sam Noble Special Events Center Rental



## S.B. “Burk” Burnett Board Room

Whether you want to impress your top clients or conduct a breakaway session with your staff, the Board Room is the perfect conference or small dining area. The room hosts a variety of options in seating and table arrangements. The room is also available for more intimate evening gatherings and receptions. Audio visual equipment is available at the rates listed below.

### Specifications

#### Capacity

Banquet • 110

Classroom • 60

Cocktail • 150

Theater • 180

#### Location

Inside • 2 on map

#### Size

2,000 square feet

#### Rate

Daytime • \$915

Evening (after 5:00 p.m.) • \$1,515

#### Self-Service

\$500

PA with one wireless handheld microphone and connection of client device to installed screen(s).

#### Full-Service

\$1,000

PA with up to four wireless microphones (handheld or lavalier), installed screen(s) and up to three cameras with live stream capabilities.



\*Consisting of an ultra-hi-def, 30-foot LED screen, The Cowboy's new *Code of the West* exhibit is a multi-million-dollar, state-of-the-art interactive experience that gives Museum guests the opportunity to explore and share on real-time social the ten Code of the West principles that have shaped the West for centuries — and now, we're pleased to offer clients the opportunity to utilize this next-gen technology to display custom graphics during their special event!



## Event Services

The National Cowboy & Western Heritage Museum offers a variety of services to make your event a success, including but not limited to:

- Exclusive exhibition viewings
- Event staffing including:
  - Event Manager
  - Security
  - Custodial
  - Audio visual support
- Food and beverage service by the Petroleum Club of Oklahoma City
- In-house audio visual equipment and technician
- Customized logistic planning and diagramming
- Valet service by Jay's Valet
- Free high-speed public wi-fi

## Event Planning Services

The Museum is now offering event planning services to assist in making your vision a success!

Planning service includes:

- Initial consultation establishing goals and vision for the event
- Creating a budget and event checklist
- Coordinating and booking catering, vendors, and entertainment
- Acquiring hotel room block (if applicable)
- Creating and executing a run-of-show/production schedule
- Day-of event coordination and hands-on assistance

### Event Planning Pricing

Contract for greater of 5% of Event Budget or Flat Fee

Guest Count:	Flat Fee:
000-250	\$1,500
251-350	\$2,100
351-500	\$2,475
501-800	\$3,150
801-1000	\$3,750

\*User agrees to pay a surcharge fee equal to the greater of (i) 5% of the total event budget or (ii) the corresponding flat fee in the above table.

\*Above fee does not include venue rental cost or internal vendor costs."



## Audio Visual

Cory's is the onsite technology partner of the Museum.

### Portable Sound System • \$400

For events not in the Sam Noble Special Events Center. Includes digital mixer, speakers, and 1 wireless microphone.

### Enhancement Package • \$750

- Includes portable sound system
- 8 LED perimeter lights

### Labor Policy

- All audio visual services require at least one technician
- \$75/hour per technician; 4 hour minimum; up to 10 hours
- \$112.50/hour per technician after 10 hours

### Other features are available at additional cost:

- A sleek, clear, acrylic podium.
- Pipe and drape
- Live camera, image magnification.
- Teleprompting.
- Creative services such as animated logo, name and title slides, event sponsor video, custom script writing, stage management, professionally record voice-over announcements, pre/post show music, walk-on/walk-off music and more.
- Specialty lighting – custom or stock gobos, moving lights and uplights.
- Event production
- Design & creative services
- Talent procurement

For Sam Noble Special Events Center Audio Visual information, see page 3.

For more information: Contact Nathan Keever, Director of Audio Visual • (405) 839-7758 • nkeever@corys.pro

## Catering & Exclusive Vendors

### Catering

The Petroleum Club of Oklahoma City is the Museum's exclusive, in-house, full-service caterer.

The Petroleum Club's staff will coordinate with you to help plan the details of your event from start to finish and create an event that perfectly suits your vision, occasion, and budget, including:

- Continental breakfast and coffee service
- Plated, buffet breakfast and brunch
- Plated, buffet and boxed lunch
- Cocktail and hors d'oeuvre service
- Buffet and multiple-course plated dinners
- Full bar service
- Customized desserts

### Exclusive Caterer

The Petroleum Club of Oklahoma City  
100 N. Broadway, Suite 3400 • Oklahoma City, OK 73102  
(405) 232-1184 • petroleumclubokc.com

Contact Jennifer Dao • Catering Manager  
(405) 232-1184 • jennifer@petroleumclubokc.com

### Exclusive Valet

Jay's Valet  
10065 E. Harvard, Suite 801 • Denver, CO 80231  
(888) 368-5297 toll free • (405) 917-7275 • jaysvalet.com

Contact Ken Wartell • Chief Operating Officer  
(405) 917-7275 • ken@jaysvalet.com

## Location

1700 Northeast 63rd Street • Oklahoma City, OK 73111

Near two major freeways, the National Cowboy & Western Heritage Museum is 15 minutes north of downtown Oklahoma City and 25 minutes north of Will Rogers World Airport, making its location an ideal destination for visitors to central Oklahoma and surrounding states.

## Rental Policies & Guidelines

### Availability

The Museum's event spaces are available for rental Tuesday - Saturday between 7:00 a.m. - Midnight. Please contact the Event Services team for availability and rates. All events are scheduled within the Museum's discretion. There is no cost to hold a date.

### Payment

Applicable deposits and a signed agreement are required for the Museum to guarantee the use of the facilities. For state agencies, a purchase order will be accepted in lieu of a deposit. A preliminary hold on facilities gives a prospective client priority, but in case of a conflict, the client must provide applicable deposits and a signed agreement to change the hold to a guarantee within 2 business days of being prompted to move forward. A reservation will be dropped if an agreement is not returned signed with deposit within 30 days of issuance.

### Deposit

Upon execution of the Facility Use Agreement, the client will provide the initial deposit to the Museum at that time. If the permitted use is a personal event such as a wedding, wedding reception, etc., client must pay remaining invoice halfway between date contract is signed and the event day. All deposits are non-refundable.

### Staffing

As part of the facility rental fees, the Museum provides security for the entire campus. Custodial staff will be present during your event. Evening clients will be assigned an Evening Event Manager as their point-of-

contact. Event planning services can be provided for an additional fee.

### Setup and Strike

Daytime events – The Museum will set the room at a time designated by the Manager of Event Services. In general, the event is confined to the designated facilities, and hallway use is not permitted. All additional space allowances are subject to additional fees.

Evening events – The Museum will set the room at a time designated by the Manager of Event Services. Public access areas cannot be set up prior to 4:00 pm.

### Tables and Chairs

- The following dining tables and chairs are included with room rental:
  - 60" round tables
  - 8' rectangular tables
  - Padded banquet chairs
  - Rental tables for additional fee:
    - Bistro tables – \$9.50 per table
    - 72" rounds – \$15 per table
- Client may obtain additional and/or specialty items through a third party vendor.

### Catering

- Must arrange catering services from the Museum's exclusive caterer, the Petroleum Club.
- The caterer is responsible for removing any trash or waste generated from any food and beverage services to include: tables, kitchen and any utilized spaces and facilities.
- Alcohol may not be served until after the Museum closes to the public at 5:00 p.m.

### Audio Visual Services

- The Director of Audio Visual can assist you with all of your audio visual needs.
- For in-house audio visual services and fees, please reference the "NCWHM In-House Audio Visual Guide."
- If electing to bring in an outside audio visual service provider, please reference the "NCWHM External Production Company Guidelines."
- If needed, all rigging equipment, rigging labor, show power and lift rental must be approved and exclusively provided by the Museum's house rigging company.

### Exhibits

At client's request, Museum galleries can be opened for self-guided tours. The fee is 20% of the room rental. Food, drinks, video cameras, and flash photography are prohibited in the Museum's indoor galleries.

### Smoking

Smoking is prohibited on the Museum campus.

### More Information

For all policies and guidelines, visit [thecowboy.org/rentals](http://thecowboy.org/rentals).



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[thecowboy.org](http://thecowboy.org)